



UNIVERSITY OF
PORTSMOUTH

APA STYLE BIBLIOGRAPHIC REFERENCES 6TH EDITION



Stuck with referencing? Try <http://referencing.port.ac.uk>



Contents

Referencing basics	3
Why bother with referencing?	3
Principles of referencing	3
Don't get caught out!	3
APA referencing basics	4
General rules	4
Referencing electronic resources	5
Reference management tools	6
Where to find the information for your references	6
In-text citation and referencing: what's the difference	6
Citing sources in the text	6
More about citing in the text	7
Citing works by multiple authors	7
Organisations as authors (corporate authors)	7
Works with no named author	8
Citing several works published in the same year by the same author(s)	8
Direct quotes	8
When a work cites another work	9
Examples of references	10
Book and ebook	10
Chapter in an edited book	12
Reference work entry (dictionaries, encyclopedias, Credo Reference, etc.)	12
Academic journal article	14
Magazine or trade and professional journal article	15
Newspaper article	16
Legal and Parliamentary papers	16
Report, briefing or working materials	16
Internal document	18
Dissertation or thesis	18
Personal communication (email, conversation, interview, etc.)	18
Intranet document	19
Web page	19
Blog post	20
Podcast (downloadable audio or video files)	21
Music recording	21
Film (movie)	22
Television programme	22
Radio programme	23

Referencing basics

WHY BOTHER WITH REFERENCING?

This leaflet is a summary of the APA style guidelines as contained in *The publication manual of the American Psychological Association*, 6th ed., 2010.

Citing and referencing are important in all academic work because they show where you have used others' ideas in your work. Consistent citing and referencing shows which ideas are your own and where you found the supporting evidence for your ideas. They demonstrate your ideas are based on evidence you have found. Anything in your work for which you do not cite a source is assumed to be your own original thought. If you do not show when you have used other people's work you could be accused of pretending their ideas are your own. This is plagiarism and is a serious academic offence.

If there is any difference between how your lecturer asks you to reference sources and what is presented here or on the Referencing@Portsmouth website (referencing.port.ac.uk), follow your lecturer's advice. After all, your lecturer is the person marking your work!

PRINCIPLES OF REFERENCING

- Your reference should help your reader to recover your source easily. In general, everything cited in the main text of your assignment must have a corresponding reference in the reference list and everything in the reference list must be cited in the text. There are two exceptions to this rule:
- Only list references you have read yourself. Do not include sources that you have only seen mentioned in works you have read.
- Only include in your reference list what you refer to in your text.
- There will not be guidance for every type of variation of a source. Adapt the closest example you can find to fit your source. If in doubt, do as your lecturer advises.
- Pay careful attention to the order, formatting and punctuation used for each type of resource you have used and be consistent.

DON'T GET CAUGHT OUT!

Keep careful notes of all your sources as you work on assignments. Keep track of your research and take great care when you are recording the details of the sources you have used.

- Record all the details you need about a library book, including page numbers, before you return it. It might be on loan when you need it again.

- Make sure you write down the source details you will need for any photocopies and scans you make.
- Be sure to copy and save the title permalink of every electronic resource you use that does not have a doi number.

APA REFERENCING BASICS

- Everything cited in the body text of an assignment must have a corresponding reference in the reference list; everything in the reference list must be cited in the body text.
- Your reference list should be a single alphabetical list of all the sources cited in your assignment that can be found and accessed by others.
- Follow the format for a particular type of resource given later in this guide or on the Referencing@Portsmouth website.

GENERAL RULES

- If a work published by a named organisation does not name any authors or editors, the organisation is considered the corporate author of the work. Give the name of the government department, charity or company that has written the work as if it were the author. Give the jurisdiction ahead of any government department. For example:

Great Britain. Home Office.*

University of Portsmouth. Department of Psychology.


John Lewis.

** If you are dealing with several countries in the same piece of work you may need to add each country to your reference. For further information refer to the Referencing@Portsmouth website.*

- If a work has no author or corporate author, move the article or book title to the start of the reference in place of an author's name. The reference should still be placed in alphabetical order, under the first word of the title. Ignore the words "A", "An" or "The" where they appear at the beginning of a title when deciding where to place the reference in your reference list, for example treat "The eclipse" as if it began "eclipse".
- For printed publications, you must include the first named place of publication and the publisher. Include the state/country only if the place of publication shares its name with a well-known city somewhere else. For example, give "Newport, NSW" for Newport in New South Wales, Australia, to differentiate it from the Newport in Wales, UK.
- If no publication date is given use the most recent copyright date. This is different from any impression, printing, translation or other dates that may be given.

- For second and later editions of a work, give the edition you have used. This is commonly found on the cover or title page. Ignore any mention of earlier editions, other publishers, impressions or reprinting dates.
- Include edition statements only for second and later editions.
- List up to seven authors in the reference. For eight or more authors, include the first six authors' names followed by an ellipsis (...) and the last author's name.

Referencing electronic resources

- You need to give either a digital object identifier (“doi”) or stable web address for every electronic resource you list. Give the doi if one is available.
- You may find doi numbers on the first or final page of a journal article, in Discovery or on the article download page of the publisher website.
- Give the doi number in preference to a web address if a doi is available.
- Doi numbers are given in the form <https://doi.org/> ... followed by the number for the particular article or ebook being referenced. Do not include “retrieved from” in front of a doi number. Here is an example of the format: <https://doi.org/10.1111/044/2778.00021>
- Older forms are still acceptable, including [doi:10.1111/044/2778.00021](https://doi.org/10.1111/044/2778.00021), <http://dx.doi.org/10.1111/044/2778.00021>, and <https://dx.doi.org/10.1111/044/2778.00021>. Whichever format you choose, you should use the same one consistently throughout your reference list.
- Where a doi is not available, give a web address. Where a “permalink” is offered, use this. Permalinks are stable links that may be relied upon to continue to link to the source. In Discovery, find the full record and click on the linked chain icon  on the right-hand side to find the permalink to an article. On publishers' websites, doi's and permalinks are often given on the download pages for journal articles.
- If you find an article using a search engine, such as Google Scholar, give the homepage of the website you retrieved it from if no permalink is available.
- If you use a resource that does not show who wrote or compiled it, start your reference with the title of the resource instead.
- If a resource gives no publication or copyright date, write instead “(n.d.)”, which stands for “no date”.
- Use the pdf version if one is available. If no page numbers are available and paragraph numbers are visible, use them in place of page numbers (using the abbreviation “para.”, e.g. para. 582. Alternatively, cite the chapter or section, followed by the paragraph number (if appropriate), e.g. Chapter 4, para. 3).

- If you cite a source that you know or suspect will change rapidly over time, you may choose to add "Retrieved month day, year," before the website address, e.g.: *Running the ONAP Demos*. (2018). In *ONAP Developer Wiki*. Retrieved November 27, 2018, from <https://wiki.onap.org/display/DW/Running+the+ONAP+Demos>

Reference management tools

There are various software applications available online to help you to store, manage and format your references. The "cite" tools within Discovery and our other academic databases offer reliable references but it is still recommended that you compare the formatting of any references and citations you do not create yourself with Referencing@Portsmouth to double-check that they are all formatted in accordance with University referencing standards.

WHERE TO FIND THE INFORMATION FOR YOUR REFERENCES

For books, take the title and other information from the title page in preference to the cover. For electronic resources, take the information for your reference directly from the work itself wherever possible. For electronic resources, take the information for your reference directly from the full text wherever possible.

IN-TEXT CITATION AND REFERENCING: WHAT'S THE DIFFERENCE?

You should include a citation in the text to show when an idea or fact was found in an information source. Everything that appears in your reference list must be cited in the body text of your assignment. In-text citations allow someone reading your work quickly to turn to your reference list and find the details of the source where you are attributing a fact or thought that is not your own. The citation and reference include the same names or title words and date at the start, so it is easy to identify the correct reference from the citation.

CITING SOURCES IN THE TEXT

There are two standard ways of formatting citations in the text of an assignment. Use whichever makes the sentence flow smoothly:

The model proposed by Smith and Jones (2005)...

or

This model (Smith & Jones, 2005)...

Some departments require you to include the page number from which the information was taken in all citations. Please refer to the guidance issued by your department to see whether you need to include page numbers in all your citations. If you are still unsure, include them for any resources that have page numbers. If the information for a citation was taken from a page range, include the page numbers in the form (pp. 23-24).

The person reading your work can then turn to the full description of the source you used in the reference list to find out the information to locate and read it for themselves. This citation might point to a reference at the end such as:

Smith, J., & Jones, S. (2005). Methods in management accounting. *Journal of Advanced Methods*, 27(2), 117-128. <https://doi.org/10.1038/rxh0000009>

The in-text citation and the reference start with the same name(s) or title and date, allowing someone reading your assignment to instantly recognise which of your references you are referring to in the text. The reference gives the reader enough information about the original source for them to find and read it for themselves.

MORE ABOUT CITING IN THE TEXT

Citing works by multiple authors

For one or two authors, name both every time in the form:

Smith and Jones (2014) or (Smith & Jones, 2014).

For three to five authors, name all authors the first time but if you refer to them again, name only the first author followed by “et al.” (meaning “and others”). For example, if the first citation is:

(Moore, Estrich, McGillis, & Spelman, 1984)

then every later mention of the same source would be in the form:

(Moore et al., 1984).

For six or more authors, you only ever name the first author, followed by et al.

Organisations as authors (corporate authors)

When a document is produced by an organisation and has no named author, the organisation is treated as being the author. If the organisation is commonly referred to by an acronym, write out the organisation name in full the first time it is used followed by the abbreviation in square brackets. For example:

(Food and Agriculture Organization of the United Nations [FAO], 2005).

If you refer to publications by the same organisation later on, use the form:

(FAO, 2005). When adding this to your reference list, refer to the organisation name in full. Do not include the acronym.

Works with no named author

If a source has no author, cite the first two or three words of the title followed by the year.

Put book and journal titles in italics. For web pages, individual articles and entries in reference books, where only part of a larger publication is being cited, put the title in quotation marks. For example:

Entire book: (*Encyclopedia of psychology*, 2017)

Web page, chapter or article title: ("Individual differences", 2015).

Citing several works published in the same year by the same author(s)

If you are citing works by the same author or group of authors published in the same year, add a lowercase letter after the date, so you can tell them apart. All the references by the same author(s) published in the same year are listed alphabetically by title in the reference list. Single letter suffixes are then added to each year to these references and then to the corresponding citations in the text. For example:

Two recent studies (Harding, 2016a; Harding, 2016b) suggest that...

The a and b after the dates refer to the different works listed in the reference list:

Harding, S. (2016a). *More studies in science*. Cambridge: Cambridge University Press.

Harding, S. (2016b). *Studies in science*. Cambridge: Cambridge University Press.

Because the letter suffixes are applied to the alphabetical list of titles in the reference list, the letter suffixes for the in-text citations may not appear in alphabetical order.

Direct quotes

For direct quotes, and otherwise as directed by your lecturers, you should specify from which page it came. For a page range, include the page numbers in the form (pp. 23-24). For example:

It has been argued that "Management is more an art than a science" (Smith, 2005, p. 117).

or

Smith (2005, p. 117) argued that "Management is more an art than a science".

Include all quotes with less than 40 words in quotation marks. Indent quotes of 40 words or more 1.3 cm from both margins and double space the text. Quotes with over 40 words do not need quotation marks. For example:

In practice, the law does not intervene to any great extent in the performance appraisal process itself, but it can nevertheless have an indirect impact in that individual appraisal records inform decisions in the field of promotion, payment, dismissal, access to benefits and access to training opportunities. (Taylor, 2002, p. 259)

When a work cites another work

It is best practice to locate and cite the original source, if possible, rather than to cite where it is mentioned in another source you have read.

Only include in your reference list those sources you have read and used to write your assignment. When a fact or quote you want to cite is attributed to another work, mention this in the in-text citation but only include the work you have read in your reference list.

For example, you have read Smith (2005). You want to cite something Smith tells you he found in a 2003 paper written by Jones. This could be cited as:

Jones (2003, cited by Smith, 2005, p. 27) suggests...

or

It has been suggested (Jones, 2003 cited by Smith, 2005, p. 27) that...

In the reference list at the end, you would only include a reference for Smith (2005) because you have not read Jones (2003).

Examples of references

Books - printed and e-books

Use this when you want an introduction to a topic area. It presents well established ideas and theories and usually covers a broad topic area in detail.

WITH AUTHOR/S

Electronic - with doi

Author, Initials. (year when book was published). Title of book (Edition if any).
<https://doi.org/doi code>

Note: Include edition statement only for second and later editions.

Ho, C. (2011). *Access to medicine in the global economy: International agreements on patents and related rights* (2nd ed.).

<https://doi.org/10.1093/acprof:oso/9780195390124.001.0001>

Electronic - without doi

Author, Initials. (year). Title of book (Edition if any). Retrieved from web address

Belair-Gagnon, V. (2015). *Social media at BBC news: The re-making of crisis reporting*. Retrieved from <https://ebookcentral.proquest.com>

Grugel, J., & Hammett, D. (2016). *The Palgrave handbook of international development*. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1242734&site=ehost-live>

Print

Author, Initials. (year). Title of book (Edition if any). Place of publication: Publisher.

Armitage, A., Bryant, R., Dunnill, R., Hammersley, M., Hayes, D., Hudson, A., & Lawes, S. (2008). *Teaching and training in post-compulsory education* (3rd ed.). Maidenhead: Open University Press.

Calloway, S., & Powers, A. (2012). *The elements of style: An encyclopedia of domestic architectural detail* (4th ed.). London: Mitchell Beazley.

WITHOUT AUTHOR/S.

Electronic

Title of book (Edition if any.). (year). Retrieved from web address

Collins English dictionary (12th ed.). (2014). Retrieved from <https://search.credoreference.com>

Print

Title of book (Edition if any.). (year). Place of publication: Publisher.

Collins dictionary (11th ed.). (2011). Glasgow: HarperCollins.

WITH EDITOR/S

Electronic

Editor, Initials. (Ed.). (year). Title of book (Edition if any.). Retrieved from web address

Xu, H., Zou, S., & Shi, L. H. (Eds.). (2015). *Entrepreneurship in international marketing*. Retrieved from <https://ebookcentral.proquest.com>

Print

Editor, Initials. (Ed.). (year). Title of book (Edition if any.). Place of publication: Publisher.

Joseph, P. E. (Ed.). (2006). *The black power movement: Rethinking the civil rights-black power era*. New York: Routledge.

WITH CORPORATE AUTHOR/S

Electronic

Author. (year). Title of book (Edition if any.). Retrieved from web address

Health and Safety Executive. (2013). *Managing and working with asbestos: Control of Asbestos Regulations 2012: Approved code of practice and guidance* (2nd ed.). Retrieved from <https://www.hse.gov.uk/pubns/books/l143.htm>

Print

Author. (year). Title of book (Edition if any.). Place of publication: Publisher.

Joint Contracts Tribunal. (2005). *Standard building contract with quantities (SBC/Q)*. London: Sweet & Maxwell.

CHAPTER IN AN EDITED BOOK

Edited books contain chapters usually written by different authors who are experts in their field.

Electronic

Author of chapter, Initials. (year). Title of chapter. In Initials. Surname of Editor/s (Ed./Eds.), Title of book (Edition if any., pp. start and end of page numbers of chapter). Retrieved from web address

Morgan, J. W. (2007). Introduction. In J. W. Morgan (Ed.), *Ethics in sport* (pp. 3-12). Retrieved from <https://www.dawsonera.com>

Print

Author of chapter, Initials. (year). Title of chapter. In Initials. Surname of Editor/s (Ed./Eds.), Title of book (Edition if any., pp. start and end of page numbers of chapter). Place of publication: Publisher.

Berry, J. E. (2015). The expanding wireless world of schooling. In F. W. English, J. D. Barbour & R. Papa (Eds.), *The Sage guide to educational leadership and management* (2nd ed., pp. 199-210). Los Angeles: Sage.

ENTRY IN A REFERENCE BOOK

Use these for quick facts. Useful at the planning stage of your research for keywords to help you search more effectively. Find definitions, meanings and terminology. Includes dictionaries, encyclopedias and directories.

WITHOUT AUTHOR/S

Electronic

Entry title. (year). In Initials. Name of Editor/s (Ed/s. if any), Title of reference book (Edition if any., Vol. number if any, pp. start and end page numbers of entry if any). Retrieved from web address

Guidance of the Sentencing Guidelines Council on suspended sentences. (2007). In A. P. Carr & A. J. Turner (Eds.), *Stone's justice manual* (Vol. 1, paras. 3-152). Retrieved from <https://www.lexisnexis.com/uk/legal>

Musical theatre, American. (2000). In M. Banham (Ed.), *The Cambridge guide to theatre* (2nd ed.). Retrieved from <https://search.credoreference.com>

Print

Title. (year). In Initials. Name of Editor/s (Ed/s. if any), Title of reference book, (Edition if any., Vol. number if any, pp. start and end page numbers of entry). Place of publication: Publisher.

The Beatles. (2007). In L. Rodger, & J. Bakewell (Eds.), *Chambers biographical dictionary* (8th ed., p. 129). London: Chambers Harrap.

WITH AUTHOR/S

Electronic

Author, Initials. (year). Title of entry. In Initials. Name of Editor/s (Ed/s. if any), Title of reference book (Edition if any., Vol. number if any, pp. start and end page numbers of entry if any). Retrieved from web address

Graves, J. L. (2013). Sports: Overview. In P. L. Mason (Ed.), *Encyclopedia of race and racism* (2nd ed.). Retrieved from <https://search.credoreference.com>

Print

Author, Initials. (year). Title of entry. In Initials. Name of Editor/s (Ed/s. if any), Title of reference book (Edition if any., Vol. number if any, pp. start and end page numbers of entry). Place of publication: Publisher.

Ford, C. (2008). Cameron, Julia Margaret. In J. Hannavy, (Ed.), *Encyclopedia of nineteenth-century photography* (Vol. 1, pp. 258-259). New York: Routledge.

Temple, J. (2008). Balanced growth. In S. N. Durlauf, & L. E. Blume (Eds.), *The new Palgrave dictionary of economics* (2nd ed., pp. 333-335). Basingstoke: Palgrave Macmillan.

Note that author and editor names are differently formatted.

For further guidance and examples go to Referencing@Portsmouth

<http://referencing.port.ac.uk>. Choose a reference source from the dropdown menu and then select the APA referencing style.

Examples of references

Other publications

ACADEMIC JOURNAL ARTICLE

Mostly peer-reviewed academic research. Characterised by longer, highly structured articles with extensive reference lists. Most journals have volume and part numbers. Use these for very specific academic information.

Electronic - with doi

Author, Initials. (year article was published). Article title. *Journal Title*, volume number (part number if any), article start-end page numbers. <https://doi.org/doi code>

Peltzer, J., Carpentier, G., Martelly, I., Courty, J., & Keller, A. (2010). Transitions towards either slow-oxidative or fast-glycolytic phenotype can be induced in the murine WTt myogenic cell line. *Journal of Cellular Biochemistry*, 111(1), 82-93. <https://doi.org/10.1002/jcb.22665>

Electronic - without doi

Author, Initials. (year article was published). Article title. *Journal Title*, volume number(part number if any), article start-end page numbers. Retrieved from web address

Helms, R. G. (2015). Teaching women's rights: A historical perspective. *Journal of International Diversity*, 2015(2), 143-148. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=sih&AN=109060244&site=eds-live>

Print

Author, Initials. (year when the article was published). Article title. *Title of Journal*, Volume number (part number if any), start and end page numbers of the article.

Roberts, S., & Campbell, A. (2017). Striving for a good standard of maths for potential student nurses. *British Journal of Nursing*, 26(1), 32-36.

MAGAZINE OR TRADE AND PROFESSIONAL JOURNAL ARTICLE

A magazine is a periodical publication containing short articles and illustrations, often on a particular subject or aimed at a particular readership. Professional and trade journals are written by practitioners or industry-specific journalists. Use these for professional viewpoints to your work. Articles vary in length and tend to have fewer references.

Monthly

Author, Initials. (year, month article was published). Article title. *Magazine/Trade Journal Title*, volume number (part number if any), article start-end page numbers.

Weekly

Author, Initials. (year, month day article was published). Article title. *Magazine/Trade Journal Title*, volume number (part number if any), article start-end page numbers.

Electronic

Add: Retrieved from web address

WITH AUTHOR/S:

Riddell, F. (2018, February). Sanitising the suffragettes: Why is it so easy to forget an unsavoury aspect of Britain's recent past? *History Today*, 68(2), 8-11. Retrieved from <http://search.ebscohost.com/login.aspx?direct=true&db=a9h&AN=127141500&site=ehost-live>

WITHOUT AUTHOR/S:

Trade, exchange rates, budget balances and interest rates (2017, January 14). *The Economist*. Retrieved from <https://www.economist.com>

Print

See guidance for weekly or monthly publications.

Marks, O. (2017, March). The sun and the reign. *Vogue*, 324-329.

Roberts, J. (2010, October 14). Bearing gifts can smooth relationships. *Marketing Week*, 33(42), 29-32.

NEWSPAPER ARTICLE

Written by journalists. Local or national, tabloid or broadsheet. Can also be specialist. Useful for current affairs, public opinion, reviews and primary research.

Electronic

Author, Initials. (year, month day). Title of the article. *Title of Newspaper*, p. page number if any. Retrieved from web address

Farber, A. (2018, February 21). Time to scrap the old mindset. *Broadcast*. Retrieved from <https://www.broadcastnow.co.uk>

Thomas, K. (2017, October 17). Breaking UK tech's gender divide; More women are needed in UK tech. So what is being done by universities and employers to develop and recruit them? *The Guardian*. Retrieved from <https://www.nexis.com/>

Viña, G. (2017, February 15). Long footballing career can damage the brain, scientists find. *Financial Times*. Retrieved from <https://www.ft.com>

Print

Author, Initials. (year, month day). Title of article. *Title of Newspaper*, p. page number if any.

Ford, H. (2018, January 24). GPS tags for criminals a 'catastrophic waste of cash'. *The Times*, p. 20.

LEGAL AND PARLIAMENTARY MATERIALS

Legal material includes legislation and primary legal sources, including case reports and transcripts. Parliamentary material comprises secondary legal sources, including bills, command papers, explanatory notes to Acts of Parliament and parliamentary debates from Hansard. Referencing either using APA can be complex. Please see the Referencing@Portsmouth website (<https://referencing.port.ac.uk>) for details of how to reference these materials.

REPORT, BRIEFING OR WORKING PAPER

Typically these are reports and papers produced by the government and other public bodies and include market research reports from online resources such as Mintel. Briefing and working papers may resemble a book with a series title and number.

Electronic

WITH AUTHOR/S

Author, initials. (year). Title of report/briefing/working paper (Series Title and number if any). Retrieved from web address

Sturge, G. (2018). *UK prison population statistics* (Briefing Paper Number CBP-04334). Retrieved from <http://researchbriefings.files.parliament.uk/documents/SN04334/SN04334.pdf>

Nyman, R., Kapadia, S., Tuckett, D., Gregory, D., Ormerod, P., & Smith, R. (2018). *Staff Working Paper No. 704. News and narratives in financial systems: Exploiting big data for systemic risk assessment*. Retrieved from <https://www.bankofengland.co.uk/>

For reports from Business databases there may be a personal author (e.g. Wisson) or a corporate author (e.g. Whitbread).

Wisson, C. (2012). *Chocolate confectionery: Issues in the market*. Retrieved from <https://academic.mintel.com/display/590114/>

Whitbread. (2019). *Number of Costa coffee shops in the United Kingdom (UK) from fiscal year 2008/09 to 2017/18*. Retrieved from <https://www.statista.com/statistics/283302/number-of-costa-coffee-stores-in-the-united-kingdom-uk/>

Sometimes you may use the name of the database as the corporate author (e.g. IBISWorld).

IBISWorld. (2019). *Brexit impact statement A01.200. Fruit growing in the UK*. Retrieved from <https://ibisworld.co.uk/reports/uk/brexitupdate/default.aspx?entid=5022>

If you are not sure of the corporate author, you can use the format below.

WITHOUT AUTHOR/S

Title of report/briefing/working paper (Series Title and number if any). (year). Retrieved from web address.

High-tech industry revenue in China in 2017, by sector. (2018). Retrieved from the Statista website: <https://www.statista.com/statistics/234389/high-tech-industry-revenue-in-china-by-branch/>

Use the title of the report and include the name of the website/database in your 'retrieved from' statement.

Print

Author, initials. (year). Title of report/briefing/working paper (Series Title and number if any). Place of publication: Publisher.

Strickland, P., & Almandras, S. (2009). *Crime and Security Bill No 3 2009/10* (Research Paper 09/97). London: House of Commons Library.

INTERNAL DOCUMENT

Unpublished information unavailable outside the organisation.

WITH AUTHOR/S

Author, Initials. (year, plus month and day if given). Document title (Policy/Report/Circular/Document Number if given). Unpublished internal document, Organisation.

Gwyer, R. (2016, October). *Library policies and decision making* (Policy Number 6).

Unpublished internal document, University of Portsmouth.

WITHOUT AUTHOR/S

Organisation. (year, plus month and day if given). Document title (Policy/Report/Circular/Document Number if any). Unpublished internal document.

University of Portsmouth. (2016, August). *Strategy implementation report* (Document Number 205). Unpublished internal document.

DISSERTATION/THESIS

Author, Initials. (year). Title of dissertation/thesis (Unpublished undergraduate/master's dissertation/MPhil or doctoral thesis). Name of Institution, Location.

Jones, B. N. (2010). *An evaluation of GIS for remote sensing: A case study approach* (Unpublished doctoral thesis). University of Portsmouth, Portsmouth. Retrieved from <https://ethos.bl.uk/>

Matongorere, T. (2016). *Nothing to hide, nothing to fear: The current state of online privacy* (Unpublished BSc dissertation). University of Portsmouth, Portsmouth.

PERSONAL COMMUNICATION

Includes interviews, emails, letters, telephone conversations.

If you interview or communicate with people in the course of your research you should cite them as personal communications in the body of the text. Since your lecturer will be unable to revisit these, they are not included in your reference list. For interview-based research, you may need to include the transcripts of your interviews as appendices and refer to them in the text.

...and this point was acknowledged (J. Smith, personal communication, August 22, 2016).

INTRANET DOCUMENT

Unpublished document on a private, secure website enabling company employees to share information between themselves.

WITH AUTHOR/S

Author, Initials. (year, plus month and day if given). Document title (Policy/Report/Circular/Document Number if any). Unpublished intranet document, Organisation.

Gwyer, R. (2016, October). *Collection management and library policy* (Policy Number 0.53). Unpublished intranet document, University of Portsmouth.

WITHOUT AUTHOR/S

Organisation. (year, plus month and day if given). Document title (Policy/Report/Circular/Document Number if any). Unpublished intranet document.

University of Portsmouth. (2015, October). *University strategy 2015-2020. Key performance indicators and targets*. Unpublished intranet document.

WEB PAGE

A page or section from a website.

WITH AUTHOR/S

Author, Initials. (year when site was produced/updated/when document was published). Title. Retrieved from web address

Suff, R. (2013). *Good practice manual*. Retrieved from <https://www.experthr.co.uk/good-practice-manual/retaining-staff/115941>

WITHOUT AUTHOR/S

Title. (year when site was produced/updated/when document was published). Retrieved from organisation name website: web address

Call to stop children's drinking. (2007). Retrieved from the BBC News website: <https://news.bbc.co.uk/1/hi/uk/6596515.stm>

BLOG POST

Typically a piece of writing published on a blog; usually informal and non-academic. If the author adopts a screen name you can use this at the beginning of your reference. Make sure you give the full web address for the blog post or comment you are referencing, rather than the home page of the blog. Blog references are not italicised.

Author, Initials. (year, month day). Title [Blog post] or [Blog comment]. Retrieved from web address

Bystander. (2016, November 22). Out of the ordinary [Blog post]. Retrieved from <http://magistratesblog.blogspot.co.uk/2016/11/out-of-ordinary.html>

Use title of blog post if no author:

Marketing [Blog post]. (2007, January 16). Retrieved from <http://criminalsolicitor.blogspot.com/2007/01/marketing.html>

Examples of references

Audio-visual sources

PODCAST (DOWNLOADABLE AUDIO OR VIDEO FILES)

A podcast is a download which can be listened to or watched later. Streamed media is a video which is watched while it is being streamed to your device. This includes streamed media from BBC iPlayer, YouTube and Box of Broadcasts.

Surname of primary contributor, Initials. (Role of primary contributor). (year, month day). Title [Format]. Retrieved from web address

Fashion Feed. (Producer). (2018, July 4). *Elie Saab, Haute Couture, Fall/winter 2018/19* [Video file]. Retrieved from https://www.youtube.com/watch?v=cG_hgjmQ4x

Jones, L. (Presenter). (2016, November 9). *Using Google effectively* [Video podcast]. Retrieved from <https://www.facebook.com/uoplibrary/videos/vb.8313376841/10154898549101842/?type=2&theater>

Van Nuys, D. (Producer). (2007, December 19). *Shrink rap radio* [Audio podcast]. Retrieved from <https://www.shrinkrapradio.com>

MUSIC RECORDING

Music recordings can be commercially produced on a CD, downloaded or streamed.

Writer/Composer, Initials. (copyright date if known). Title of song/composition [Recorded by artist if different from writer/composer]. On Title of album [Medium of recording: CD, mp3 etc.]. Location: Label if applicable. Web address if applicable. (Recording date if different from copyright date)

Greenbaum, N. (1969). Spirit in the sky [Recorded by Doctor & The Medics]. On *Spirit in the sky: The singles* [mp3]. Retrieved from <https://amazon.co.uk> (2011)

Porter, C. (n.d.). Love for sale [Recorded by Ella Fitzgerald]. On *The complete Ella in Berlin: Mack the knife* [CD]. New York: Verve. (1960)

FILM (MOVIE)

Films can be commercially produced on a DVD, downloaded to a video file or streamed.

Name of primary contributor - the director or producer, or both, Initials. (Role of primary contributor). (year). *Title of film* [Motion picture]. Country of origin – where the film was primarily made and released: Name of studio.

Spielberg, S. (Director). (1993). *Jurassic Park* [Motion picture]. United States: Universal Pictures/Amblin Entertainment.

or

Name of primary contributor – the director or producer, or both, Initials. (Role of primary contributor). (year of original release). *Title of film* [Motion picture - if applicable][Medium of recording - DVD, video file etc.]. Place of publication: Publisher. (year of publication of the recording, if different from year of release)

Boyle, D. (Director). (1996). *Trainspotting* [Motion picture]. [DVD]. United Kingdom: Channel 4 Films. (1999)

or

Name of primary contributor – the director or producer, or both, Initials. (Role of primary contributor). (year of original release). *Title of film* [Motion picture - if applicable][Medium of recording - DVD, video file etc.]. Retrieved from web address

Boyle, D. (Director). (1996). *Trainspotting* [Video file]. Retrieved from <https://learningonscreen.ac.uk/>

TELEVISION PROGRAMME

This can be streamed in real time or downloaded to be watched later.

Single programme

Name of primary contributor - Director or Producer, or both, Initials. (Role of primary contributor). (year, month day). *Title of programme* [Television broadcast]. City of origin – where the programme was made and released if available: Name of television channel. Retrieved from web address if applicable.

Phillips, T. (Presenter). (2017, February 23). *Has political correctness gone mad?* [Television broadcast]. From Box of Broadcasts website. Retrieved from <https://learningonscreen.ac.uk/ondemand/index.php/prog/OE7039F8>

Single episode from a series

Name of primary contributor - Writer, Initials and then Director, Initials. (Role of primary contributor). (year). Title of episode [Television series episode]. In Initials. Name of Producer/s (Producer), Title of series. City of origin – where the programme was made and released if available: Name of television channel.

Schama, S. (Writer & Presenter). (2014). Revolutions [Television series episode]. In M. Ibeji (Producer) & M. Davidson (Executive Producer), *A history of Britain*. London: BBC 4.

RADIO PROGRAMME

This can be streamed in real-time directly from the radio or downloaded and listened to later.

Single programme

Name of primary contributor - the Writer/Director/Producer, Initials. (Role of primary contributor). (year, month day). Title of programme [Radio broadcast]. City of origin – where the programme was made and released if available: Name of radio station. Retrieved from web address if applicable.

Bragg, M. (Presenter). (2016, June 23). *Songs of innocence and experience* [Radio broadcast]. London: BBC Radio 4. Retrieved from <https://www.bbc.co.uk/programmes/p01drwny/episodes/downloads>

Single episode from a series

Name of primary contributor - the Writer, Initials and then the Director, Initials. (Role of primary contributor). (year). Title of programme [Radio series episode]. In Initials. Name of Producer/s (Producer), Title of series. City of origin – where the programme was made and released if available: Name of radio station. Retrieved from web address if applicable.

Shrubsall, S. (Writer), & Silbert, R. (Director). (2006). Palm therapy [Radio series episode]. In M. Imrie (Producer), *Afternoon play*. London: BBC Radio 4. INSERT:

Note that author and editor names are differently formatted.

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