



Harvard Referencing

The Wrexham Glyndŵr University Guide

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What is referencing?

Referencing is a system used in academic writing to acknowledge the published work that you have used in your academic assignments.

Referencing is more than simply providing a list of the books that you have used at the end of your assignment.

It is a technique used within your work to show the source of all the ideas and information that you have used.

Why do I need to reference?

Referencing is important. Using references in your work:

- Demonstrates you have conducted thorough research and that your arguments are presented in the context of published work.
- Shows you can substantiate the information and arguments that you have presented.
- Allows the reader to locate the source of the information for themselves.
- Protects you from accusations of academic malpractice - plagiarism. This is where you present material as if it is your own work when in fact it has been taken from another source without you acknowledging this.

What do I need to reference?

The general rule to remember is that you should reference everything unless it is 'common knowledge'.

This would be something that is so well known that it does not need a reference. For example, you would not need to reference a statement such as 'a day has 24 hours' or 'the UK is made up of Wales, England, Scotland and Northern Ireland'.

Therefore, anything that you have used in your work should be referenced and this would include books, journals, newspapers, websites, television programmes etc.

How do I reference?

A reference has two parts.

Firstly, you make a brief reference to the work in the main body of your writing. This is called a citation. See pages 3 - 5 for examples of in-text citations.

Secondly, you include a fuller list of references at the end of your written work. See page 5.

In-text Citations

Within the main body of your assignment, you need to include a reference to the cited work.

This takes the format of the author or creator's name, and date in brackets. This is known as the author-date system. For example:

Jones (2014) argued that...

...studies by Jones (2010) confirm this argument.

The research by Jones (2015) concludes that...

... work by Smith (2018) has largely discredited the theories originally proposed by Jones (2008)...

The findings that ... (Evans, 2005) have since been confirmed by Smith (2009) and Jones (2010) in their research on ...

It has been argued (Brown, 2015) that...

The research was deemed to be valid (Evans, 2018).

In the last two examples, the name of the author and the date of publication are separated by a comma within the brackets.

If the citation is at the end of a sentence, the full stop would be placed after the brackets, as seen in the final example above.

When an author has published more than one work in the same year, the works should be identified with lower case letters (a, b, c, etc. – in the order used) after the date. For example:

Further studies (Smith, 2009b) agreed with the initial findings (Smith, 2009a).

Multiple Authors

If listing two authors within the body of your writing, use 'and' between their surnames. For example:

**... which research results indicated (Wood and Smith, 2014).
Adams and Thomson (2010) argue...**

For three or more authors, use *et al.* (in italics) after the first named author on the document. For example:

**Wood *et al.* (2017) suggests...
...where this was possible (Jones *et al.*, 2018).**

Note: You will need to list all the authors, in full, in the reference list.

Multiple Citations

If there is more than one source that supports your argument, you cite them inside the same set of brackets.

Within the brackets, place them in chronological order, with the earliest date first. Separate them with a semicolon.
For example:

Various studies have supported this argument (Taylor 2008; Wilson, 2013; Smith, 2015).

Secondary References

A secondary citation is a source that you have found within another source. For example, a book by Green referring to an article by Williams:

From research undertaken by Williams (2011, cited by Green, 2014) it is evident that...

Wherever possible, you should avoid using secondary citations. Ideally you should locate the original source and cite it directly. You can then check that the source supports the point you are making. In your reference list include the source you read, i.e. the secondary source.

Using direct quotations

Material quoted from the work of another author should normally be reproduced word for word.

Direct quotations must include the page number within the in-text citation. The quotation should be enclosed in single quotation marks. This applies to short quotations of a few words only. For example:

The research by Jones (2008) has been described as ‘the most significant contribution to our understanding of this question’ (Smith, 2010, p.125).

For longer quotations use a block of text in a smaller font, without any quotation marks. The quotation should be indented and started on a new line. For example:

Pears and Shields (2008) argue that:

When you paraphrase, you express someone else’s writing in your own words, usually to achieve greater clarity. This is an alternative way of referring to an author’s ideas or arguments without using direct quotations from their text. Used properly, it has the added benefit of fitting more neatly into your own style of writing and allows you to demonstrate that you really do understand what the author is saying (p.16).

If the quoted source is not cited in the introductory sentence (as in the previous example), then the full citation would be included at the end of the paragraph. For example:

It is argued that:

When you paraphrase, you express someone else's writing in your own words, usually to achieve greater clarity. This is an alternative way of referring to an author's ideas or arguments without using direct quotations from their text. Used properly, it has the added benefit of fitting more neatly into your own style of writing and allows you to demonstrate that you really do understand what the author is saying (Pears and Shields, 2008, p.16).

List of References

The second element is the list of references at the end of your document. This is a list of all the sources you have cited in your writing.

The reference list is organised alphabetically, by author.

For example:

The Chartered Institute for IT, (2010), *Universal broadband needs to arrive sooner for UK economy*, says CMA. Available from:
<http://www.bcs.org/server.php?show=conWebDoc.34391> [Accessed 26th February, 2010.]

Fill, C. (2009), *Marketing Communications: Interactivity, Communities and Content*. London: Prentice Hall.

Muth, C., Hesslinger, V.M. and Carbon, C. (2015), 'The appeal of challenge in the perception of art: How ambiguity, solvability of ambiguity, and the opportunity for insight affect appreciation', *Psychology of Aesthetics, Creativity, and the Arts*, Vol. 9, No. 3, pp. 206-216. DOI: <http://dx.doi.org/10.1037/a0038814>

Oddner, F. (2010), 'The character of sport and the sport of character', *Sport in Society*, Vol.13, No.2, pp. 171-185.

Using punctuation, capitalisation and italics

- There should be a full stop between an author's initials.
- When listing multiple authors there should be a comma between each author.
- All words in the title and the sub-title should have a capital letter.
- Book titles are italicised.
- Journal titles are italicised and capitalised.
- Journal article titles are placed between inverted commas.

Examples of commonly referenced items

Books

Basic format:

Author, A.B. (Year of publication), *Title of Book*. Place of publication: Publisher.

Single author	
In-text citation	Reference list
Fill (2009) argues that...	Fill, C. (2009), <i>Marketing Communications: Interactivity, Communities and Content</i> . London: Prentice Hall.
Recent research (O'Neill, 2008) suggests that	O'Neill, P. (2008), <i>Surfaces and Textures: A Visual Sourcebook</i> . London: A&C Black.
Two authors	
In-text citation	Reference list
...as argued by Coaffee and Lee (2016).	Coaffee, J. and Lee, P. (2016), <i>Urban Resilience</i> . London. Palgrave.
...research (Mearns and Thorne, 2013) suggest that counselling...	Mearns, D.B. and Thorne, B. (2013), <i>Person-Centred Counselling In Action</i> . 4th edition. London: Sage.
Three or more authors	
In-text citation	Reference list
...as argued by Sanders <i>et al.</i> (2016).	Sanders, P.A., Frankland, A. and Wilkins, P. (2009), <i>Next Steps in Counselling Practice: A Students' Companion for Degrees, HE Diplomas and Vocational Courses</i> . Ross-on-Wye: PCCS Books.
...research (Kenny <i>et al.</i> , 2013) suggests that sport and exercise can...	Kenney, W.L., Wilmore, J.H. and Costill, D.L. (2016), <i>Physiology of Sport and Exercise</i> . 6th ed. Champaign, Ill: Human Kinetics.

Book with an edition number	Basic format: Author, C.D. (Year or publication), <i>Title of Book</i> . Edition. Place of publication: Publisher
In-text citation	Reference list
...as argued by Baines (2016).	Baines, D. (2019), <i>Marketing</i> . 2nd ed. Oxford: Oxford University Press.
...research (Geldard <i>et al.</i> , 2017) suggests that counselling can support children...	Geldard, K., Geldard, D. and Yin Foo, R. (2017), <i>Counselling Children: A Practical Introduction</i> . 5th ed. London: Sage. NOTE: the edition number is not included when the book is the first edition.
Book with editors (Where no chapter authors are specified)	Basic format: Editor, I.J. (ed.) (Year of publication), <i>Title of Book</i> . Place of publication: Publisher. Editor, I.J. and Editor, K.L. (eds.) (Year of publication), <i>Title of Book</i> . Place of publication: Publisher.
In-text citation	Reference list
Wood (2012) suggests that...	Wood, R. (ed.) (2017), <i>Healthcare Management</i> . London: Routledge.
...as argued by Black and Brown (2015).	Black, S.T. and Brown, A.B. (eds.) (2015), <i>Sport and Exercise Science</i> . 3rd ed. Maidenhead: Open University Press.
Chapter in an edited book (Where chapters are written by different authors) Note – if you use 2 different chapters each will need its own citation and reference	Basic format: Author, I.J. (Year of publication), 'Title of Chapter' in Editor, A. and Editor, B. (eds.), <i>Title of Book</i> . Place of publication: Publisher. pp. xx-xx.
In-text citation	Reference list
Merry (2012) suggests that...	Merry, T. (2012), 'Classical Client-Centred Therapy' in Sanders, P. and Baker, N. (eds.), <i>The Tribes of the Person-Centred Nation: An Introduction to the Schools of Therapy</i> . 2nd ed. Chichester: Wiley. pp. 21-45.

eBook	Basic format: Author, A.B. (Year of publication), <i>Title of Book</i> . Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
... as demonstrated in recent research (Hughes, 2013).	Hughes, P. (2013), <i>Public Health</i> . London: Best Books. Available from: http://www.dawsonera.com/depp/reader/protected/direct/SearchResults.buttons eBookView.sdirect?sp=S9781444302585 . [Accessed 26th February, 2018.]

Note:

The format for an eBook will follow the guidelines for a printed book (as above) if there is an edition number, multiple authors or if you have used a chapter in an edited book.

Journals

Basic format:

Author, A.B. (Year of publication), 'Title of article', *Title of Journal*, Volume number, Part number, page numbers.

In-text citation	Reference list
...as argued by Oddner (2010) in recent research into...	Oddner, F. (2010), 'The character of sport and the sport of character', <i>Sport in Society</i> , Vol.13, No.2, pp. 171-185.

Electronic journal article with DOI	Basic format: Author, A.B. (Year of publication), 'Title of article', <i>Title of Journal</i> , Volume number, Part number, page numbers. DOI: xxxxxxxxxxxxxxxxxxxxxxxxx
In-text citation	Reference list
Hodgkinson <i>et al.</i> (2014) examines the experiences of ...	Hodgkinson, S., Beers, L. and Lewin, A. (2014), 'Addressing the mental health needs of pregnant women', <i>Pediatrics</i> , Vol.133, No.1, pp. 114-122. DOI: http://dx.doi.org/10.1177/0004867412474072

Electronic journal article without DOI	Basic format: Author, A.B. (Year of publication), 'Title of article', <i>Title of Journal</i> , Volume number, Part number, page numbers. Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
... as examined by Hodgkinson <i>et al.</i> (2014).	Hodgkinson, S., Beers, L., and Lewin, A. (2014), 'Addressing the mental health needs of pregnant women', <i>Pediatrics</i> , Vol.133, No.1, pp. 114-122. Available from: https://www.ncbi.nlm.nih.gov/pmc/articles/PMC3876179/ . [Accessed 16th December, 2019.]

Internet – document or page on a website

Basic format:

Author, A.B. (Year), *Title*. Available from: URL . [Accessed date Month, year.]

In-text citation	Reference list
A recent report (Kings Fund, 2020) demonstrates that students...	Kings Fund (2020), <i>Mental Health and Primary Care Networks</i> . Available from: https://www.kingsfund.org.uk/publications/mental-health-primary-care-networks . [Accessed 16th December, 2019.]

Document on a website	Basic format:
	Author, A.B. (Year), <i>Title</i> . Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
...as evident in advances made in medical ethics (World Health Organization, 2021).	World Health Organization (2021), <i>Ethics & Governance of Artificial Intelligence for Health</i> . Available from: https://www.who.int/publications/i/item/9789240029200 . [Accessed 16th November, 2021.]

Page on a website – with author	Basic format:
	Author, A.B. (Year of publication), <i>Title</i> . Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
...with minority groups experiencing considerable challenges (Adebiyi, 2021) as a result of lockdown.	Adebiyi, D. (2021), <i>One Year of Lockdown</i> . Available from: https://www.savethechildren.org.uk/blogs/2021/one-year-of-lockdown . [Accessed 24th February, 2021.]

Page on a website – without author	Basic format: Organisation name (Year), <i>Title</i> . Available from: URL . [Accessed date month, year.] Note: If there is no individual author for a web page use the organisation's name
In-text citation	Reference list
The captive environment can be challenging to maintain (RSPCA, 2021) and ...	RSPCA (2021), <i>Wild animals in captivity</i> . Available from: https://www.rspca.org.uk/adviceandwelfare/wildlife/captivity . [Accessed 26th March, 2021.]
Page on a website – with date	Basic format: Author, A.B. (Year), <i>Title</i> . Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
Ingle (2019) highlights the importance for elite athletes of ...	Ingle, S. (2019), <i>Elite sport and mental health</i> . Available from: https://www.theguardian.com/sport/blog/2019/mar/04/elite-sport-mental-health . [Accessed 30th January, 2021.]
Page on a website – without date	Basic format: Author, A.B. (no date), <i>Title</i> . Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
Etherington (no date) emphasises the importance of remaining active during...	Etherington, J. (no date), <i>Staying Active at Home</i> . Available from: https://www.fsem.ac.uk/staying-active-at-home/ . [Accessed 30th February, 2021.]

Note: If there is no obvious date on a website page you may need to check the currency of the information.

Conference papers

Basic format:

Author, A.B. (Year), 'Title of paper'. [Paper presented at *Xxxxx Conference* held at Location and Date]. Place of publication: Publisher.

In-text citation	Reference list
Wilkinson (1999) suggests that ...	Wilkinson, R. (1999), 'Sociology as a marketing feast'. [Paper presented at <i>The British Sociological Association Conference</i> held at Glyndwr University 7th December 2009.] Wrexham: Glyndwr University.

Conference paper – online	Basic format:
	Author, A.B. (year), 'Title of paper'. [Paper presented at <i>xxxxxxx conference</i> held at Location, date.] Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
...as highlighted by Jeffrey and Kelly (2011) in their paper on students' digital...	Jeffrey, L. and Kelly, O. (2011), 'Developing Digital Information Literacy in Higher Education'. [Presented at <i>LILAC Conference</i> held at UCL, London 4th June, 2011.] Available from: https://www.learntechlib.org/p/111528/ . [Accessed 14th January, 2020.]

Conference paper – print	Basic format:
	Author, A.B. (year), 'Title of paper'. [Paper presented at <i>xxxxxxx conference</i> held at Location, date.] page numbers.
In-text citation	Reference list
...demonstrating the importance of students' digital literacy (Jeffrey and Kelly, 2011).	Jeffrey, L. and Kelly, O. (2011), 'Developing Digital Information Literacy in Higher Education'. [Presented at <i>LILAC Conference</i> held at UCL, London 4th June, 2011.] pp. 21-30.

Newspaper article

Basic format:

Author, A.B. (Year), 'Title of article', *Name of Newspaper*, Date Month, Page.

In-text citation	Reference list
Merrick (2021) states the government may miss targets for easing social distancing as a result of	Merrick, J. (2021), 'Target for announcing easing could be missed', <i>The Independent</i> , 25th May, p. 9.
Newspaper article – online	Basic format: Author, A.B. (Year), 'Title of article', <i>Name of Newspaper</i> , Date Month , page. Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
By limiting travel to certain areas, the government is accused of imposing stealth lockdowns (Stewart, 2021).	Stewart, H. (2021), 'UK government accused of lockdown by stealth in variant hotspots', <i>The Guardian</i> , 24th May. Available from: https://www.theguardian.com/world/2021/may/25/uk-government-accused-of-lockdowns-by-stealth-in-covid-variant-hotspots . [Accessed 24th May, 2021.]

Government Publications

Government Papers

Including Green and White papers, strategy documents, reports found online.

	Basic format: Government Department (year), <i>Title</i> . Available from: URL . [Accessed date Month, year.]
In-text citation	Reference list
... as evidenced in a recent report (Department of Health and Social Care, 2020) the response...	Department of Health and Social Care (2020), <i>UK pandemic preparedness</i> . Available from: https://www.gov.uk/government/publications/uk-pandemic-preparedness/uk-pandemic-preparedness . [Accessed 3rd November, 2020.]
The Department for Environment, Food & Rural Affairs (2013) suggest...	Department for Environment, Food & Rural Affairs (2013), <i>Dangers to marine species and measures to protect them</i> . Available from: https://www.gov.uk/guidance/dangers-to-marine-species-and-measures-to-protect-them . [Accessed 4th January, 2021.]
As stated in the Child Poverty Progress Report (Welsh Government, 2019) ...	Welsh Government (2019), <i>Child Poverty Progress Report 2019</i> . Available from: https://gov.wales/child-poverty-strategy-2019-progress-report . [Accessed 2nd February, 2021.]

Legislation

Includes statutes, statutory instruments, and acts of parliament available online.

Basic format:

Title of the Act including year, chapter number. Available from: URL. [Accessed date Month, year.]

In-text citation	Reference list
According to the Mental Health Act (1983 ch.7)	<i>Mental Health Act 1983</i> . [online]. Available from: https://www.legislation.gov.uk/ukpga/1983/20/section/7 . [Accessed 25th January, 2021.]
...as suggested in the Health and Social Care Act (<i>Quality and Engagement</i>) (Wales) 2020, ch.15).	<i>Health and Social Care (Quality and Engagement) (Wales) Act 2020</i> . [online]. Available from: https://www.legislation.gov.uk/asc/2020/1/section/15/enacted . [Accessed 25th December, 2020.]

Law Reports

Includes reports of court cases.

Basic format:

'Name of case' (year of publication) Title of law report, volume number, page number.

In-text citation	Reference list
The case of 'R v. Smith' (2010) was especially important...	'R v. Smith' (2010), <i>Legal Briefings</i> , 3, pp. 332-340. Note: If the report was found online you will need to add the URL and date accessed. 'R v. Smith' (2012), <i>United Kingdom Supreme Court</i> , case 15. [Online]. Available at: http://www.courtcases/uk/2012/15 . [Accessed 25th December, 2020.]

Statutory Instruments

Basic format:

Title of Statutory Instrument including year, (S.I. No. of Year). Available from: URL. [Accessed Date Month, Year.]

In-text citation	Reference list
<p>...as outlined in <i>The Health Protection (Coronavirus Restrictions) (No 5) (Wales) (Amendment) (No.2) Regulations 2021</i>.</p>	<p><i>The Health Protection (Coronavirus Restrictions) (No 5) (Wales) (Amendment) (No.2) Regulations 2021</i>. (SI 2021/ No.103 (W.28). Available from: https://www.legislation.gov.uk/wsi/2021/103/contents/made . [Accessed 25th January, 2021.]</p>
<p><i>The Terrorism Order 2004</i> includes...</p>	<p><i>Terrorism Order 2004</i> (SI 2004/3354). Available from: http://www.legislation.gov.uk/uksi/2004/3354/contents/made . [Accessed 25th January, 2021.]</p>

Teaching Materials

Recorded Lectures

Basic format:

Speaker, A. (Year), 'Title of lecture' [Medium]. *Module code: Module Title*. Institution. Date Month. Available from: URL. [Accessed Date Month, Year.]

In-text citation	Reference list
...as highlighted by Jones (2021) in their lecture on mental health.	Jones, A. (2021), 'Approaches to mental health' [Lecture]. <i>AAA111: Mental Health</i> . Wrexham Glyndwr University. 13 January. Available from: http://www.wrexhamglyndwr . [Accessed 30th January, 2021.]

Live Lectures

Basic format:

Speaker, A. (Year), 'Title of lecture' [Medium]. *Module code: Module Title*. Institution. Date Month.

In-text citation	Reference list
An important point from the lecture (Smith, 2021) emphasises the need for..	Smith, B. (2021), 'Women in management' [Lecture]. <i>BBB222: Contemporary Issues in Business</i> . Wrexham Glyndwr University. 14th February.

Tutor Handouts

Basic format:

Tutor, K. (Year), 'Title of handout'. *Module code: Module Title*. Institution. Unpublished.

In-text citation	Reference list
...as stated by Harrison (2019) in their handout.	Harrison, S. (2019), 'Engine parts'. <i>ENG999: Combustion Engines</i> . Wrexham Glyndwr University. Unpublished.

PowerPoint Presentation

Basic format:

Author, A. (Year), 'Title of presentation' [Medium]. *Module code: Module Title*. Institution. Available from: URL. [Accessed Date Month, Year.]

In-text citation	Reference list
...as demonstrated in their presentation on youth engagement (Bodley, 2020).	Bodley, M. (2020), 'Youth engagement in rural communities' [PowerPoint presentation]. <i>YYY444: Youth Engagement</i> . Wrexham Glyndwr University. Available from: http://www.wrexhamglyndwr . [Accessed 10th March, 2020.]

Images

An image is an illustration, drawing, photo, diagram, chart, graph, map, picture, example of an artwork etc.

Basic format:

Artist, X.Y. (Year), *Title of the Work* [Description of the medium]. Location: Name of Gallery.

In-text citation	Reference list
<p>Degas' interest in movement is evident (<i>Woman Ironing</i>, 1892) in his use of...</p> <p>Note – this format is used when you refer to the image and do not include it as a figure in your written work.</p>	<p>Degas, E. (1892), <i>Woman Ironing</i> [Painting]. Liverpool: Walker Art Gallery.</p> <p>Note – if the image was retrieved from a website, add the URL</p> <p>Degas, E. (1892). <i>Woman Ironing</i> [Painting]. Available from: https://www.liverpoolmuseums.org.uk/walker/collections/paintings/19c/item242794.aspx . [Accessed 6th January, 2020.]</p>
<p>Image from a book</p>	<p>Basic format: Originators surname, INITIALS. (Year), <i>Title of image</i> [Type of image]. In Author, D. (Year), <i>Title</i>. Place of publication: Publisher.</p> <p>Note – originator is the creator of the original image. This could be an artist, photographer, illustrator, sculptor, for example.</p>
In-text citation	Reference list
<p>...as shown by Rossetti's painting, <i>Beata Beatrix</i>, 1864, in Smith and Heron (2015, p.50).</p> <p>Note – this format is used when you refer to the image and do not include it as a figure in your written work.</p>	<p>Rossetti, D.G. (1864), <i>Beata Beatrix</i> [Painting] in Smith, L. and Heron, C. (2015), <i>Romantic Painters</i>. Oxford: Oxford University Press.</p> <p>Note – if the book was accessed electronically, add the URL</p> <p>Rossetti, D.G. (1864), <i>Beata Beatrix</i> [Painting]. In Smith, L. and Heron, C. (2015), <i>Romantic Painters</i>. Oxford: Oxford University Press. Available from: http://www.dawsonera.com/depp/reader/protected/direct/SearchResults,buttons eBookView.sdirect?sp=S9781444302585 . [Accessed 26th February, 2018.]</p>

Image from a journal	Basic format: Originators surname, INITIALS. (Year), <i>Title of image</i> [Type of image]. In 'Title of journal article', <i>Journal Title</i> , Volume number, part number, pages.
In-text citation	Reference list
Cox and Brewster's diagram (2020, p.8, fig.1) shows a holistic approach to...	Cox, A. and Brewster, L. (2020), <i>Fig. 1. A holistic model of library support to mental health</i> [Diagram]. In 'Library support for student mental health and well-being in the UK', <i>The Journal of Academic Librarianship</i> , Vol. 46, No. 2, pp. 1-9. DOI: https://doi.org/10.1016/j.acalib.2020.102256 . Note – if the journal article was accessed online you will need to include the URL or DOI. See page 9 for further information.
Image from online source	Basic format: Originators surname, INITIALS. (Year), <i>Title of image</i> [Type of image]. Available from: URL. [Accessed date Month, year.]
In-text citation	Reference list
... as shown in Figure 2 (Brown, 2016, <i>Cistercian Monastery</i>).	Brown, J. (2016), <i>Cistercian Monastery</i> [Photograph]. Available from: https://pixabay.com/photos/fountains-abbey-cistercian-monastery-1589091/ . [Accessed 17th January, 2021.]

If you reproduce an image in your assignment, report, poster, or presentation you will need to include a reference. When you include an image, you need to assign a figure number to it, and a caption. When you refer to the figure directly in your assignment you need to include an in-text citation.

For example:



Figure 1. Example of abstract art. (Nimmer, 2017). **Note – The caption refers to the source where the image was found.**

In-text citation:

As demonstrated in Figure 1 (Nimmer, 2017, *Squares with Concentric Circles*,) abstract art involves a move away from literal representation.

Note – the in-text citation refers to the source where the image was found, including additional information to help identify the image. This could include figure number, title, page number.

Reference list:

Nimmer, D. (2017), 'What is Abstract Art? And Why Should I Care?' Available from: <https://www.artistsnetwork.com/art-inspiration/what-is-abstract-art/> . [Accessed 10th September, 2020.]

Note – the reference list will include the source where the image was found.

Tables**Basic format:**

Originators Surname, INITIAL. (Year), *Title of table* [Description of the medium].

Table from a book	Basic format: Originator, INITIAL. (Year), <i>Title of table</i> [Description]. In Author, D. <i>Title</i> . Place of publication: Publisher.
In-text citation	Reference list
Cottrell (2013, Table 1, p.48) encourages students to prioritise...	Cottrell, S. (2013), <i>Study skills: priorities</i> [Table]. In Cottrell, S. <i>The Study Skills Handbook</i> . 4th ed. London: Palgrave Macmillan.
Table from a journal article	Basic format: Originators surname, INITIALS. (Year), <i>Title of table</i> [Description]. In 'Title of journal article', <i>Journal Title</i> , Volume number, part number, pages.
In-text citation	Reference list
Park <i>et al.</i> (2006, Table 4, p.310) demonstrate an increase in the number of...	Park, J., Mulye, T., Adams, S.H., Brindis, C.D. and Irwin, M.D. (2006), <i>Young adult health indicators by gender</i> [Table]. In 'The Health Status of Young Adults', <i>Journal of Adolescent Health</i> , Vol. 39, No. 3, pp. 305-317. Note - if the journal article was accessed online you will need to include the URL or DOI. See page 9 for further guidance
Table from online source	Basic format: Originator's surname, INITIALS. (Year), <i>Title of image</i> [Type of image]. Available from: URL. [Accessed date Month, year.]
In-text citation	Reference list
...shows an increase in obesity related admissions (NHS, 2019, Table 3).	National Health Service (2019), <i>Obesity related hospital admissions</i> [Table]. Available from: https://digital.nhs.uk/data-and-information/publications/statistical/statistics-on-obesity-physical-activity-and-diet/england-2020 . [Accessed 3rd February, 2021.]

Audio Visual Material

Radio

Basic format:

Title of Programme (year of transmission), Name of channel, day, month, time of transmission.

Live broadcast	Basic format: <i>Title of Programme</i> (year of transmission), Name of channel, day month, time of transmission. Note – use the 24-hour clock for the time format.
In-text citation	Reference list
As discussed in the panel interview (<i>World at One</i> , 2021, 13:45) parents...	<i>World at One</i> (2021), Radio 4, 4th June, 13:45.

Online broadcast	Basic format: <i>Title of Programme</i> (year of original transmission), Name of channel, day, month, time of original transmission. Available from: URL . [Accessed day month, year.]
In-text citation	Reference list
...as demonstrated by genetic sequencing (<i>Science in Action</i> , 2020, 10:30).	<i>Science in Action</i> (2020), World Service, 13th September, 10:30. Available from: https://www.bbc.co.uk/sounds/play/live:bbc_world_service . [Accessed 5th June, 2021.]

Television

Basic format:

Title of Programme (year of broadcast), Name of channel, day, month, time of broadcast.

	Basic format: <i>Title of Programme</i> (year of broadcast), Name of channel, day, month, time of broadcast.
In-text citation	Reference list
The documentary <i>Road to Partition</i> (2021) argues that...	<i>Road to Partition</i> (2021), BBC2, 3rd June, 2021, 21:00.

Live broadcast of an episode from a series	Basic format: 'Title of episode' (Year of broadcast), <i>Title of Programme</i> , Series number, episode number. Name of channel, day, month, time of broadcast.
In-text citation	Reference list
...explores her life from a new perspective ('Road to Royalty, 2021).	'Road to Royalty' (2021), <i>Anne Boleyn</i> , Series 1, episode 1. Channel 5, 5th June, 2021, 21:00.
Episode viewed via streaming service	Basic format: 'Title of episode' (Year of broadcast), <i>Title of Programme</i> , Series number, episode number. Name of channel, day, month, time of original broadcast. Available from: Name of streaming service. [Accessed date Month, year.]
In-text citation	Reference list
Julia Grant ('George – The Big Decision', 1980), shares her experience of...	'George – The Big Decision' (1980), <i>A Change of Sex</i> , episode 1. BBC1, 15th October, 22:00. Available from: BBC iPlayer. [Accessed 6th March, 2020.]
...as Elizabeth settles into her new role ('Windsor', 2016).	'Windsor' (2016), <i>The Crown</i> , Series 1, episode 3. Netflix. Available from: Netflix. [Accessed 6th March, 2020.]
Episode viewed on DVD	Basic format: 'Title of episode' (Year of broadcast), <i>Title of Programme</i> , Series number, episode number. Day, month, time of original broadcast (if known). [DVD, catalogue number]. Place of distribution, Distributor.
In-text citation	Reference list
...as Walt ('Crazy Handful of Nothin', 2008) increasingly turns to illegal ways to...	'Crazy Handful of Nothin' (2008), <i>Breaking Bad</i> , Series 1, episode 6. 2nd March. [DVD, VFD23879]. London, Sony.

Film**Basic format:**

Title of Film (year of distribution), Directed by Initial, Surname. [Medium]. Place of distribution: distribution company.

Film viewed at cinema	Basic format: <i>Title of Film</i> (year of distribution), Directed by Initial, Surname. [Medium]. Place of distribution: distribution company.
In-text citation	Reference list
The interaction of the characters in <i>A Quiet Place</i> (2018) emphasises...	<i>A Quiet Place</i> (2018), Directed by J. Krasinski. [Feature Film]. Hollywood, CA: Paramount Pictures.
Film viewed on streaming service	Basic format: <i>Title of Film</i> (year of distribution), Directed by Initial, Surname. [Medium]. Available at: URL or name of streaming service. [Accessed date Month, Year.]
In-text citation	Reference list
...emphasises the interaction between the characters (<i>Nomadland</i> , 2020).	<i>Nomadland</i> (2020), Directed by C. Zhao. Available at: Disney+ . [Accessed 21st January, 2021.]
Film viewed on DVD	Basic format: <i>Title of Film</i> (year of distribution), Directed by Initial, Surname. [Medium]. Place of distribution: distribution company.
In-text citation	Reference list
The use of humour in animated film is evident (<i>Minions</i> , 2015) through the use of...	<i>Minions</i> (2015), Directed by P.Coffin and K. Balda. [DVD]. Universal City: CA: Universal Pictures.

Music

Basic format:

Artist (year of release), 'Title of Track', *Title of album* [Medium]. Place of distribution: Distributor.

Whole album	Basic format: Artist (year of release), <i>Title of album</i> [Medium]. Place of distribution: Distributor.
In-text citation	Reference list
...marked a change in direction for the band (Metallica, 1991).	Metallica (1991), <i>Metallica</i> [CD]. New York: Elektra.
The album Sgt. Pepper's Lonely Hearts Club Band (1967) contains innovative songwriting..	The Beatles (1967), <i>Sgt. Pepper's Lonely Hearts Club Band</i> [Vinyl]. London: Parlophone.

Track from an album	Basic format: Artist (year of release), 'Title of Track', <i>Title of album</i> [Medium]. Place of distribution: Distributor.
In-text citation	Reference list
The song 'Live Forever' (Oasis, 1994) is representative of...	Oasis (1994), 'Live Forever', <i>Definitely Maybe</i> [CD]. London: Creation Records.

Music from a streaming service

Single track or song	Basic format: Artist (year of release), 'Title of Track', Available from: Name of streaming service. [Accessed date Month, Year.]
In-text citation	Reference list
...in their outstanding track (Paper Planes, 2021).	Paper Planes (2021), 'Fly'. Available from: Spotify. [Accessed 9th June, 2021.]

Track from an album	Basic format: Artist (year of release), 'Title of Track', <i>Title of album</i> . Available from: Name of streaming service. [Accessed date Month, Year.]
In-text citation	Reference list
The opening track from their third album (Wolf Alice, 2021) shows how...	Wolf Alice (2021), 'Smile', <i>Blue Weekend</i> . Available from: Spotify. [Accessed 9th June, 2021.]

Whole album	Basic format: Artist (year of release), <i>Title of album</i> . Available from: Name of streaming service. [Accessed date Month, Year.]
In-text citation	Reference list
Their acclaimed third album 'Blue Weekend' (Wolf Alice, 2021) is a different....	Wolf Alice (2021), <i>Blue Weekend</i> . Available from: Spotify. [Accessed 9th June, 2021.]

Live Performance

Music	Basic format: Artist or Composer (Year of performance), <i>Title of performance</i> [Live Performance]. Name of performing artist. [Venue, Location. Date Month.]
In-text citation	Reference list
...as evidenced in their stage performance (Black Rebel Motorcycle Club, 2011).	Black Rebel Motorcycle Club (2010), <i>Beat the Devil's Tattoo</i> [Live Performance]. Black Rebel Motorcycle Club. [O2 Apollo, Manchester. 15th May.]
The premiere of the lost piano concerto (Bach, 2019)...	Bach, S. (2019), <i>Piano concerto 15</i> [Live Performance]. WGU Orchestra, conducted by A. Brown [William Aston Hall, Wrexham. 30th July.]

Dance	Basic format: Choreographer (Year of premiere), <i>Title of performance</i> [Live Performance]. Name of performing artist. [Venue, Location. Date Month.]
In-text citation	Reference list
In the ground-breaking performance (Bruce, 1981) the company...	Bruce, C. (2018), <i>Ghost Dances</i> [Live Performance]. Ballet Rambert. [Sadler's Wells Theatre, London. 8th November.]
Plays	Basic format: Author, A. (Year of performance), <i>Title</i> [Play]. Directed by A. Director. Theatre Company. [Venue, Location. Date Month.]
In-text citation	Reference list
...with the innovative use of trapeze artists (<i>A Midsummer Night's Dream</i> , 2019) in the staging shows...	Shakespeare, W. (2019), <i>A Midsummer Night's Dream</i> [Play]. Directed by N. Hytner. London Theatre Company. [Bridge Theatre, London. 19th November.]

Social Media

Facebook	Basic format: Author, A. OR Organisation (Year), <i>Title of page</i> . [Facebook]. Day Month of post. Available from: URL . [Accessed Day Month, Year.]
In-text citation	Reference list
...showing the stunning scenery of the Welsh countryside (BBC, 2021).	BBC (2021), <i>Summer in Wales is just spectacular!</i> [Facebook]. 20th June. Available from: https://www.facebook.com . [Accessed 21st June, 2021.]
Instagram	Basic format: Author, A. OR Organisation (Year), <i>Title of page</i> . [Instagram]. Day Month of post. Available from: URL . [Accessed Day Month, Year.]
Note – if the post does not have a title use the text of the post. If this is longer than 20 words use ... to indicate words have been omitted.	
In-text citation	Reference list
The environmental problems impacting the Great Barrier Reef are affecting its status (BBC, 2021) as a ...	BBC (2021), <i>Great Barrier Reef should be listed as 'in danger,' Unesco says.</i> [Instagram]. 22nd June. Available from: https://www.bbcnews.com . [Accessed 22nd June, 2021.]
Twitter	Basic format: Author, A. OR Organisation (Year), <i>Full text of tweet</i> . [Twitter]. Day Month of post. Available from: URL. [Accessed Day Month, Year.]
Note – if the tweet is longer than 20 words use ... to indicate words have been omitted.	
In-text citation	Reference list
...as tweeted by i newspaper (2021).	i newspaper (2021), <i>Hong Kong leader hits back after criticism...</i> [Twitter]. 23rd June. Available from: https://twitter.com/theipaper/status/1407623749445226499 . [Accessed 30th June, 2021.]

YouTube Note – this format should be used for other video sharing platforms such as TED or Vimeo	Basic format: Author, A. OR Organisation (Year), <i>Title of video</i> . [Online]. Available from: URL. [Accessed Day Month, Year.]
In-text citation	Reference list
...emphasises the importance of individual voice in academic writing (Lawson, 2017).	Lawson, M. (2017), <i>Academic Insights – 9 top tips for academic writing</i> . [Online]. Available from: https://www.youtube.com/watch?v=LEi8Cs2z0Q4 . [Accessed 3rd June, 2021.]

Blog post	Basic format: Author, A. OR Organisation (Year), 'Title of message/post'. <i>Title of page</i> , day, month. [Online]. Available from: URL. [Accessed Day Month, Year.]
In-text citation	Reference list
Thomson (2021) suggests dealing ethically with people is...	Thomson, P. (2021), 'a qual. research strategy – empathy mapping'. <i>Patter</i> , 21st June. [Online]. Available from: https://patthomson.net/ . [Accessed 23rd July, 2021].

LinkedIn Learning	Basic format: Instructor, A.B. (Year), <i>Title</i> [Video file]. Available from: URL. [Accessed Date Month, Year.]
In-text citation	Reference list
...as stated by Minto (2021) in relation to the importance of...	Minto, H. (2021), <i>Digital Accessibility for the Modern Workplace</i> [Video file]. Available from: https://www.linkedin.com/learning/digital-accessibility-for-the-modern-workplace/accessibility-at-work?contextUrn=urn%3Ali%3AlyndaLearningPath%3A1~AAAAAARzWw%3D1742620&u=74173804 . [Accessed 12th May, 2021.]

Developing good referencing skills

- Keep a note of everything you consult when writing an assignment. This could be a card index, notebook, or folder on your computer.
- Create your reference list as you write your assignment. Add your references to the end of your document to be reviewed and refined before you submit.
- RefWorks is a web-based referencing tool that allows you to create your own reference list and personal database from online databases and other sources. You can use these references in writing assignments and format your reference list automatically. **However, please make sure that punctuation and style match this guide.**
- Use 'favourites' on Resource Finder to save articles and other resources.
- Always note down the details you will need to reference any source before you begin to make notes from it (including page numbers).
- If you photocopy a page from a book or a journal article, remember to write the reference details on the photocopy ready for when you write your references.
- Do not forget to reference diagrams, images, tables, graphs etc.
- Paraphrase what you have read to demonstrate your understanding. Remember that even if you have put ideas into your own words, you still need to acknowledge your source.
- Read journals and textbooks to become familiar with how references look.
- Use information from reputable sources. Some websites provide opinion rather than peer-reviewed research. If in doubt, ask your lecturer if an online source is well regarded within your area of study.
- Use a variety of sources in your work. This could include books, journal articles, internet sources, government reports, manuals, guidelines from professional bodies etc.

Consistent Use

It is important to be consistent in the use of format, punctuation, capitals, brackets, and italics. This demonstrates a conscious use of Harvard and understanding of how to format a reference depending on the material cited.

Follow the examples in the WGU Harvard Referencing Guide.

If a reference is copied and pasted from another source it will need to be amended to follow the style as detailed in the WGU Harvard Referencing Guide.

FAQs

What do I do if there is no author?

First consider whether the source is reputable – why has nobody put their name to this information?

If your source is from the internet, and there is no author, then the organisation which is responsible for the website is considered to be the author (e.g. the Department of Health, Glyndŵr University, the BBC).

There is no date – what do I do?

You need to think carefully about whether to use undated sources – can you be sure the information is accurate?

Make sure you identify resources with no dates in your citations. You need to indicate that there is no date of publication - (Jones, no date).

How many references should I use? How old should they be?

There are no definitive answers to these questions as requirements will vary according to the subject you are studying and the type of assignment you are writing. Seek guidance from your lecturer.

What is the difference between a reference list and a bibliography?

A reference list contains details of all the sources you have cited in your assignment.

A bibliography is a list of other sources you have consulted or have found helpful but which you have not cited in your work. These may be sources which may be of additional interest to your reader if they wish to read more on the topic you have written about.

Note: sometimes people use the terms ‘reference list’ and ‘bibliography’ interchangeably. Check with your lecturer exactly what is required in your assignment.

For more help

Contact Learning Skills – learningskills@glyndwr.ac.uk

Mae'r ddogfen hon ar gael yn y Gymraeg