

Referencing Handbook

APA 6th (Harvard) Style

Contents

[Introduction 5](#_Toc31122187)

[Part 1: Using In-Text Citations 6](#_Toc31122188)

[Direct quotations 6](#_Toc31122189)

[Paraphrasing and summarising 7](#_Toc31122190)

[Citing multiple sources together 8](#_Toc31122191)

[Citing a source multiple times in the same paragraph 8](#_Toc31122192)

[Citing sources with the same author and year 9](#_Toc31122193)

[Citing authors with the same name 9](#_Toc31122194)

[Citing corporate authors 9](#_Toc31122195)

[Listing different numbers of authors 10](#_Toc31122196)

[Secondary citations: citing a work within another work 10](#_Toc31122197)

[Is there anything I don't need to cite? 11](#_Toc31122198)

[Confused? I can't tell if an idea is my own 12](#_Toc31122199)

[Part 2: Writing your Reference List 13](#_Toc31122200)

[General Rules 13](#_Toc31122201)

[Books 14](#_Toc31122202)

[Printed books 14](#_Toc31122203)

[E-Books 15](#_Toc31122204)

[Chapters in books 15](#_Toc31122205)

[Chapters in e-books 16](#_Toc31122206)

[E-readers 16](#_Toc31122207)

[Translated works 17](#_Toc31122208)

[Reports and government publications 17](#_Toc31122209)

[NHS Trust policies & procedures (confidential) 18](#_Toc31122210)

[Journals 19](#_Toc31122211)

[Journal articles 19](#_Toc31122212)

[Articles from e-journals 19](#_Toc31122213)

[Newspaper articles 21](#_Toc31122214)

[Conferences 22](#_Toc31122215)

[Conference proceedings 22](#_Toc31122216)

[Conference papers 22](#_Toc31122217)

[Theses 23](#_Toc31122218)

[Web 24](#_Toc31122219)

[Web pages 24](#_Toc31122220)

[Websites 24](#_Toc31122221)

[Wiki entries 24](#_Toc31122222)

[Blogs 25](#_Toc31122223)

[Standards and Patents 26](#_Toc31122224)

[Standards 26](#_Toc31122225)

[Patents 26](#_Toc31122226)

[Audio and Visual 27](#_Toc31122227)

[Online multimedia 27](#_Toc31122228)

[Films, DVDs and videos 27](#_Toc31122229)

[Sound recordings 28](#_Toc31122230)

[Music scores 28](#_Toc31122231)

[Images: Figures and Tables 29](#_Toc31122232)

[A note about copyright: 30](#_Toc31122233)

[Figures from web sources 30](#_Toc31122234)

[Figures from print sources 31](#_Toc31122235)

[Figures you created yourself 32](#_Toc31122236)

[Creating a List of Figures 33](#_Toc31122237)

[Tables from web sources 34](#_Toc31122238)

[Tables from print sources 34](#_Toc31122239)

[Tables you have created from other sources 35](#_Toc31122240)

[Tables you created yourself 36](#_Toc31122241)

[Creating a List of Tables 37](#_Toc31122242)

[Ephemera 38](#_Toc31122243)

[Personal communications, lecture notes and assignments 38](#_Toc31122244)

[Personal correspondence 38](#_Toc31122245)

[Lecture notes, course handouts & PowerPoint slides 39](#_Toc31122246)

[Legal materials 40](#_Toc31122247)

[General rules 40](#_Toc31122248)

[Statutory Instruments 41](#_Toc31122249)

[Cases/Law Reports 41](#_Toc31122250)

[Reference List Layout 43](#_Toc31122251)

[Getting help 44](#_Toc31122252)

[EndNote 44](#_Toc31122253)

[Turnitin 44](#_Toc31122254)

This guide is adapted from the American Psychological Association (APA) 6th style, which is the style which must be used by students on most taught programmes at the University of Salford. The exceptions to this are History and Law. If you are studying one of these subjects your tutor will advise you which style is required.

PhD students are not obliged to use this guide. Instead, you must use a referencing style that is appropriate to your academic discipline, and the style must be consistent throughout your thesis. Your supervisor will be able to advise you which style you should use.



# Introduction

From the ACADEMIC MISCONDUCT PROCEDURE:

Students are expected to submit work which demonstrates a level of independent thinking, grounded in the teaching they have received, the research they have undertaken and which properly references all the sources they have consulted in producing the work.

Plagiarism involves taking the work of another person or source and using it as if it were one's own. The source of the original material is hidden from the marker by not referencing it properly or by paraphrasing it without acknowledgement or by not mentioning it at all. Work includes, but is not restricted to, written work, ideas, musical compositions, computer programs, laboratory or survey results, diagrams, graphs, drawings and designs. Plagiarism may occur in all forms of assessment, including written examinations.

Penalties for academic misconduct can be severe. For more information, see the University's policy at: <https://www.salford.ac.uk/qeo/StudentPolicies/academic-misconduct-procedure>

Research is a major part of university education, and it is expected that you will read, understand and discuss the writing of others. When you produce a piece of written work, such as an essay or dissertation, you will refer to existing literature on your subject, including books, journals, newspapers and websites.

It is essential that you acknowledge what you have read to:

* protect yourself against accusations of plagiarism,
* show the research you have done, and prove that your work has a factual basis,
* allow your tutors to identify your own ideas and understanding of your subject,
* allow your readers to retrieve your references for their own use.

**There are two parts to referencing**

You must keep a record of every piece of literature you use during the course of your research. All the literature that you use in your own writing must be referred to twice:

1. In the body of your text, the author's name and the date of the work, enclosed in parentheses. This is called an **In-text Citation**. See Part 1, pp. 6 - 12

2. In a reference list (bibliography) at the end of your document. This has full details of the publication, such as author(s), title(s), publisher, volume and page numbers. This is called a **Reference**. See Part 2, pp. 13-38

# Part 1: Using In-Text Citations

There are three basic ways of presenting the words, ideas or research of other authors in your writing:

* **Direct Quotations:** copying the information word for word (or with slight changes, for example, for the sake of correct grammar).
* **Paraphrasing:** rewriting the information into your own words.
* **Summarising:** creating a brief summary of the information.

Generally, your writing will include examples of all three. Whichever you use, you must acknowledge the source of the idea, by including the author's surname and year of publication in your text. There are two methods of doing this:

1. **In parentheses at the end of the section**

e.g. Using a good library and online databases will help you to quickly collect a substantial amount of Information (Cornford & Smithson, 2006).

In this method, the parentheses are before the full stop at the end of the sentence, and the author's names are separated with an ampersand (&).

1. **Incorporated into your own writing**

e.g. Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of Information.

The author's names are separated by the word 'and'. The year of publication is enclosed in parentheses. Immediately after the author's names. If you have integrated the date of the publication as well as the author's name into your text you do not need to put anything in parentheses.

e.g. In their research of 2007, Claridge and Mills discovered...

## Direct quotations

* A direct (or almost direct) quote should be placed within double " " quotation marks.

e.g. "A good supporting reference will add weight and authority" to your argument (Cornford & Smithson, 2006, p. 108).

* If you use a direct quote that is longer than two or three lines do not use quotation marks. Instead it should be placed as a separate paragraph, single-spaced and indented.

e.g. The volume of references is generally viewed positively. You certainly should not imagine that because you have contributed a large number of references the examiners will conclude you have not contributed anything yourself (Cornford & Smithson, 2006, p. 106).

* The citation for a direct quote must include the page number. Use the abbreviation p. before the number (not the word **page**).

e.g. (Dawe, 1997, p. 163)

Dawe (1997, p. 163) argues that ...

Use p. for a single page, and pp. for a range of pages.

* Some sources will not have page numbers, especially material that you have found on websites, blogs, etc. If you have taken a direct quote from a source such as this, you can use the word para., to indicate the paragraph it was taken from.

e.g. (Swann, 2010, para. 4)

* See the section on Chapters in e-books on p. 16 for further information about citing page numbers when using e-readers such as Kindle.

## Paraphrasing and summarising

* If you have paraphrased or summarised another author's ideas, but not quoted directly, do not use quotation marks or indentation. Place a citation either at the end of the paraphrased section or integrate it into your text.

e.g. Using a good library and online databases will help you to quickly collect a substantial amount of information (Cornford & Smithson, 2006).

Cornford and Smithson (2006) recommend using a good library and online databases to help you quickly collect a substantial amount of information.

* You do not need to include page numbers for paraphrases, but you may wish to include them if it makes sense to do so – for example, to draw attention to a specific point, or to allow your reader to locate a short passage you have paraphrased from a large work, such as a book. Follow the instructions above for page numbers in direct quotations.
* If you have a summarised a whole journal article, book, etc. do not include the page numbers.

## Citing multiple sources together

If you have summarised the content of two or more different papers together into a sentence or paragraph, or referred to a number of studies that have suggested the same thing you need to cite the sources together.

* Arrange the citations in alphabetical order, separate each citation with a semicolon and enclose them in one set of parentheses.
* If you have two or more citations by the same author, name the author once then list the years of publication chronologically (see Hammell example below).

## Citing a source multiple times in the same paragraph

e.g. (Lamont, Klinkhamer, & Witkowski, 1993; Rosser & George, 1981; Zammit & Westoby, 1987) Recent studies (Doble & Santha, 2008; Hammell, 2008, 2009; Whiteford, 2011) indicate…

There may be times when you wish to examine a single source in some detail and will refer to it several times in the same paragraph. It would be clumsy and break the flow of your writing to put an in-text citation for the same source after each sentence. Instead:

* Cite the source early in the paragraph, incorporating the author's name into your own writing.

e.g. Tansley and Brown (2000) studied the three sub-species of the cone bush, L. elimense...

* In the same paragraph, you can now continue to paraphrase the source by using pronouns (he, she, they) and/or the author's name. Varying what you use will improve the flow of your writing. Do not include the date for each citation.

e.g. They noted that they do not clone ... Tansley and Brown also noted that the populations ...

* Providing it is clear that all the information is from the same source there is no risk of plagiarism.
* If at some point in the paragraph you include a direct quotation, treat this in the usual way (see pp. 6-7). Your paragraph should look something like this:

e.g. Tansley and Brown (2000) studied the three sub-species of the cone bush, Leucadendron elimense... They noted that they do not clone ... Tansley and Brown also noted that the populations ... "L. elimense is killed by fire and is perpetuated by obligative re-seeding" (Tansley & Brown, 2000, p. 45). They indicated that the habitat is...

## Citing sources with the same author and year

Occasionally you may have two sources with the same author(s) that have been published in the same year. To differentiate them, add lowercase letters to the date.

e.g. (Arayici & Aouad, 2004a)

(Arayici & Aouad, 2004b)

* Only use this format when the authors and year are exactly the same - and the author's names are listed in the same order.

## Citing authors with the same name

When citing different works by authors with same surname, include their initials in the citation to differentiate them:

e.g. (C. Brontë, 2010)

(E. Brontë, 2000)

## Citing corporate authors

Some forms of literature, especially webpages, reports and government documents, may have a corporate author rather than personal authors. This could be a company, organisation, government department, etc.

If you are going to cite a corporate author several times (either the same document or different ones) you may wish to abbreviate its name.

* The first time you cite the corporate author, write its name out in full, and add the abbreviation in square brackets after it, but before the year.

e.g. (House of Commons [HoC], 2010)

The National Health Service [NHS] (2012) reported

* For subsequent citations, use the abbreviation and year.

e.g. (NHS, 2009)

(HoC, 2011)

* If the corporate author has a short name (one or two words), or an abbreviation would be ambiguous or confusing, continue to use the full name in your citations.
* In your reference list, present the corporate author's name in full for all references.

e.g. National Health Service. (2009). ...

National Health Service. (2012). ...

## Listing different numbers of authors

The table below outlines the various rules for numbers of authors to be included in first and subsequent citations, when to use ampersands or 'and', and when to abbreviate.

|  |  |  |
| --- | --- | --- |
| **Number** | **First Citation** | **Subsequent Citations** |
| **One author** | (Lyons, 2008)  Lyons (2008) discussed... | As First Citation. |
| **Two authors** | (Southgate & Carthew, 2007)  Southgate and Carthew (2007) argue ... | As First Citation. |
| **Three, four or five authors** | (Peate, Platów, & Eggins, 2008)  According to Peate, Platów and Eggins (2008)... | (Peate et al., 2008)  According to Peate et al. (2008) |
| **Six or more authors** | (Visioli et al., 2009)  Visioli et al. (2009) describe ... | As First Citation. |
| **Corporate authors** | (National Health Service [NHS], 2012) The National Health Service (2012) reported... | (NHS, 2012)  The NHS (2012) reported |
| **No authors** | (Pipistrelle bats, 2010)  The Climate Change Act (2008) outlines... (Use a short form of the title.) | As First Citation. |

## Secondary citations: citing a work within another work

There are times you will find something referenced in a book or an article that is so useful or interesting you want to use it in your own work.

This might be a citation for another article, or an illustration, graph or table taken from another work.

When this happens, you should try to find and read the original work, and use that as the source of your citation and reference.

However, there are times when this isn't possible:

* you may not be able to get hold of the original work,
* or, you might find and read the original work and discover that the author who cited it (i.e. in the first article you found) summed up or paraphrased it much more succinctly or articulately than the original author.

You may want to use a reference to this book:

Darwin, C. (1842). *The structure and distribution of coral reefs.* London: Smith, Elder & co. that you have found in the following article:

Schlager, W., & Keim, L. (2009). Carbonate platforms in the Dolomites area of the Southern Alps: historic perspectives on progress in sedimentology. *Sedimentology*, *56*(1), 191-204.

In your text, the citation for this work would look like this:

Darwin (1842, cited in Schlager & Keim, 2009) described the formation of atolls by coral reef growth.

Or:

The formation of atolls by coral reef growth (Darwin, 1842, cited in Schlager & Keim, 2009) ...

Your Reference List should only include those sources which you have actually read yourself, so it would list the article by Schlager & Keim - but NOT the book by Darwin.

Therefore, the entry in your Reference List would look like this:

Schlager, W., & Keim, L. (2009). Carbonate platforms in the Dolomites area of the Southern Alps: historic perspectives on progress in sedimentology. *Sedimentology*, *56*(1), 191-204.

## Is there anything I don't need to cite?

Yes. A lot of information is regarded as Common Knowledge. This refers to facts that are widely known and can be verified in a lot of standard reference books.

e.g. Queen Victoria died in 1901.

You don't need to cite a source for this type of information, even if you only discovered it during the course of your research. If, however, you wish to refer to information that is not widely known, or may be dubious, you must cite your source.

e.g. Queen Victoria died in 1901 from an in-grown toenail.

This is not generally known and is quite possibly untrue; therefore you must acknowledge the source of your information.

## Confused? I can't tell if an idea is my own

This is a common problem when you are doing research and reading a lot of information on the same topic. You may discover that you have written something particularly intelligent or eloquent in your essay or dissertation. If this not your usual writing style, then it is possible it is a phrase or idea you have remembered from something you have read.

An organised and systematic approach to your research helps. Note the publication details of any literature you are using. Write down details - authors, titles, date, publisher, volume and page numbers, DOI or URL - as soon as you get hold of the book, article, web-page, etc.

It is a good idea to make your own notes of the ideas you have got from each publication. Write these down in your own words - highlighting chunks of text on a photocopy or cut & pasting from the web will increase your chances of plagiarism later on, even if it is inadvertent.

While you are reading you may come across passages that you wish to use in your own writing. If so, make a note to yourself that this is what you are doing. Careful note-taking during your research will help to ensure that you can tell the difference between your own ideas and someone else's, and provide adequate citations wherever necessary.

If you would like to learn more about reviewing literature, reading and note-taking, and academic writing please visit the Library's Skills for Learning site. It provides a range of workshops, e-learning and printed guides to help you succeed at university

[www.salford.ac.uk/skills-for-learning](http://www.salford.ac.uk/skills-for-learning)

Your Academic Support Librarian will also be happy to help you. To find the contact details for your Librarian, please see the subject list at:

<http://blogs.salford.ac.uk/digital-literacy-skills/subject-support/>

# Part 2: Writing your Reference List

**Your Reference List contains full bibliographic information for the sources you have cited in your writing. Do not include anything in your reference list that you have not referred to in your text.**

The Reference List is placed after the main body of your text, although it usually precedes any appendices you may have included. (Appendices are generally used for lengthy illustrative matter - maps, tables, diagrams etc. - that would interrupt the flow of your writing if placed in the main body of your text.)

Items in your Reference List are listed in alphabetical order, by author, or title if the author is not known. Do not number the items in your Reference List.

## General Rules

**Author/s**

* Authors' names are presented in this order: surname, followed by a comma, followed by initial/s.
* Include full stops and spaces between the initials.
* If you have between two to seven authors, put a comma between each name and separate the names of the last two authors with an ampersand.
* If there are eight or more authors, list the first six, then follow with a comma then three ellipses (...), then the last author's name.
* If there is an editor rather than an author give the information as for author and follow with Ed. (or Eds.) in parentheses.
* The work may be written by an institution or association, rather than an individual. This is called a 'corporate author. In this case the name of the organisation is cited as the author. Follow with a full stop.
* If there is no personal author, corporate author or editor start the citation with the title of the work.
* Only use *Anon*, as your author if this (or Anonymous) has been printed as the author of the work you are referencing.

**Date**

* For most information sources, this is the year of publication enclosed in parentheses, followed by a full stop.
* The exceptions to this rule are newspaper articles and blog entries. In these cases, use the year of publication, followed by a comma, then the day and month of the article or entry, enclosed in parentheses e.g. (2013, 11 January).
* If you do not know the year, you use (n.d.) - no date.
* If you have more than one work with same author(s) and year, include the lowercase letters you used in your citations in your Reference List.

# Books

See the examples on the following pages for rules about other elements of your references.

## Printed books

The following details are required for a book:

**Author/s** - see General Rules, p. 13.

**Year of publication** - see General Rules, p. 13.

**Title** - in italics. Use capitals as though the title were a sentence, i.e. for the first word and proper nouns only. If there is a title and subtitle, separate the two with a colon. The title is followed by a full stop - unless it is followed by an edition (see examples below).

**Edition** - if not the first. Abbreviate, e.g. 2nd ed. Enclose in parentheses, and follow with a full stop.

**Place of publication** - this should be the city, followed by a colon. If there are several cities listed, select the first one.

**Publisher** - followed by a full stop

Examples:

Tyndale-Biscoe, C. H. (2005). *Life of marsupials.* Collingwood: CSIRO Publishing.

Hunter, M. L., & Gibbs, J. P. (2007). *Fundamentals of conservation biology* (3rd ed.). Malden, MA: Blackwell Pub.

Wood, D., Chynoweth, P., Adshead, J., & Mason, J. (2010). *Law and the built environment.* London: Wiley-Blackwell.

Clarke, M., Corbett-Jones, J., Flynn, L., Ferry, Κ., Corrigan, J., Hargreaves, C., ... Westley, E. (2010). *Devils, demons and werewolves.* Manchester: Bridge House.

Mahjoub, A. (Ed.). (1990). *Adjustment or delinking?: the African experience.* Tokyo: United Nations University Press.

Proetzel, G., & Wiles, M. V. (Eds.). (2010). *Mouse models for drug discovery: methods and protocols.* Totowa, NJ: Humana.

*Collins Portuguese phrase book & dictionary.* (2005). Glasgow: HarperCollins.

## E-Books

If you access a book electronically, rather than using the print version, follow the above guidelines for authors/editors, dates, titles and editions. You do not need to include publication details. You should also include:

**Web address** - If the e-book has a DOI, use this, preceded by 'doi:'

If there is no DOI use the URL, preceded by the words 'Retrieved from'. You do not need to include the entire URL for the e-book; the URL for the database is sufficient. Do not hyperlink URLs.

Examples:

Schiraldi, G. R. (2000). *The post-traumatic stress disorder sourcebook: a guide to healing, recovery, and growth.* doi: 10.1036/0071393722

Geraghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'.* Retrieved from http://www.netIibrary.com

Roaf, S., Crichton, D., & Nicol, F. (2009). *Adapting buildings and cities for climate change: a 21st century survival guide* (2nd ed.). Retrieved from http://www.dawsonera.com

## Chapters in books

When your reference is to a particular paper or chapter within a compilation by various authors it should be set out as follows:

**Author/s** of the chapter, paper, etc. - see General Rules, p. 13.

**Year of publication** - see General Rules, p. 13.

**Title of the paper** - in sentence case and normal font, do not use italics or underline. Follow with a full stop, in.

**Editor of the book** - initial(s) followed by full stops, then space, surname, followed by (Ed.) or (Eds.). If there is more than one editor, follow each name with a comma, and use an ampersand (&) before the last name.

**Title of the book** - the title of the book in italics and sentence case.

**Edition** - as for printed books, see p. 14.

**Page numbers** - the page numbers for the paper or chapter, e.g. pp. 103-116. Enclose in parentheses, and follow with a full stop. If the reference includes an edition, put the page numbers in the same set of parentheses as the edition.

**Place of publication & Publisher** - as for printed books, see p. 14.

Examples:

Hope, W. (2010). Visions of Italy: the sublime, the postmodern, and the apocalyptic. In G. Flarper & J. Rayner (Eds.), *Cinema and landscape* (pp. 103-116). Bristol: Intellect.

Mickelson, A. (2018). Guided Wave Optics. In B. D. Guenther & D. G. Steel (Eds.), *Encyclopedia of Modern Optics* (2nd ed., pp. 221-228). Oxford: Elsevier.

## Chapters in e-books

If the chapter you are citing was found in an electronic book follow the above guidelines, but include the access information as outlined for e-books on p. 15.

Examples:

Chippindale, C. (2010). Ambition, deference, discrepancy, consumption: the intellectual background to a post-processual archaeology. In N. Yoffee & A. Sherratt (Eds.), *Archaeological theory*, (pp. 27-36). doi: 10.1017/CBO9780511720277

Gorman, M. J. (2004). The angel and the compass: Athanasius Kircher's magnetic geography. In P. Findlen (Ed.), *Athanasius Kircher: the last man who knew everything* (pp. 239-259). Retrieved from http://www.dawsonera.com/

## E-readers

If you are using an e-reader such as a Kindle and you don't have page numbers follow the above instructions, but instead of putting the page numbers for the chapter, use the Chapter number.

After the title of the book, include a description of your e-reader, enclosed in square brackets.

Example:

Dale, C., & Robinson, N. (2007). Strategic imperatives for tourism SMEs in Europe. In R. Thomas & M. Augustyn (Eds.), *Tourism in the new Europe: perspectives on SME policies and practices* [Kindle DX version] (Chapter 4). Retrieved from http://www.amazon.co.uk

Note: if you have used a direct quotation (see pp. 6-7) from a Kindle e-book you will not be able to provide page numbers. Instead, identify the Chapter number and the paragraph number, in this format:

(Dale & Robinson, 2007, Chapter 4, para. 15)

## Translated works

When referencing any work (book, article, etc.) translated from another language into English include the name of the translator after the title in this format: initial(s), surname, Trans. Enclose in parentheses.

Example:

Galeano, E.H. (1997). *Football in sun and shadow* (M. Fried, Trans.). London: Fourth Estate.

If you are referencing a work that was written in another language, that you have translated yourself, include an English translation of the title, in plain font and enclosed in square brackets, immediately after the original title. Do not reference yourself as translator.

Example:

Rossfeld, R. (2007). *Schweizer Schokolade : industrielle Produktion und kulturelle Konstruktion eines nationalen Symbols 1860 - 1920* [Swiss chocolate manufacturing and cultural construction of a national symbol 1860 - 1920]. Baden, CH: Hier Und Jetzt Verlag.

If you are using a source written with a non-Latin alphabet (Arabic, Chinese, Greek, etc.) you must transliterate it for your reference.

## Reports and government publications

Treat reports as books or e-books (see pp. 14-15).

If you are only using government documents from Great Britain, use the department's name as your author.

Examples:

Department for Education and Skills. (2006). *Care matters: transforming the lives of children and young people in care.* London: Stationery Office.

Department of Health. (2012). *Caring for our future: reforming care and support.* Retrieved from http://www.dh.gov.uk/health/files/2012/07/White-Paper-Caring-for-our-future-reforming-care-and- support-PDF-1 580K.pdf

House of Commons. (2006). *Eliminating world poverty: making governance work for the poor: a White Paper on international development.* London: Stationery Office.

See also the section on abbreviating corporate authors in your in-text citations on p. 9. Do not abbreviate authors in your reference list.

If you are using government documents from more than one country you should start the reference the country's name. If the report is a parliamentary document include the word *Parliament* after the country.

Examples:

Australia. Department of Health and Ageing. (2012). *ORC Pilot Testing Report.* Retrieved from https://www.safetyandquality.gov.au/publications/orc-pilot-testing-report/

Canada. Parliament. House of Commons. Parliamentary Committee on Palliative and Compassionate Care. (2011). *Not to be forgotten: care of vulnerable Canadians.* Retrieved from http://pcpcc-cpspsc.com/wp-content/uploads/2011/11/ReportEN.pdf

Great Britain. Parliament. House of Commons. (2006). *Eliminating world poverty: making governance work for the poor: a White Paper on international development.* London: Stationery Office.

## NHS Trust policies & procedures (confidential)

If you are a nursing or health student you may be required to reflect on patient care (for example, when you have been on placement) and discuss NHS Trust policies or guidelines which determined the decisions or actions taken. When this is the case, you **must anonymise** the particular health trust to ensure you preserve the identity of patients you may have worked with on your placement.

If you are using a local policy that is in the public arena, for example on a website, which would disclose your practice area use NHS Trust [Name Withheld] as your author. Do not identify the Trust. Follow with the year in brackets and the title of the document, in italics. Do not provide any retrieval information, as this would identify the source.

If you are discussing more than one Trust, you can differentiate them by adding letters to their names, e.g. NHS Trust A, NHS Trust B.

Example:

NHS Trust [Name Withheld]. (2017). *Resuscitation Policy.*

If you wish to use local policy that is unpublished, for example, leaflets, procedures and checklists produced by the Trust in print format only, add [Unpublished confidential document] after the title.

Example:

NHS Trust [Name Withheld]. (2015). *Medicines checklist* [Unpublished confidential document].

# Journals

## Journal articles

Usually when referencing journals it is a particular article that you want to refer to. The following guidelines should be followed:

**Author/s** - see General Rules, p. 13.

**Year of publication** - see General Rules, p. 13.

**Title of Article** - in normal font and sentence case, followed by a full stop.

**Journal Title** - in title case and italics. Provide the journal name in full; do not make up your own abbreviation. The journal title is followed by a comma,

**Volume Number** - in italics

**Issue Number** - in parentheses, followed by a comma,

**Page Number/s** of article. End the reference with a full stop.

Examples:

Cameron, M. (2006). Nesting habitat of the glossy black-cockatoo in central New South Wales. *Biological Conservation*, *127*(A), 402-410.

Dawson, J. P., Сlaridge, A. W., Triggs, B., & Pauli, D. J. (2007). Diet of a native carnivore, the spotted-tailed quoll (Dasyurus maculatus), before and after an intense wildfire. *Wildlife Research, 34*(5), 342-351.

Almeida, C., Clarke, B., O'Brien, A., Hammond, A., Ryan, S., Kay, L., & Hewlett, S. (2006). Current provision of rheumatology education for undergraduate nursing, occupational therapy and physiotherapy students in the UK. *Rheumatology, 45(7)*, 868-873.

Beumer, R., Bayon, P., Bugada, P., Ducki, S., Mongelli, N., Sirtori, F., . . . Gennari, C. (2003). Synthesis of novel simplified sarcodictyin/eleutherobin analogs with potent microtubule-stabilizing activity, using ring closing metathesis as the key-step. *Tetrahedron, 59*(44), 8803-8820.

## Articles from e-journals

1. **Articles with a DOI**

Follow the above format for print journals.

DOI - End the reference with the DOI, preceded by the word doi and a colon - e.g. doi:

Examples:

Cox, T. (2008). Scraping sounds and disgusting noises. *Applied Acoustics, 69*(12), 1195-1204. doi: 10.1016/j.apacoust.2007.11.004

Komitopoulou, E., & Peñaloza, W. (2009). Fate of Salmonella in dry confectionery raw materials. *Journal of Applied Microbiology, 106*(6), 1892-1900. doi: 10.1111/j. 1365-2672.2009.04144.x

Cárdenas, Y. L., Shen, В., Zung, L., & Blumstein, D. T. (2005). Evaluating temporal and spatial margins of safety in galahs. *Animal Behaviour, 70*(6), 1395-1399. doi: 10.1016/j. anbehav.2005.03.022

Visioli, F., Bernaert, H., Corti, R., Ferri, C., Heptinstall, S., Molinari, E., . . . Paoletti, R. (2009). Chocolate, lifestyle, and health. *Critical Reviews in Food Science and Nutrition, 49*(4), 299-312. doi: 10.1080/10408390802066805

1. **Articles without a DOI**

Most electronic articles are scanned versions of the print articles, so follow the above format for print journal articles.

Some journals are electronic only, but still include volume, issue and page numbers, so treat these as print journals.

Some electronic articles have an “article number” instead of page numbers, so use this instead.

If the article is in HTML format you may not have page numbers - in which case, ignore them. See the section on p. 7 about in-text citations from works without page numbers.

Examples:

Jeong-Uk, L., Мее-Young, K., Ju-Hyun, K., Jeong, A.L., Yoon, Na-Mi, Y., . . . Junghwan, K. (2011). Analysis of plantar foot pressure during the noncrutch, two-point, and four-point crutch gait performed by healthy volunteers. *Journal of Physical Therapy Science, 23*(3), 489-493.

Ralston, E., & Swain, G. (2009). Bioinspiration - the solution for biofouling control? *Bioinspiration & Biomimetics, 4*(1), 015007.

Shiratuddin, M. F., & Thabet, W. (2002). Virtual office walkthrough using a 3D game engine. *International Journal of Design Computing, 4*.

## Newspaper articles

* Follow the format for journal articles (paper or electronic) on pp. 19-20.
* The day & month are included in the parentheses, after the year.
* If the author is unknown follow this format:
* Title of article (in sentence case), date, title of the newspaper (in title case and italics),
* If you are citing a paper version, end with page number(s). If you are using an electronic paper, end with the URL for the newspaper, preceded by the words Retrieved from.

Examples:

Extreme makeover: are humans reshaping Earth? (2011, 17 May). *The Independent*. Retrieved from http://www.independent.co.uk/

Glenny, M. (2011, 16 May). Cyber-weaponry, virtual battlefields and the changing face of global warfare. *The Guardian*, p. 22.

Note: the in-text citation for a newspaper article is the form (Author, Year) or (Title, Year) if there is no author. You do not include the day & month in the in-text citation.

# Conferences

## Conference proceedings

Conference proceedings are the papers presented at a conference, published in book or journal form. If your source is a book, treat the paper as a chapter in a book; if your source is a journal, treat the paper as a journal article.

If the paper has a DOI use it as you would for an electronic journal article.

Examples:

Yuanjian, H. E. (2006). Computing vs. memory-based processing: a cognitive paradigm in language and translation. In *Proceedings of the International Symposium on New Horizons in Theoretical Translation Studies: 19-20 January 2006, Department of Translation, the Chinese University of Hong Kong* (pp. 65-74). Hong Kong: Dept., of Translation, Chinese University of Hong Kong.

Bondalapati, Κ., & Prasanna, V. K. (2002). Reconfigurable computing systems. *Proceedings of the IEEE, 90*(7), 1201-1217. doi: 10.1109/JPROC.2002.801446

## Conference papers

Use this format for **unpublished** conference papers, for example, a paper that was presented at a conference you attended, or that you have found in an institutional repository, but is not available in a published book or journal.

**Author/s of Paper** - see General Rules, p. 13.

**Year of Conference** - in parentheses, followed by a full stop.

**Title of Paper** - in italics, followed by a full stop.

**Conference Title** - in title case and normal font. Precede with the words Paper presented at the. Follow with a full stop.

**Web Address** - If the paper has a DOI use it as you would for an electronic journal article. If there is no DOI use URL instead, preceded by the words **Retrieved from**.

Examples:

Barresi, S., Meziane, F., Rezgui, Y., & Lima, C. (2005). *Architecture to support semantic resources interoperability*. Paper presented at the First ACM International Workshop on Interoperability of Heterogeneous Information Systems (IHIS 2005), Bremen, Germany, doi: 10.1145/1096967.1096984

James, P. (2008). *Urban green spaces in the mid-21st century scenarios and trajectories for the future cityscapes - case study of a North European city*. Paper presented at the International Conference: Urban Green Spaces: A Key for Sustainable Cities. Retrieved from http://usir.salford.ac.uk/9607/

## Theses

References for theses follow the same format as those for books, except the details of the award and institution take the place of the publication details, in the format below.

1. **Hardcopy thesis**

If the thesis you are referencing is in hardcopy, e.g. one you found in the Library's Thesis Collection, puts the words Unpublished PhD thesis (or other award), in parentheses, after the title.

Example:

Sarwono, S. J. (2005). *The influence of surface diffusion on the acoustics of Javanese gamelan performance hall.* (Unpublished PhD thesis), University of Salford, Salford.

Ogden, T. E. (2005). *Action learning: influencing the development of district nursing practice* (Unpublished MSc thesis), University of Salford, Salford.

1. **Electronic thesis**

If you found the thesis online (for example, in an institutional repository) treat it as a hardcopy thesis, but leave out the word 'unpublished', and include the DOI or full URL for the thesis.

Examples:

Mogotlhwane, T. (2008). *Barriers to successful application of information technology in Botswana.* (PhD thesis), University of Salford, Salford. Retrieved from http://usir.salford.ac.uk/1735/

Leyland, R. C. (2008). *Vulnerability mapping in karst terrains, exemplified in the wider Cradle of Humankind World Heritage Site.* (MSc thesis), University of Pretoria, Pretoria. Retrieved from http://upetd.up.ac.za/thesis/available/etd-02112009-171849/

# Web

## Web pages

Usually when you are referencing a web source, you are citing information you found on a single web page rather than a whole website. If this is the case, follow these instructions. If you need to reference a whole website, see the next page.

**Author/s** - person or organisation (if known). Follow General Rules (p. 13).

**Year** - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. If the date is not known, use (n.d.)

**Title** - in normal font, followed by a full stop. (Note: the title of a Web Page is not in italics because it is part of a larger work, i.e. the website).

**URL** - URL of webpage, preceded by the words 'Retrieved from'.

Examples:

United States Geological Survey. (2006). National elevation dataset. Retrieved from http://ned.usgs.gov/

High-resolution cosmic string simulations. (n.d.). Retrieved from http://www.damtp.cam.ac.uk/research/gr/publlc/cs\_evol.htm

International Union for Conservation of Nature. (2010). Species of the day: northern hairy-nosed wombat. Retrieved from http://www.iucnredlist.org/sotdfiles/lasiorhinus-krefftii.pdf

## Websites

Follow the instructions above for web pages, but note that if you are referencing a whole website, its title is in italics.

Example:

Diabetes UK. (2012). *UK Diabetes Resource*. Retrieved from http://www.diabetes.co.uk/

## Wiki entries

**Author/s** - if authors are listed, follow instructions for Books (p. 14). Most wikis do not list authors; in which case, start your entry with the entry title.

**Entry title** - in sentence case and normal font.

**Year** - last update or copyright date (if known), enclosed in parentheses and followed by a full stop. If the date is not known, use (n.d.)

**Wiki title** - in title case and italics.

**URL** - URL of entry, preceded by the words 'Retrieved from'.

Examples:

Tiger quoll. (2011). *Wikipedia*. Retrieved from http://en.wikipedia.org/wiki/Spotted-tailed\_Quoll

Digital dark ages (2008). *LISWiki*. Retrieved from http://liswiki.org/wiki/Digital\_Dark\_Ages

Because there is unlikely to be an author for a wiki entry, the in-text citation is in the form (“Entry title”, Year).

## Blogs

The following details are required for material from a weblog:

**Author/s** - person or organisation. Follow instructions for Books (p. 14).

**Year & date** - enclosed in parentheses: year of blog posting, followed by a comma, followed by the date the entry was posted.

**Title of entry** - in normal font and sentence case, followed by the word [Weblog] in square brackets, followed by a full stop.

**URL** - of blog entry. Precede with the words ‘Retrieved from’.

Example:

Costa, C. (2010, 29 May). Integrating technology into researcher training. [Weblog], Retrieved from http://knowmansland.com/learningpath/?p=511

Note: the in-text citation for a blog post is the form (Author, Year). You do not include the day & month in the in-text citation.

**Note: Much of the material available on the Internet is transitory. It is a good idea to keep your own copy of anything you use, to prove that it existed. This is particularly important with Wikis, where the information changes regularly. But remember, Wikipedia is not a recommended source of academic information.**

# Standards and Patents

## Standards

**Organisation** - followed by a full stop.

**Year** - date the standard was issued, in parentheses, followed by a full stop.

**Title** - of standard, sentence case and italics.

**Standard number** - enclosed in parentheses.

**Publication details** - place of publication and name of publisher. If you are using a standard in electronic form, omit the publication details and instead provide its URL, preceded by the words 'Retrieved from'.

Examples:

British Standards Institution. (2005). *Acoustics: guidelines for noise control in offices and workrooms by means of acoustical screens* (BS EN ISO; 17624:2004). London: BSI.

British Standards Institution. (2005). *Football goals: code of practice for their procurement, installation, maintenance, storage and inspection*. (BS 8461:2005+A1:2009). Retrieved from https://bsol.bsigroup.com/en/

## Patents

**Author(s)** - inventor's name. Follow instructions for authors of Books (p. 14).

**Year** - in parentheses, followed by a full stop.

**Title** - of patent, in sentence case and italics, followed by a full stop

**Patent office & number**

**URL** - If you are citing a patent in electronic form, include the URL of the database where you found it, preceded by the words 'Retrieved from'.

Examples:

Thompson, A. (2009). *System for joining double glazing sections of a sloping roof comprising fastening means for linking the adjacent glazing sections together*. UK Patent No. GB 2459431(A).

Rossini, D. (2010). *Blackout or shading curtain panel, arrangeable within a double glazing unit.* World Intellectual Property Organization No. W02010143145(A1). Retrieved from http://www.espacenet.com

Note: the in-text citation for a patent consists of the patent office number and year - not the author. The in-text citations for the above examples would be:

(UK Patent No. GB 2459431(A), 2009)

(WIPA No. W02010143145(A1), 2010).

# Audio and Visual

## Online multimedia

To reference a webcast or other forms of online multimedia you need the following details:

**Producer/s** - person or organisation (if known), in the same format as author (see p. 13), followed by (Producer) in parentheses and followed by a full stop.

**Year** - enclosed in parentheses: year the podcast was produced, followed by a comma, followed by the original broadcast date (if applicable).

**Title** - of podcast, in sentence case and normal font, followed by the word [Multimedia], [Webcast], etc. as appropriate. Follow with a full stop.

**Series Title** - if applicable, in italics, followed by a full stop.

**DOI/URL** - If the item has a DOI use this, preceded by the word doi: followed by a colon. If there is no DOI use the URL, preceded by the words **Retrieved from**.

Example:

Becker, A. (Producer). (2006) Animator vs. animation [Multimedia]. Retrieved from http://fc01 .deviantart.com/fs13/f/2007/077/2/e/Animator\_vs Animation\_by\_alanbecker.swf

Pipistrelle bats [Webcast]. (2010, 4 January). Retrieved from http://arkive.org/pipistrelle-bats/pipistrellus-pipistrellus-and-pipistrellus-pygmaeus/video-OO.html

BBC World Service (Producer). (2011, 4 February). New mosquito [Podcast]. Science in Action. Retrieved from http://www.bbc.co.uk/podcasts/series/scia

## Films, DVDs and videos

**Director** - (if known) follow instructions for Books (p. 14), followed by the word (Director), enclosed in parentheses.

**Year of Release** - this should be the year the film is released in the country where it was produced. Enclose in parentheses and follow by a full stop.

**Title** - in italics and sentence case.

**Format** - Film, DVD, etc., enclosed in square brackets and followed by a full stop.

**Production details** - city and country of production, colon, company or organisation. End with a full stop.

Examples:

Lewis, M. (Director) (1988). *Cane toads: an unnatural history*  [Film]. Sydney: Film Australia.

Brown, S., & Marshall, D. (Directors). (2006). *Foundation failure and repair* [DVD]. Bristol: University of the West of England.

## Sound recordings

Treat sound recordings as you would Films & DVDs (see above) but omit the word Director - generally you will know the name of the performer(s). Use [CD], etc. as your format.

If you are referencing a single track from an album, put its title first (in normal font). The album title should be in italics.

Examples:

Bartok, В. I., Reiner, F., & Chicago Symphony Orchestra. (2004). *Concerto for orchestra: music for strings, percussion and celesta; Hungarian sketches* [CD]. New York, NY: BMG Classics.

Hawley, R. (2005). The ocean [CD]. *Coles Corner*. London: Mute Records.

## Music scores

Treat a music scores as you would a book, using the composer's name as author (see p. 13). Put the word [Score] in square brackets after the title.

Example:

Barrios, A. (1957). *Preludio (op. 5, no. 1) para guitarra* [Score]. Bueno Aires: Ricordi Americana.

# Images: Figures and Tables

Illustrations fall into two categories:

**Figures** Photographs, drawings, diagrams, graphs, flowcharts, maps, etc.  
**Tables** Text and / or numbers arranged in orderly columns and rows.

Every time you use a figure or a table in your writing, it should be referred to three times:

1. In a caption, which is placed *below* a figure and *above* a table, and includes the following:

**Number** Use italics for the word “Figure” or “Table” followed by a sequential number. Either number your figures consecutively (1, 2, 3), or number them in a multilevel sequence for each chapter, e.g. *Figure 1.1, Figure 1.2, Figure 2.1.*

**Title** Give the image a brief, descriptive title.  
**Source** The creator or owner of the image and its year of creation,   
 preceded by the word Source: and enclosed in parentheses.

*Example:*

*Figure 1*: Clifford Whitworth Library (Source: University of Salford, 1970).

1. In your writing. You should include an in-text citation and a sentence or two about the image explaining what it illustrates and why it is there.

*Example:*

Figure 1 is an artist’s impression of what was envisaged for the Clifford Whitworth Library (University of Salford, 1970).

Note than in your text the word “Figure” is not in italics, but it should have a capital F. The citation includes the creator of the image and its date, enclosed in parentheses.

1. As a reference in a Reference List..

* If you have only used a few images or tables, you may include the references in the same reference list as your books, journal articles, etc.
* If you are writing a large piece of work, such as your dissertation or thesis, and have used a lot of illustrative material, you should reference them in a separate *List of Figures* and/or *List of Tables*.

*Example:*

University of Salford. (1970). *Artist's impression of Clifford Whitworth Library* [Drawing]. Retrieved from http://usir.salford.ac.uk/10922/

## **A note about copyright:**

If you are writing a PhD thesis you will need to make it available electronically (on the University of Salford Institutional Repository, USIR), or are writing anything for publication (e.g. a book or journal article) you should seek copyright permission from the creators of any illustrative material that you use. Include a note at the end of your caption (see next page) stating that copyright permission has been granted, and reference the material fully according to the style appropriate for your discipline.

As student assignments and taught-course dissertations are not published (or publicly available like a PhD thesis) it is not necessary to obtain copyright permission, but you still must cite any illustrative material as a direct quotation and provide full reference details in your Reference List.

## Figures from web sources

**Caption**

Follow the instructions on p. 30 of this guide.

**In your writing**

In your writing. You should include an in-text citation and a sentence or two about the image explaining what it illustrates and why it is there.

**Reference List**

**Creator** – The creator of the work. See the see General Rules for Authors, p. 14.

**Year** – see General Rules for Date, p. 14.

**Title** – In sentence case and italics. There are times when the image will not have a title – for example, you may have used a tool such as Digimap to create a map. If this is the case, give the image a description, plus the medium (e.g. Map) enclosed in square brackets.

**Type of Work** – format or medium of the work, enclosed in square brackets, followed by a full stop, e.g. [Map].

**Retrieval information** - The URL of the source, preceded by the words ‘Retrieved from’, or a DOI, if the work has one.

*Examples*:

Bryant, L. R. (2010). *Cane toad* [Photograph]. Retrieved from http://larvalsubjects.files.wordpress.com/2010/05/cane\_toad.jpg

Mombassa, R. (2005). *Jesus bottle, Otago*  [Acrylic on canvas]. Retrieved from http://25.media.tumblr.com/tumblr\_lo92neEo2T1qjpunzo1\_1280.jpg

Ordnance Survey. (2011). [*Windgate Edge*. Map]. Retrieved from   
 http://edina.ac.uk/digimap/

Schwarz, V. (2010). *Wrestling hamsters* [Drawing - Coloured Pencil]. Retrieved from http://vivianeschwarz.blogspot.co.uk/2010/06/wrestling-hamsters.html

Tierney, A.(2008). *Laser pen usage* [Graph]. Retrieved from http://cache.blippitt.com/wp-content/uploads/2010/10/Graph-7-Laser-Pointer.jpg

University of Salford. (1970). *Artist's impression of Clifford Whitworth Library*. [Drawing] Retrieved from http://usir.salford.ac.uk/10922/

## Figures from print sources

You may find images in print sources such as book and journals that you scan and use in your work. If this is the case you should follow the instructions on pp. 30-31 of this guide, but instead of having a URL as your source you should provide details of the printed material. Also use these instructions for images found in e-journals and e-books.

**Caption**

Follow the instructions on p. 30 of this guide.

**In your writing**

When you use someone else’s illustrative material in your writing you should always treat it as direct quotation. In your citation, include the page number on which you found the image.

*Example:*

In Figure 2 (Gauguin, 1887, p.15) we see the bright colours that are typical of artist’s later work.

**Reference List**

Treat your image as an item in a book or journal.

* Start your reference with the creator of the work and the year it was created, followed by its title and medium (as you would for web images (see p. 31).
* The second part of your reference is for the work you found it in. Start with the word “In”, followed by the author or editor of the work, its date, the title, the either the publisher details (for a book) or journal details (for an image found in a journal).
* For an image found in a journal, use the page number the image was found on, rather than the whole page range of the article.
* Do not repeat the creators’ names if they are also the authors of the book or article.

***Reference List examples***

*(Please note – you should only follow this format of references if you have only used a couple of images and are including them in your Reference List (Bibliography). If you are using a List of Figures, please follow the layout example on p. 34.*

Brown, K. (2006). Frequency of Bulbil Watsonia before and then one year following treatment with the herbicide 2,2-DPA [Graph]. In *Ecological Management & Restoration, 7*(1), p. 69.

Fielding, A., & Haworth, P. F. (2002). Golden eagle distribution map [Map]. In *Upland Habitats*. London: Routledge.

Gauguin, P. (1887). At the pond [Oil on canvas]. In I. F. Walther (2004), *Paul Gauguin: 1848-1903: the primitive sophisticate*. Koln: Taschen.

Tansley, S. A., & Brown, C. R. (2000). The broad extent of the Cape Floral Kingdom [Diagram]. In *Biological Conservation, 95*(1), p. 41.

## Figures you created yourself

If you use graphs, diagrams, photographs or other images in your work that you have created yourself, you do not need to reference them, but you do still need to give them a caption and explain why they are there.

**Caption**    
Give your Figure a number (in italics) and title to describe it.

**In your writing**You should have a sentence just below or above the image, explaining why it is there. This should mention the figure number, but, as you have created it yourself, do not give it an in-text citation.

*Example:*

…and Figure 3 provides a profile of the candidates’ aspirations …

**Reference**

Because this is your own illustration, and not one you have found in a published work, do not give it a reference. However, if you are writing a large assignment such as a dissertation and are using a *List of Figures* (see below) you should include the image in the list.

*List of Figures example:*

*Figure 3.* Profile of candidates by age group [Graph].

## **Creating a List of Figures**

If you are writing a long assignment, such as your dissertation or thesis, and have used a number of figures you should reference them in a *List of Figures* (rather than in your bibliography or reference list).

It is strongly recommended that you follow the advice in the separate guide *“***Formatting your Dissertation/Thesis***”,*available from the **Format your dissertation** tab at <https://www.salford.ac.uk/skills-for-learning/home/it-and-digital-skills>

* A *List of Figures* comes at the start of your work, after your Table of Contents.
* List your figures in consecutive order, i.e. in the order they appear in your writing (not alphabetically as you would in a Reference List).
* Start each item with its number, e.g. Figure 1. Put this in italics.
* Follow the format of the Reference List examples on pp. 31-33.
* Remember that any images you have created yourself should also be included in the list, but do not need retrieval details (see above).

***“List of Figures” examples:***

*Figure 1.* University of Salford. (1970). *Artist's impression of Clifford Whitworth Library*. [Drawing] Retrieved from http://usir.salford.ac.uk/10922/

*Figure 2.* Gauguin, P. (1887). At the pond [Oil on canvas]. In I. F. Walther (2004), *Paul Gauguin: 1848-1903: the primitive sophisticate*. Koln: Taschen.

*Figure 3.* Profile of candidates by age group [Graph].

*Figure 4.* Fielding, A., & Haworth, P. F. (2002).Golden eagle distribution map[Map]. In *Upland Habitats*. London: Routledge.

*Figure 5.* Bryant, L. R. (2010). *Cane toad* [Photograph]. Retrieved from http://larvalsubjects.files.wordpress.com/2010/05/cane\_toad.jpg

*Figure 6.* Tansley, S. A., & Brown, C. R. (2000). The broad extent of the Cape Floral Kingdom [Diagram]. In *Biological Conservation, 95*(1), p. 41.

## **Tables from web sources**

“Tables” refers to text and/or numbers arranged in orderly columns and rows. The treatment of them is the same as Figures (see p. 30), in that you need to provide a caption for each table, explain in your writing why you have used it, and acknowledge where you found it.

* If you are writing a long assignment with a number of tables, they should be referenced in a *List of Tables*.
* In a shorter assignment, where you might have included only one or two tables, you can reference them in your Reference List.

Follow the instructions on p. 30 for your caption and citation, labelling each as *Table 1*, etc.

**In your Reference List**

If you have only used one or two tables in your assignment you can include them in your Reference List.

*Example:*

University of Salford. (2010). *Financial Statements: Year Ending 31 July 2010* [Table] Retrieved from http://www.salford.ac.uk/\_\_data/assets/pdf\_file/0017/1013309/n4185-Salford-Uni-financial-review-v5.pdf

**List of Tables**

In a longer assignment with a lot of tables you should provide a separate List of Tables. In this case, the above example would look like this:

*Table 1.* University of Salford. (2010). *Financial Statements: Year Ending 31 July 2010*. Retrieved from http://www.salford.ac.uk/\_\_data/assets/pdf\_file/0017/1013309/n4185-Salford-Uni-financial-review-v5.pdf

Note than in a List of Tables you should start the reference with the table number (in italics). You do not need to include the word [Table] after the title as they are all tables.

## **Tables from print sources**

If you are using a table that you found in a book or journal follow the instructions on p. 32 about captions and in-text citations.

* The entry in your Reference List or List of Tables should include the publisher details if you have found the table in a book, or the journal details if the table came from a journal article.
* For a table found in a journal, use the page number the table was found on, rather than the whole page range of the article.

**Reference List examples:**(i.e. for a short assignment)

McCarthy, B., Moscardo, G., Murphy, L., & Pearce, P. (2009). Profile of festivals [Table]. In M. Kozak, J. Gnoth & L. Andreu (Eds.), *Advances in tourism destination marketing: managing networks*. London: Routledge.

Smit, A., Moses, S. G., Pretorius, I. S., & Otero, R. R. C. (2008). Strains and plasmids used in the study [Table]. *Journal of Applied Microbiology, 104*(4), p. 1105.

**List of Tables examples:**(i.e. for a long assignment with numerous tables)

*Table 2.* McCarthy, B., Moscardo, G., Murphy, L., & Pearce, P. (2009). Profile of festivals. In M. Kozak, J. Gnoth & L. Andreu (Eds.), *Advances in tourism destination marketing: managing networks*. London: Routledge.

*Table 3.* Smit, A., Moses, S. G., Pretorius, I. S., & Otero, R. R. C. (2008). Strains and plasmids used in the study. *Journal of Applied Microbiology, 104*(4), p. 1105.

## **Tables you have created from other sources**

If you have used a table which you have created yourself by collating information you have found in another source or sources, you need to acknowledge the sources you have used. This should be in the form of a citation within your caption, and an entry in your Reference List.

**Caption**The caption is placed directly above the table, and includes a number and descriptive title.  
Directly below this place a note describing where you found the information. Precede this with the word *Note:* in italics, then provide a citation for your information source.

*Example:*

*Table 4:* Country comparison of population and urbanisation.

*Note:* Data from the Central Intelligence Agency, 2017.

**In your writing**You should have a sentence just below or above the table, explaining why it is there. This should mention the figure number, but, as you have created it yourself, do not give it an in-text citation.

*Example:*

… In Table 4 you can see this comparison of population and urbanisation …

**In your Reference List**

Do not provide a reference for your table – you have created it yourself and therefore it is not retrievable (see note below about List of Tables).

Instead, you must reference the source of your data or information – see the examples for books, journal articles, webpages, etc. in this guide.

*Example:*

Central Intelligence Agency. (2012). The World Factbook. Retrieved 13 June, 2017, from https://www.cia.gov/library/publications/the-world-factbook/

**List of Tables**

If you are writing a longer assignment and providing a separate *List of Tables* you should include the table in your list.

*Example:*

*Table 4.* Country comparison of population and land.

You must also acknowledge the source of your information in your Reference List – as in the example above.

## **Tables you created yourself**

If you use tables in your work that you have created yourself, using your own information, you do not need to reference them, but you do still need to give them a caption and explain why they are there.

**Caption**  - give your Table a number (in italics) and a title to describe it.

**In your writing**

You should have a sentence just below or above the table, explaining why it is there. This should mention the table number, but, as you have created it yourself, do not give it an in-text citation.

*Example:*

Table 5 outlines the total distance and …

**Reference**

Because this is your own table do not give it a reference.

However, if you are using a *List of Tables* you should include the table in the list.

*List of Tables example:*

*Table 5.* Statistics for distance and altitude.

## **Creating a List of Tables**

If you are writing a long assignment, such as your dissertation or thesis, and have used a number of tables you should reference them in a *List of Tables*  (rather than in your reference list).

* A *List of Tables* comes at the start of your work, after your Table of Contents and List of Figures\*.
* List your tables in consecutive order, i.e. in the order they appear in your writing (not alphabetically as you would in a bibliography).
* Start each item with its number, e.g. Table 1. Put this in italics.
* Remember that any tables you have created yourself should also be included in the list, but do not need retrieval details (see examples on pages 9 and 10).

***“List of Tables” examples:***

*Table 1.* University of Salford. (2010). *Financial Statements: Year Ending 31 July 2010* [Table] Retrieved from http://www.salford.ac.uk/\_\_data/assets/pdf\_file/0017/1013309/n4185-Salford-Uni-financial-review-v5.pdf

*Table 2.* McCarthy, B., Moscardo, G., Murphy, L., & Pearce, P. (2009). Profile of festivals. In M. Kozak, J. Gnoth & L. Andreu (Eds.), *Advances in tourism destination marketing: managing networks*. London: Routledge.

*Table 3.* Smit, A., Moses, S. G., Pretorius, I. S., & Otero, R. R. C. (2008). Strains and plasmids used in the study. *Journal of Applied Microbiology, 104*(4), p. 1105.

*Table 4.* Country comparison of population and urbanisation.

*Table 5.* Statistics for distance and altitude.

\* Note: If you have only used a few tables, and it makes sense to do so, you may incorporate your tables into your List of Figures. If you do this make sure they are numbered in one sequence. Include the word [Table] after the title of each.

## Ephemera

The term "ephemera" refers to written or printed material that is not intended to be kept or preserved. This might include leaflets, pamphlets, advertisements, packaging, etc. Because your readers will probably find it difficult to retrieve the item for themselves, you should be as descriptive as possible in your referencing. Put a description of the type of item in square brackets, after the title.

If the item is likely to be transient (for example a billboard advertisement) include the date and place where you saw it.

If you don't know the publication date use (n.d.) in parentheses instead of the year.

Examples:

The Cooperative (2011). Our revolution [Billboard]. Viewed 21 March 2011, Chapel Street, Salford.

Salford Museum and Art Gallery (n.d.) Souvenir price list [Leaflet]. Salford: The Museum.

Eurax Cream [Packaging]. (n.d.).

# Personal communications, lecture notes and assignments

## Personal correspondence

Email, letters and other personal communications are not included in your Reference List as the information in them is not retrievable. You should refer to them in the body of your text only, for example, (R. Jones, personal communication, 7 August 2007).

**Important!**

If you have conducted interviews, surveys, etc. as part of your research, you must never cite these sources individually. To provide information that would identify participants is a serious breach of research ethics. Instead, you must find a way to present this data so that it remains anonymous, for example: A participant commented...

## Lecture notes, course handouts & PowerPoint slides

Before you use lecture notes or course handouts in your writing, please check with your tutor that this is acceptable. Often you are expected to read beyond the classroom.

* To reference your own notes that you have taken in a lecture, treat them as a personal communication (see p. 32). Refer to them in your text only, for example (J. Smith, lecture, 15 November 2012).
* If you want to use handouts or slides from a lecture, you need to decide if the information is retrievable. If the material has been given to you, or made available on Blackboard, it is not retrievable and should therefore be treated as personal communication (see p. 32).
* If the PowerPoint presentation has been put on the web, and is therefore retrievable, treat it as a formal information source. Cite it in the normal way and include it in your reference list.

Example:

Dickens, J. (2007). Music discrimination training in lab rats [PowerPoint slides]. Retrieved from http://ppt1.net/m/music-discrimination-training-in-lab-rats-w564-ppt.ppt

**Student self-plagiarism**

It is not academically acceptable to recycle your assignments. If you re-use an earlier assignment, either in its entirety or parts of it, your tutor will regard this as self-plagiarism and you will be penalised. Because you have already been assessed and given credit for the earlier work, re-using it will be seen as unfair and as academic misconduct.

There are times when you may have a valid reason to quote from your own writing, for example, you may believe it forms crucial background to your current research.

If this is the case, you should always seek permission from your tutor or supervisor first. If this is given, you must cite yourself in your text as you would any other source, and in your Reference List you should treat your earlier assignment as an unpublished work.

e.g.

Jones, T. (2010). Procurement systems [Unpublished assignment]. University of Salford.

# Legal materials

Please note that the following guidelines are for students studying courses other than Law programmes run by the Salford Business School, who need to reference legal material; they should only be used If you are NOT a student studying for an law degree programme with Salford Business School.

If you are a student of the Salford Business School studying a law degree e.g., LLB or LLM degree, you must you use the Oxford Standard for the Citation of Legal Authorities (OSCOLA) 4th ed. for all your referencing. If you are unsure, please ask your academic tutor.

Because APA is an American citation style it does not explain how to reference British legal resources. Therefore the following guidelines are based on OSCOLA. Please see the above link if you would like more examples.

## General rules

**In-text citations**

* For cases, cite the name of the case and its date.
* For legislation, cite the name of the legislation and its date.
* If you are using a direct quotation, cite its page number or paragraph number (see p. 7 of this guide for more information about page numbers).

**Reference List**

* If you have cited only a very few legal materials you may include them in your Reference List in the usual way.
* If your assignment is specifically on an aspect of law, such as Construction Law, you will have used a substantial number of legal materials. You should list your cases in a separate Case Table after your Reference List, and your legislation in a separate Legislation Table after your Case Table.

Thus, your references will be in the following order:

* Reference List (books, journal articles and other non-legal sources)
* Case Table
* Legislation Table

If you are not sure which to do, please ask your tutor or supervisor.

**Acts of Parliament / Statutes**

* For both your in-text citation and reference list use the short title of the act and its date.
* Main words should start with capital letters.
* Note: the date is part of the title of the act and so does not need a comma.
* If you are referring to a specific part of the act, include the chapter or section number in the citation.

**In-text citation examples**

* Recent legislation (Climate Change Act 2008) has seen significant changes to...
* The Health Act 2009 c.21 ensures that ...
* "displaying any writing or other thing which is threatening, abusive or insulting" (Football (Disorder) Act 2000 c. 25 p. 6)

**Reference List or Legislation Table examples:**

Climate Change Act 2008

Football (Disorder) Act 2000 c. 25

Health Act 2009 c. 21

## Statutory Instruments

Treat Statutory Instruments as you would Statutes, but after the title and date include the abbreviation SI, followed by the year of publication and its SI number.

**Reference List or Legislation Table examples:**

Construction Contracts (England) Exclusion Order 2011 SI 2011/2332

Health and Social Care Act 2008 (Regulated Activities) Regulations SI 2010/781

Human Fertilisation and Embryology (Disclosure of Information for Research Purposes) Regulations 2010/995

## Cases/Law Reports

Citations

* Use the name of the parties, in italics and separated by v.
* Put the year of reporting in round brackets (parentheses).

For example:

This was discussed in *Tesco Stores Ltd v Costain Construction Ltd & Ors* (2003) ...

References

**Parties involved** - in italics and separated by v.

**Year of reporting** - Generally this will be in square brackets, but may be round brackets if there is also a volume number in the citation. The type of brackets you need to use will be shown on the source you are using.

**Where reported** - Abbreviation for the law reporting series. Use the neutral citation where available.

**Case number.**

**Reference List or Case Table examples:**

*Tesco Stores Ltd v Costain Construction Ltd & Ors* [2003] EWHC 1487 TCC

*Derwent Holdings Ltd v Trafford Borough Council, Tesco Stores Limited, Lancashire County Cricket Club* [2011] EWCA Civ 832

*Sole v Secretary of State for Trade and Industry and Others* [2007] EWHC 1 527 (Admin)

# Reference List Layout

Your Reference List is a list of all the works cited in your paper, listed in one single alphabetical sequence at the end of your document. Do not list different formats (e.g. books, journals, or webpages) in separate sequences.

If possible, you should use hanging indentation (as in the example below). Otherwise, separate each item in your Reference List with a blank line.

Becker, A. (Producer). (2006) Animator vs. animation [Multimedia]. Retrieved from http://fc01.deviantart.com/fs13/f/2007/077/2/e/Animator\_vsAnimation\_by\_alanbecker.swf

British Standards Institution. (2005). *Acoustics: guidelines for noise control in offices and workrooms by means of acoustical screens.* (BS EN ISO; 17624:2004). London: BSI.

Brown, S., & Marshall, D. (Directors). (2006). *Foundation failure and repair* [DVD]. Bristol: University of the West of England.

Chippindale, C. (2010). Ambition, deference, discrepancy, consumption: the intellectual background to a post-processual archaeology. In N. Yoffee & A. Sherratt (Eds.), *Archaeological Theory.* (pp. 27-36). doi:10.1017/CBO9780511720277

Geraghty, C. (2000). *British cinema in the fifties: gender, genre, and the 'new look'*. Retrieved from http://www.netlibrary.com

Gershon, R. R. M., Pogorzelska, M., Qureshi, K. A., & Sherman, M. (2008). Home health care registered nurses and the risk of percutaneous injuries: a pilot study. *American Journal of Infection Control*, *36*(3), 165-172.

Health and Social Care Act 2008 (Regulated Activities) Regulations SI 2010/781

James, P. (2008). *Urban green spaces in the mid-21st century scenarios and trajectories for the future cityscapes - case study of a North European city*. Paper presented at the International Conference: Urban Green Spaces: a Key for Sustainable Cities. Retrieved from http://usir.salford.ac.uk/9607/

Marvin, S., & Medd, W. (2010). Clogged cities: sclerotic infrastructure. In S. Graham (Ed.), *Disrupted cities: when infrastructure fails* (pp. 85-96). Oxford: Routledge.

Mogotlhwane, T. (2008). *Barriers to successful application of information technology in Botswana*. (PhD thesis). University of Salford, Salford. Retrieved from http://usir.salford.ac.uk/1735/

Pipistrelle bats [Webcast], (2010, 4 January). Retrieved from http://arkive.org/pipistrelle-bats/pipistrellus pipistrellus-and-pipistrellus-pygmaeus/video-OO.html

Schleimer, S. B., Johnston, G. A. R., & Henderson, J. M. (2005). Novel oral drug administration in an animal model of neuroleptic therapy. *Journal of Neuroscience Methods, 146*(2), 159-164. doi:10.1016/j.jneumeth.2005.02.004

*Tesco Stores Ltd v Costain Construction Ltd & Ors* [2003] EWHC 1487 TCC

United States Geological Survey. (2006). National elevation dataset. Retrieved 15 August, 2010, from http://ned.usgs.gov/

# Getting help

We want you to do well in your studies. Please ask for assistance if you need it; you can ask:

* your tutor
* your dissertation supervisor
* the referencing section of the Skills for Learning webpages: [www.salford.ac.uk/skills-for-learning](http://www.salford.ac.uk/skills-for-learning)
* the Developing your Digital Literacy Skills blog: [blogs.salford.ac.uk/digital-literacy-skills/](http://blogs.salford.ac.uk/digital-literacy-skills/)
* APA Style Blog: [blog.apastyle.org/apastyle/](http://blog.apastyle.org/apastyle/%20) - a wealth of useful information, especially good for answering the complicated questions you might have.
* Academic Support Librarian or Academic Skills Consultant:  
  <http://bit.ly/sflsubject>

## EndNote

EndNote will do most of this work for you!

**EndNote** is bibliographic software that allows you to store all the references that you find during your research, including PDF files, pictures, graphs, tables, etc., and add citations to your work and create a Reference List, automatically and correctly!

EndNote is available on all our open access PCs, ad is available to install on your own device for free. For more information and user guides please see the Skills for Learning EndNote page at:   
[www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/manage-references](http://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/manage-references)

Some editing of your references may be necessary. For non-print sources you should use the 'Medium' or 'Type of Work' field to describe the format, for example Film, Television broadcast, Weblog. If you need help with this please contact your Academic Support Librarian – find their details at: <http://bit.ly/sflsubject>

## Turnitin

Turnitin is an e-submission tool which matches text electronically to help you avoid plagiarism. It won't be able to tell if you have cited works correctly, but it will identify text that you may have got from other sources, such as books, journals and the web. Turnitin is available on Blackboard.

Find details and guidance on the Turnitin page at [www.salford.ac.uk/skills-for-learning/home/assessment-revision-and-exams/esubmission](http://www.salford.ac.uk/skills-for-learning/home/assessment-revision-and-exams/esubmission)

Please note: The information contained in this guide was correct at the time of publication. A more recent version may be available on The Library's website at <http://www.salford.ac.uk/skills-for-learning/home/using-and-referencing-information/referencing>