



# Referencing and Bibliographic Citation



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## 1 Introduction

There are several different referencing or citation systems in use today. This guide aims to explain how to present references to a wide range of printed and non-printed materials in the widely used **Harvard Style**. It is based on a number of published sources (Turabian, 1987; BSI, 1989; University of Chicago Press, 1993; Li and Crane, 1996); and Chernin (1988) describes the origins of the system.

Please note that the Harvard system does not apply to legal documents. French (1996) and Raistrick (1993) are the recommended sources for those seeking guidelines on how to refer to legal materials.

A reference can be defined as "a set of data describing a document, or part of a document, sufficiently precise and detailed to identify it and to enable it to be located" (BSI, 1989:2).

You need to give a reference:

- if you quote the exact words of another author
- if you paraphrase or summarise a passage by another author
- if you use an idea or material based directly on the work of another author

Failure to do so can leave you open to accusations of plagiarism, for which you will be penalised very heavily by assessors.

There are other occasions when knowing how to write a reference can be useful:

- it enables you to find an item you have consulted previously
- it allows you to pass on to a friend or colleague details of an item that you have consulted, secure in the knowledge that he/she will be able to trace it easily.
- it contains all the information library staff will need to obtain via Inter-library Loan for an item you have come across which is not available in your university collections.

Although there is broad consensus on what information should be included in references to a wide range of material, there are several points of presentation on which opinions differ. The main ones are highlighted below. Your university may require a certain style of presentation. If not choose one style and apply it consistently.

The reference list at the end of your essay or report should provide full details of all the material you refer to in your essay listed alphabetically by the author's last name. The Harvard system is sometimes referred to as the *author and date* or *parenthetical* system, since to refer from your essay to an item in the list, you simply insert the name of the author and the year the item was published in brackets (parentheses) at the appropriate point, for example:

- A recent report (Smithson, 1995) suggests that ...
- Parkinson (1989) found that ...
- Several studies (Brown, 1958; Jones, 1964; Smith, 1976) have investigated ...

To refer to a specific page or section, include the page number(s) after the year, for example:

- In a recent report, Smithson (1995: 46) concluded that ....
- In a recent report, Smithson (1995, p.46) concluded that ....
- In a recent article, Jamieson (1994, pp.59-60) argued against accepted notions of ...

You provide full details of each item referred to in a list at the end of your assignment. This system causes minimum distraction to both the writer and the reader. Each item needs to appear in the list just once and inserting or deleting a reference as your essay develops is a simple matter.

If you wish to provide details of major items you consulted during your research but do not refer to in your essay, list these separately under the heading "**Bibliography**" or "**Additional Sources**". This should be a selective list. Including details of everything you consulted could give the impression that you cannot discriminate between important and less significant items.

### **Some points to note**

- References to books, journal articles, etc. are presented in a single sequence arranged alphabetically by author.
- References to materials by the same author are arranged by their date of publication. Where reference is made to more than one item published by an author in the same year, a lower case letter is appended to the year to distinguish between them.
- Page numbers are included in reference list and bibliography entries for journal articles and essays only. To add a note, insert a number, e.g. [1], (1), <sup>1</sup> at the appropriate point in the text and include the note at the end of the essay before the list of references.

The following is an example of how it all fits together:

**Text:**

.... Whether it is labelled contagion (LeBon, 1960), social facilitation (Allport, 1924) or circular reaction (Blumer, 1939), nearly all students of collective behaviour refer to a notion that individuals in the crowd situation are especially susceptible to the influence of others. The idea persists in the work of contemporary theorists, such as Turner (1964a), who refers to "heightened responsiveness of the individual to cues provided by others when situational anchorages are inadequate" (p.385); Lang and Lang (1961, p.221) and Smelser (1962, p.11) make similar arguments ...

**Reference list:**

- Allport, F.H. (1924) *Social Psychology*. Houghton
- Allport, G. and POSTMAN, L. (1947) *The Psychology of Rumour*. Holt
- Blumer, H. (1939) Collective Behaviour **in** Park, R.E. (ed.) *An Outline of the Principles of Sociology*. Barnes and Noble. pp.219-280
- Lang, K. and Lang, J.E. (1961) *Collective Dynamics*. Crowell
- Lebon, G. (1960) *The Crowd*. Viking
- Smelser, N.J. (1962) *Theory of Collective Behaviour*. Free Press
- Turner, R.H. (1964a) Collective Behaviour. **in** Faris, R.E. (ed.) *Handbook of Modern Sociology*. Rand McNally. pp.382-425
- Turner, R.H. (1964b) New Theoretical Frameworks. *Sociological Quarterly* Vol.5, pp.122-132

## 2 Presenting quotations

A quotation helps you support an argument and illustrate the range of your research. However, before including a quotation, stop to consider whether it is really relevant. It is important that a quotation is easily identifiable as such and accompanied by a page number. If it occupies three lines or less, it should be enclosed in quotation marks and included in the body of the essay, as in the example on the previous page. A longer quotation should be indented and presented in single-line spacing without quotation marks, for example:

“Occupational welfare includes those benefits that accrue to wage and salary earners over and above their pay, including those referred to as fringe benefits. (Titmuss (1958, p.51)” illustrates this occupational division of welfare with the following examples:

pensions for employees, wives and dependents; child allowances; death duties; health and welfare services; personal expenses for travel, entertainment, dress and equipment; meal vouchers; motor cars and season tickets ... and an incalculable variety of benefits in kind ranging from obvious forms of realisable goods to the most intangible forms of amenity.

The receipt of shares in a company is one of many common benefits which even Titmuss' long list omits, and one which has very clear tax advantages... .

Take care to reproduce all quotations exactly, including their punctuation. You should even reproduce any spelling or grammatical errors from the original. Insert **[sic]** immediately afterwards to indicate that the error was made in the original, not as you were transcribing it.

You may make alterations or additions to a quoted passage to help your reader's comprehension or to fit the quotation neatly into your sentence or paragraph. Enclose in square brackets [ ] any words that you add and insert three dots ... to indicate omissions.

### 3 References from printed books

References taken from a printed book, pamphlet or report should include the following details:

- author's name – Last name, INITIAL(S)
- year of publication – (in brackets)
- title and subtitle (if any) of the book. - normally underlined or set in italics
- edition (only included if second or subsequent)
- publisher's name
- place of publication (not always required, check with your lecturer)

You can normally find all of this information on the title page and the back of the title page.

The following information is **not** included in references:

- an author's qualifications or title the words Ltd., or Inc. following a publisher's name.
- library classification/shelving numbers and locations.

If a publication has up to three authors, give all their names. If there are more than three, the name of the first author followed by "*and others*" or "*et al.*" is sufficient. Your lecturer may ask you to include the place of publication. Give the name of the town or city where the publisher is based. If the place is not well known for publishing or may be confused with another location, include the country or state, for example, *Cambridge, Mass.*

Some publications are edited or compiled rather than written by the person whose name appears on the title page. The editor or compiler of a work can be taken as the author. His/her actual function should be indicated in brackets, for example (*ed.*), (*comp.*), in the reference but not mentioned in the text.

You must include the original date of publication for the edition rather than a reprint date. If you cannot find a date of publication, insert **n.d.** in place of a year. If it is unclear who



wrote the publication, it is usually referred to in the text by its title or a shortened form of it and entered in the reference list under its title. A reference to a recent edition or a translation of a classic should include a brief note on the book's history to allow the reader to identify the exact edition you consulted.

A reference to a thesis or dissertation should include details of the degree awarded and the awarding institution. If a publication is produced by an organisation and no individual is credited as the author, treat the organisation as the author.

Examples of how to present references from books:

**Book:**

- Norman, D.A. (1988) *The Psychology of Everyday Things*, Basic Books
- Laurel, B (ed) (1990) *The Art of Human-Computer Interface Design*. Addison Wesley

**Up to 3 Authors:**

- Ponton, G. and Gill, P. (1993) *Introduction to Politics*, 3rd. ed. Blackwell

**More than 3 Authors:**

- Preece, J *et al* (1994) *Human-Computer Interaction*, (Addison Wesley)

**Including place of Publication:**

- Gottfried, R.S. (1983) *The Black Death: Natural and Human Disaster in Medieval Europe*. Macmillan, London

**or**

- Gottfried, R.S. (1983) *The Black Death: Natural and Human Disaster in Medieval Europe*. London: Macmillan

**Compiled Books:**

- Mort, D. and Siddall, L. (comps.) (1985) *Sources of unofficial UK statistics*. Gower

**Using Original Publication Date:**

- Bilton, T. *et al*. (1987) *Introductory Sociology*. 2nd ed. Macmillan

**The publication history** on the back of the title page reads as follows:

First edition 1981

Reprint 1982 (twice, with corrections), 1983 (twice), 1984, 1985,  
1986, 1987

Second edition 1987

Reprinted 1988 (twice), 1989 (twice)

The book has been reprinted four times since the second edition was published in 1987, but the text has not been altered, so 1987 is the date to quote in the reference.

**No Date:**

- Elliott, K. and Wright, D. (n.d.) *Studying the professional way*. Northwick

Book references cont.:

**Translated or Recent Editions:**

- Weber, M. (1976) *The Protestant Ethic and the Spirit of Capitalism*. Tr. Parsons. Allen and Unwin (Original German ed., 1904-1905)

**Thesis or Dissertation:**

- Hull, A.P. (1988) *Changing patterns of Accessibility and Mobility in sixteen Parishes in East Kent, 1973-1982*. Ph.D. thesis, Liverpool Polytechnic

**Published by an Organisation:**

- Royal College of Nursing (1992) *Nurses speak out: a report on the work of the RCN Whistleblow Scheme*. Royal College of Nursing

**No Author Given:**

- *Faber Medical Dictionary* (1975). 2nd. ed. Faber

**Multi-volume set of Books:**

- Crossman, R. (1975-1977) *Diaries of a Cabinet Minister*. 3 vols. Hamish Hamilton, London

You would need to include the volume number in a text reference to a particular page, for example - (Crossman, 1975-1977, 1: 132)

***One volume in a multi-volume set***

1) without individual volume title:

- Barr, A. and Feigenbalm, E.A. (1981) *The Handbook of Artificial Intelligence*. Vol. 1 Heuris Tech Press. Stanford

2) with individual volume title:

- Hollis, D. (1980) *Animal Identification: A Reference Guide*. Vol.3: *Insects*. British Museum (Natural History), London

#### 4 References to an essay in a collection

References should include the following details:

- author's name – Last Name, INITIAL(S)
- year of publication - in brackets title and subtitle (if any) of the essay
- **in** editor's name – Last Name, INITIAL(S)
- title of the collection - normally underlined or set in italics
- edition (only included if second or subsequent)
- publisher's name
- page numbers

For example:

- Greene, O. (1991) Tackling Global Warming **in** Smith, P.M. and Warr, K. (eds.) *Global Environmental Issues*. Hodder and Stoughton pp.216-246
- Offee, C. and Ronge, V. (1982) Theses on the theory of the state **in** Giddens, A. and Held, D. (eds.) *Classes, Power and Conflict*. Macmillan pp.74-98

Note how only the title of the collection is underlined or set in italics. Some lecturers prefer you to place inverted commas around the title of the essay, as follows

- Offee, C. and Ronge, V. (1982) 'Theses on the Theory of the State'. **in** Giddens, A. and Held, D. (eds.) *Classes, Power and Conflict*. Macmillan pp.74-98

## 5 Encyclopaedia Entries

### Printed encyclopaedia reference:

- Benz, E.W. (1976) Christianity, *Encyclopaedia Britannica*. 15th. ed. Macropaedia 4, pp. 459-533 Chicago: Encyclopaedia Britannica

### Electronic Encyclopaedia reference:

- *Grolier Multimedia Encyclopaedia*, [CD] (1999) [Accessed 25/11/02]

## 6 References to articles in printed Journals, Periodicals, Annual Reviews, Bulletins, Newsletters and Magazines

References should include the following information:

- author's name – Last Name, INITIAL(S)
- year of publication - in brackets
- title and subtitle (if any) of the article
- title of the journal - normally underlined or set in italics
- volume and part or other details of the issue as appropriate
- inclusive page numbers

You can normally find this information on the contents page of the issue and the first page of the article.

You should **not** include the following information:

- name of publisher
- place of publication except in cases where there is more than one journal with the same title, for example, *International Affairs* (Moscow) and *International Affairs* (London).

Examples of references:

**Weekly Magazines:** these usually include the cover date

- Morris, T. (1980) The Case for Abolishing Parole. *New Society* 19th. June pp.282-284

**Professional / Academic Titles:** usually include the issue / volume and part number

- Cosgrove, D. and Jackson, P. (1987) New Directions in Cultural Geography. *Area* 19 95-101
- Franke, F.R. and Chasim, B. (1981) Peasants, Peanuts, Profits and Pastoralists *Ecologist* V.11 (4), pp.156-168
- Hainsworth, F.R. (1981) Energy Regulation in Humming Birds. *American Scientist* V.69, pp.420-429
- Pashley, G. and Henry, C. (1990) Carving out the Nursing Nineties. *Nursing Times* 86 (3) 70-71

**Using Inverted Commas:** some institutions prefer the title of the article to be enclosed in inverted commas

- Pashley, G. and Henry, C. (1990) 'Carving out the Nursing Nineties.' *Nursing Times* 86 (3) 70-71

Journal references etc. cont.:

Different ways of presenting **Journal Volume, part and page numbers:**

- Hughes, P. (1991) Who should teach nurses? *Nursing Standard* 6(4), 30-31
- Hughes, P. (1991) Who should teach nurses? *Nursing Standard* V.6(4), pp.30-31
- Hughes, P. (1991) Who should teach nurses? *Nursing Standard* Vol.6, part 4, PP.30-31

**Annual Reviews:** these should be treated as if from a Journal

- Michelson, L. and Wood, R. (1980) Behavioral Assessment and Training of Children's Social Skills. *Progress in Behavior Modification* Vol. 9, pp.242-292

## 7 Printed Newspaper Articles and Reports

These should include the following information:

- author's name – Last Name, INITIAL(S)
- year of publication - in brackets
- title and subtitle (if any) of the article
- newspaper title- normally underlined or set in italics
- date and page numbers

For example:

- White, J. (1992) Liverpool's most valuable home draw. *The Independent*, 2nd. October, p.12

- Full details of short, unattributed newspaper reports can be included in the text of your essay, for example, (*The Guardian*, 27 April 1994, p.4)
- Long unattributed newspaper articles would be referred to in your essay as follows; (*The Guardian*, 1990, p.17)

- The title of the article comes first in the reference list entry and the entry is filed under the title of the newspaper, for example, Title, (1990) Questions for the decade of decision. *The Guardian*, 25 May, p.17-18
- **Letter** to a journal or newspaper, for example: Macfarlane, A. (1986) Letter to the *British Medical Journal*, 293, p.504

## 8 Conference Papers

References taken from conference papers should take the following format:

- Grunwald, P. (1984) Car body painting with the spine spray system. International Conference on Industrial Robot Technology, 7th, Gothenburg, Sweden, 2-4 October. *Industrial Robot Technology. Proceedings ...*, ed. by N. Martensson. IFS pp.633-642

## 9 Personal Letters and Interviews

References should begin with the name of the person sending the letter or the person interviewed respectively...

- Adamson, P. (1968) Interview by author, London 17th April
- Kinnock, N. (1986) Letter to author, 12th August

## 15 Secondary References

You may want to refer in your essay to an item you uncovered during a literature search, but have not read in full. If quoting a work you found used by another author during your reading, be sure to add a note and page number to the entry in your list of references, so that it is clear that you have not consulted the original source, for example:



**Text:**

- Harris (1980) was of the opinion that ...

**Reference:**

- Harris, K. (1980) *Atlee*. Weidenfeld and Nicholson **quoted in** Taylor, P.J. (1982) *Britain and the Cold War: 1945 as geopolitical transition*. Pinter, p.64

## 11 Electronic Books, Journals and WebPages

Information taken from the Internet should be cited in a similar fashion to its printed counterparts. References should include the following information:

- Author / Editor
- (Year of publication)
- Title - underlined or set in italics
- [medium statement] if applicable
- Edition statement if known and if later than the first, or date of uploading if easily ascertained.
- Place of publication or best approximation of it
- Publisher
- Location Note including URL
- [Date Accessed]

**Examples:**

- Hewitt, Baecker et al (1997) ACM SIGCHI Curricula for Human-Computer Interaction [Available at – <http://sigchi.org/cdg/cdg2.html> , accessed 23/10/02]  
Copyright ACM SIGCHI 1992, 1996
- Laurel, B ed. (1990) *The Art of Human-Computer Interface Design* Addison-Wesley in Shedroff, N (1994) *Information Interaction Design: A Unified Field Theory of Design / Information Design* [Available at – <http://www.nathan.com/thoughts/unified/3.html> , accessed 28/10/02]
- Lowgren, J (2002) *Just How Far Beyond HCI is Interaction Design*. [Available at – <http://www.boxesandarrows.com/archives/002589.php> , accessed 28/10/02]

Many **electronic books** are "reprints" of old texts that are no longer covered by copyright.

The recommended style for a reference to such sources is:

- Austen, J. (1803) *Northanger Abbey* [online] Uploaded 11th July 1994. Maryland: The University [Available at: gopher://gopher.inform.umd.edu:70/00/EDRES/ReadingRoom/Fiction/Austin/Northanger/INTRO, accessed 18th March 1997]

Much information is put up on the Internet by organisations and **no specific author** is identified. In such cases, ascribe authorship to the smallest identifiable organisational unit (this is similar to the standard method for citing works produced by a corporate body), for example:

- Library Services (1995) *Internet user glossary* [online]. North Carolina: North Carolina State University. [Available from: Gopher://dewey.lib.ncsu.edu:70/7waissrc%3A/.wais/Internet-user-glossary, accessed 15th April 1996].

An increasing number of **newspapers** have their own websites and these are often used to break new stories as they happen. Many of these services do not have substantial archives. The subsequent ephemeral nature of the data makes it essential to include the date accessed due to the ephemeral nature of data in this type of electronic publication.

- Hooper, J. (1997) Collision in Mediterranean kills 280. *The Observer*, [online] 05/01/97 [Available at: <http://www.observer.co.uk>, accessed 15 April 1997]

The format of the majority of electronic journals follows the traditional pattern of printed publications. There are differences in how the references are written, the recommended style is as follows:

**Example:**

- Martin, E.W. (1996) The legislative and litigation history of special education. *The Future of Children*. Vol.6 (1), pp.25-39.[online] [Available at: [http://www.futureofchildren.org/sped/02\\_sped.pdf](http://www.futureofchildren.org/sped/02_sped.pdf), accessed 25th November 1996]

Variations of this basic style could be adopted:

- Martin, E.W. (1996) The legislative and litigation history of special education. *The Future of Children*. 6 (1), 25-39.[online] [Available at: [http://www.futureofchildren.org/sped/02\\_sped.pdf](http://www.futureofchildren.org/sped/02_sped.pdf), accessed 25th November 1996]
- Korb, K.B. (1995) Persons and things: book review of Bringsjord on Robot-Consciousness. *Psycoloquy* [online], 6 (15). [Available at: [gopher://wachau.ai.univie.ac.at:70/00/archives/Psycoloquy/95.V6/0162](http://gopher://wachau.ai.univie.ac.at:70/00/archives/Psycoloquy/95.V6/0162), accessed 17 Jun 1996].

Most importantly you need to give the URL that you have used to view the document.

## 12 Electronic Communications

The following format is recommended for references to personal e-mail messages. Give the "subject line" of the message as the title and the full date instead of just the year. In place of an "availability" statement, use e-mail to Recipient and include both the sender's and recipient's e-mail addresses in the reference.

**Personal e-mail:**

- Sender (Sender's E-mail address), Day Month Year.  
Subject of Message. E-mail to Recipient (Recipient's E-mail address).

**Example:**

- Sender, A., (sendera@hope.ac.uk), 25 Nov 2002. *RE: Harvard Referencing*  
(Recipient@hope.ac.uk).

Discussion / newsgroups etc. are discussion lists that generate email messages which are sent directly to the subscriber. Many lists archive the messages sent for a short period. References to these messages should be treated in a similar fashion to journal references; using the list name in place of the journal title and the subject line of the message in place of the article title.

- Author, Day Month Year. Subject of message. Discussion List
- [online]. Available from: list e-mail address [Accessed Date].

Examples:

- Brack, E.V., 2 May 1995. *Re: Computing short courses*. Lis-link [online].  
Available from: mailbase@mailbase.ac.uk [Accessed 17 Apr 1996].

- Jensen, L.R., 12 Dec 1995. *Recommendation of student radio/tv in English*. IASTAR [online]. Available from: [LISTSERV@FTP.NRG.DTU.DK](mailto:LISTSERV@FTP.NRG.DTU.DK) [Accessed 29 Apr 1996].

Note that items may only be kept on discussion group servers for a short time and hence may not be suitable for referencing. The author, who gave the citation, with a note to this effect, could keep a local copy.

### 13 Government Publications

Government reports often have such long titles that they are commonly known by the name of the Chairman of the committee responsible. However, you should always give the full official title of the report in a reference.

#### Examples:

- Department of the Environment (1984) *Disposal facilities on land for low and intermediate-level radioactive waste: principles for the protection of the human environment* H.M.S.O.
- United Nations World Commission on Environment and Development (1987) *Our Common Future*. [Brundtland Report] Oxford University Press

Examples of references from various Government Publications:

#### Green Paper:

- Department of Health (1991) *The Health of the Nation: a consultative document on a health strategy for England*. Department of Health/H.M.S.O.

#### Statistical Series:

- Office of Population Censuses and Surveys (1990) *General Household Survey for 1988* No.19 H.M.S.O.

**Command Papers:**

- Denning, A.T. (Chairman) (1963) *Report in the light of circumstances surrounding the resignation of the former Secretary of State for War, Mr. J.D. Profumo* (Cmnd.2152) H.M.S.O.
- Home Office (1978) *Reform of Section 2 of the Official Secrets Act 1911* (Cmnd.7285) H.M.S.O.
- *Open Government* (Cmnd. 7250) H.M.S.O., 1979
- *Report and Evidence of the Committee on Section 2 of the Official Secrets Act 1911* 4 vols. (Cmnd. 5104) H.M.S.O., 1972

{**Note:** Be sure to use the abbreviation in force when the command paper was published, i.e. Cd. for those published 1900-1918, Cmd. for those published 1919-1956, Cmnd, for those published 1956-1986 and Cm. for those published since 1986.}

*When referencing **Parliamentary business** (for example a contribution to a **Parliamentary Debate** or a **speech**) the following formats should be used:*

**Text:** An abbreviated title is sufficient in a text reference (Commons Hansard 3s, 249:611-627).

A note of the series, the volume number and any column numbers should follow this:

*Commons Hansard Parliamentary Debates*, 3rd. series, vol.249 (1879)

Refer to statement made in the body of the text:

.....Dennis Skinner, MP for Bolsover raised the issue as a point of order (Commons Hansard 1997, cols 23-24).....

## Parliamentary Business cont.:

### **Reference List:** (contribution to a debate)

Include the exact citation alphabetically under Commons Hansard Debates in the reference list:

- *Commons Hansard Debates* [online], (13th January 1997) [Available at: [http://www.parliament.the-stationery-office.co.uk/pa/cm/199697/cmhansrd/cm970113/debtext/70113-06.htm~70113-06\\_spnew11](http://www.parliament.the-stationery-office.co.uk/pa/cm/199697/cmhansrd/cm970113/debtext/70113-06.htm~70113-06_spnew11), accessed 14th January 1997]

### **Speech in Parliament:**

**Text:** cite the name of the person speaking and the date

- (Churchill, 1945)

### **Reference List:**

- Churchill, W.S. (1945) Speech to the House of Commons, 18th January. *Parliamentary Debates*, Commons, 5th series, Vol. 407 (1944-45), cols. 425-446

## 14 Electronic Government Publications

The basic principle of following the guidelines for printed sources applies along with additional information as to how, when, and where the information was accessed.

### **Parliamentary Reports:**

- House of Lords *Information Society: Agenda for Action in the UK: Fifth report of the Select Committee on Science and Technology*, Session 1995-96, [online] HMSO, 1996 (HL 1995-96 51) [Available at: <http://www.parliament.the-stationery->

office.co.uk/pa/ld199596/ldselect/iforsoc/inforsoc.htm, accessed 13th January 1997]

**Acts of Parliament:**

- *Armed Forces Act 1996: Chapter 33* [online] HMSO 1996  
[Available at; <http://www.hmso.gov.uk/acts/acts1996/1996046.htm>, accessed 7th January 1997]

Electronic Government Papers cont.:

**Departmental Reports:**

- Department of Health (1996) *Choice and opportunity. Primary care : the future*. Presented to Parliament by the Secretary of State for Health by Command of Her Majesty.[online] Department of Health.  
[Available at: <http://www.open.gov.uk/doh/pcwp.htm>, accessed 3rd February 1997]

**Ofsted Reports:**

- Burke,B. (1995) Inspection under section 9 of the Education (Schools) Act 1994: Bedford High School, Manchester Road, Leigh. WN7 2TY  
[Available at: <http://www.open.gov.uk/ofsted/pdf/3594019.pdf> , accessed 26th November 1996] **in:** The Ofsted Reports Database (1996). London: Office for Standards in Education  
Available at: <http://www.open.gov.uk/ofsted/>, accessed 26th November 1996]

## 15 Computer Programs

A date is not normally included in a reference to a computer program. The version or release number is given in the reference list entry and the program simply referred to by its name in the text:

- *The original edition of this guide was written using Word Perfect over a period of several weeks. WordPerfect Version 5.1 WordPerfect Corporation, Orem, Utah*



## 16 Non-print Materials (Film / TV)

**Feature Film:** It is usually sufficient to quote the film's title in the text of an essay. Include the date only if more than one film with the same title has been made. The reference list entry should include the director's name, country of origin and length, for example:

**Example:**

- *A Star is Born* (1927, Victor Sjöström, US, 87 mins.)

**Television or Radio Interview:** The reference should begin with the name of the person interviewed, for example:

**Example:**

- Porritt, J. (1991) Interview by Jonathan Dimpleby *Panorama*, BBC 1, 18th March

**Television and Radio Programmes:** It is usual to give the title, country of origin, channel, transmission date, if possible, and episode title, if appropriate:

**Examples:**

- *The Nuclear Age*, Episode 3: Europe goes nuclear UK, ITV 26th October, 1988
- *Yes, Prime Minister*, Episode 1, The Ministerial Broadcast. UK, BBC 2 1986, Jan 16

Details of the director and **scriptwriter** may be included:

- *Blackeyes*. d. Ken Trodd, scr. Denis Potter UK, BBC 1989 23 September

**Documentary films** may be listed under the name of the director or production company:

- BBC and OU PRODUCTIONS (1991) *Environment, (U206)*, programme 6

## List of References used in this Guide

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