



# Referencing using APA 7<sup>th</sup>

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# Introduction

When you have included anything from published sources in your work, you must acknowledge it fully and accurately by:

- identifying your sources, in a brief format, in the body of your written work (referred to as an **in-text citation**).
- providing a detailed list of your sources in alphabetical order at the end of your work (known as a **reference list**).

The University referencing style is **APA 7<sup>th</sup>**, published by the American Psychological Association. Key changes from APA 6<sup>th</sup> to 7<sup>th</sup> are summarised below:

APA 6 <sup>th</sup> (old version)	APA 7 <sup>th</sup> (new version)
“et al” was only used after <i>five or more</i> authors in the first in-text citation.	In-text citations of a work by <i>three or more</i> authors lists only the first author, followed by “et al”.
Maximum 7 authors for a single work were listed in the reference list.	Up to 20 authors for a single work can be listed in the reference list.
Book references had to include publisher location as well as publisher name (e.g. Abingdon: Taylor & Francis).	Book references only require publisher name, not location (e.g. Taylor & Francis).
If organisation and publisher were the same, both were included.	If organisation and publisher are the same, omit the publisher.
URLs were always preceded with “Retrieved from”.	URLs are no longer preceded by “Retrieved from”.
URLs did not require a retrieval date.	If using an unstable URL, include a retrieval date in the following format: Retrieved July 31, 2020, from <a href="https://www...">https://www...</a>
URLs were not live hyperlinks (e.g. <a href="https://www.bbc.co.uk/news">https://www.bbc.co.uk/news</a> ).	URLs should be live hyperlinks (e.g. <a href="https://www.bbc.co.uk/news">https://www.bbc.co.uk/news</a> ) if final document is read online.  URLs should not be live hyperlinks if final document is in a printed format.

Some departments use slightly varying rules, so always check your module handbook.

## Why reference?

Referencing is important in all academic work for the following reasons:

- to show that you have researched/ read widely and found relevant information.
- to support any claims you have made through reference to an authoritative author on the subject.
- to enable readers of your work to trace the sources used and draw their own conclusions from the original works which you have cited.
- referencing is generally part of the mark scheme for your assignments.

to avoid being accused of **plagiarism**. This is using someone else's work as your own without acknowledging it. If you do not acknowledge your source(s) you may be guilty of academic misconduct. For more details, please refer to the [Regulations for taught students - Academic Misconduct](#)

## When do you need to reference?

You should acknowledge your source with a reference whenever you include:

- mention of a theory, fact, argument or viewpoint attributable to a specific person.
- statistics, examples or case studies.
- illustrations or musical examples.
- direct quotations/ paraphrase.

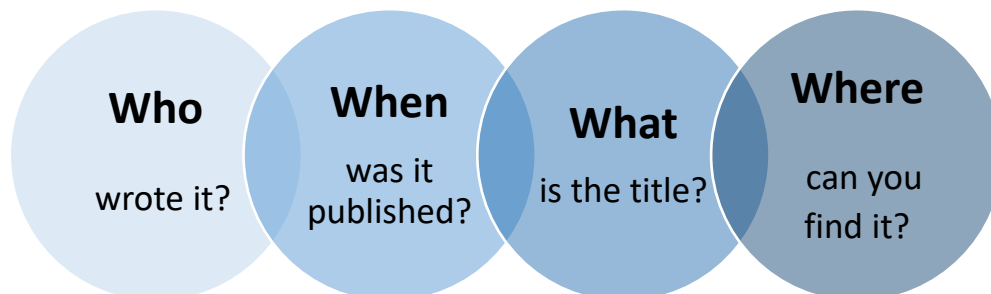
Common knowledge is information that is generally known to a reader so does not require a reference, e.g.

- Paris is the capital of France.
- Water is H<sub>2</sub>O.

If in doubt as to whether something is common knowledge or not, please refer to an academic in your department.

# Principle of referencing

The principle of referencing is to answer these basic questions about your sources:

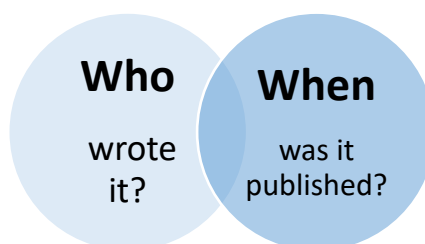


There will not be specific guidance for every single source type. Sometimes you may need to find the source that is the closest 'fit'. This may mean using elements from two source types.

These [APA 7th reference examples](#) or the printed [Publication manual of the American Psychological Association: the official guide to APA style](#) (7<sup>th</sup> edition) are very useful for unusual reference types.

# Principle of citation

The principle of citation is to acknowledge the source in the body of the written work. It provides information for the reader to locate the source in the reference list.



When you are writing you can choose the most appropriate place to add the citation, see below for the most common examples.

Full citation in brackets at the end of the sentence, e.g.

“better assessment of the slope stability” (Singh et al., 2013, p. 264).

...supporting the children’s literacy (UNICEF, 2020).

Matheus and Quinn discuss gender based occupational stereotypes... (2017)



Or embed within the sentence itself, without brackets, e.g.

Singh et al. stated that new rating NSMR gives a better assessment of the slope stability (2021, p.34).

...the 2020 report on supporting children's literacy (UNICEF).

...attitudes are not changing towards gender based occupations (Matheus & Quinn, 2017).

For further advice see your Academic Skills Tutor.

### Note

- Put the author's family name, followed by the year of publication.
- Do not include the author's initials in the citation.
- When citing two authors inside brackets, use an ampersand to join the two family names together, e.g. (Levitt & Bamberg, 2017). When citing two authors within in a sentence, join them together with the word 'and'.
- If using Box of Broadcasts (BoB) adapt accordingly. BoB includes films, TV documentaries etc., via the University of Huddersfield subscription.
- If referring to the title of a book, official publication, music album, film within your text, use italics and capital letters for each significant word, e.g. *Harry Potter and the Philosopher's Stone*.
- For further rules on capitalisation and/ or punctuation, see the [APA 7<sup>th</sup> Style and Grammar guidelines](#) or the printed [Publication manual of the American Psychological Association: the official guide to APA style](#) (7<sup>th</sup> edition).

## Quoting, paraphrasing and summarising

### Quoting

Quoting is directly copying the original source and putting the text in quotation marks. You need to acknowledge the original source and add the page numbers so the reader can find the specific text.

- For quotations of under 40 words keep within the paragraph/ text and use **double** quotation marks.

For example:

It has been argued that there is a “direct correlation between using the library and academic achievement” (Brown, 2008, p. 52).

- For quotations of 40 words or more, do not use quotation marks.
- Display the quotation in a separate and indented paragraph.
- Page numbers (p. for one page, and pp. for more than one page, in lower case, e.g. pp. 34-35).

For example:

The author depicts a society where the characters are just trying to survive:

He tried to teach me reading and writing, too, but Mayor Prentiss caught wind of it in my Noise one morning and locked Ben up for a week and that was the end of my book-learning and what with all that other stuff to learn and all the working on the farm that still has to be done every day and all the just plain surviving. I never ended up reading too good (Ness, 2018, p. 19).

- Use quotations sparingly, they should be used to illustrate your understanding of the main concepts.

## Paraphrasing

Paraphrasing is rewriting a section of the original text in your own words. You acknowledge the original source at the end of the paragraph, e.g. Research shows that efficient use of library resources improves academic achievement (Brown, 2019).

- When paraphrasing or referring to an idea contained in another work, you are encouraged to provide a page number, especially when it would help an interested reader locate the relevant section in a long or complex text.

## Summarising

- Summarising is to give an overview of the whole resource rather than focussing on a specific section of text. Page numbers are not required.

## Citing more than one source to support an argument

- List in alphabetical order by author's family name.

Separate each citation with a semicolon, e.g. Recent studies (Brown, 2008; Jones, 2009; Smith, 2007) show that....

## Two or more citations by the same author

- Name the author once.
- Cite the years of publication in date order.

Separate each citation with a comma, e.g. Research shows that efficient use of library resources improves academic achievement (Brown, 2008, 2009).

If you are using two different sources from the same author and date you can distinguish between them by adding a letter to the publication year, e.g. (Jones, 2019a, 2019b).

In the reference list, include the letter with the year and list them in alphabetical order by title, e.g.

Jones, K. (2019a). *Losing our minds*. [http://www.wfh\\_JonesFamily.net/loss/](http://www.wfh_JonesFamily.net/loss/)

Jones, K. (2019b). *Working from home*. [http://www.wfh\\_JonesFamily.net/wfh/](http://www.wfh_JonesFamily.net/wfh/)

## Secondary referencing & citing

This is where you refer to a source that you have not read but that has been cited by another source that you have read.

It is always better to read and cite the original source. “Use secondary sources sparingly, for instance, when the original work is out of print, unavailable through usual sources, or available only in a language that you do not understand” (American Psychological Association, 2020, p. 258).

- Cite the author (and publication year if known) of the original work in the text.
- Follow it with the citation for the secondary source.
- Only include the secondary source in the reference list.

e.g. citation with publication date of original work not known:

Smith (as cited in Brown, 2008, p. 22) argued that...

Brown would be in the reference list **not** Smith.

e.g. citation with publication date of original work known:

“the form is complicated” (Khan & Poppins, 1998, as cited in Sizemore, 2011, p. 143)

Sizemore would be in the reference list **not** Khan and Poppins.

## Guidance for citing different numbers of authors

- In the table below, the “...” is there to represent text in your assignment.
- This table shows you when to use the “&” (ampersand) and when to use “and”.

<b>Number of Authors</b>	<b>First in-text citation</b>	<b>Subsequent in-text citations</b>
<b>One author</b>	According to Ramsden (2019), when adults return to education... <b>OR</b> ...(Ramsden, 2019).	As first in-text citation
<b>Two authors</b>	Ramsden and Jones (2019) recommend... <b>OR</b> ...(Ramsden & Jones, 2019).	As first in-text citation
<b>Three or more authors</b>	Ramsden et al. (2019) describe... <b>OR</b> ...(Ramsden et al., 2019).	As first in-text citation
<b>Organisation with an acronym</b>	The National Health Service (NHS, 2019) reported... <b>OR</b> ...(National Health Service [NHS], 2019)	The NHS (2019) reported ... <b>OR</b> ... (NHS, 2019).
<b>Unknown author</b>	Cite the title in place of the author. The Handbook of Chocolate Decoration (2019) stated that...  ...(The Handbook of Chocolate Decoration, 2019).	As first in-text citation

# Reference list

## What is a reference list?

- It is a list of all your sources you have cited.
- It is located at the end of your assignment.
- These need to be listed in alphabetical order by author's family name.
- If the reference list contains two or more entries by the same author, list them in chronological order, in order of publication date.
- It should have a title "References".
- Some departments refer to the reference list as a bibliography. Please seek subject specific advice from your tutor.
- References need to be consistent in layout and punctuation.
- Do not use double spacing in the reference list. Use single spacing with a space between each source.
- Do not indent your reference list.

A number of elements must be present in the reference for an item to be easily identified. This includes author, date, title and source. In other words, Who, When, What, Where.

## Sample reference list

### Note

- Use a comma after the author's initial(s) and before an "&" (ampersand), when there are multiple authors. See examples below, e.g. Krisztian and Lundgren.

### References

Baynton, D. C. (2013). Disability and the justification of inequality in American history. In L. J. Davis (Ed.) *The disability studies reader*. (4th ed.) (pp. 17-34). Routledge.

Guerrilla Girls. (1989). *Do women have to be naked to get into the Met Museum?* [Screenprint on paper]. Tate, London.

Krisztian, G., & Schlempp-Ülker, N. (2006). *Visualizing ideas: From scribbles to storyboards*. Thames and Hudson.

Lundgren, R. E., & McMakin, A. H. (2013). *Risk communication: A handbook for communicating environmental, safety, and health risks* (5th ed.). Wiley.

<https://doi.org/10.1002/9780470480120>

Matheus, C. C., & Quinn, E. (2017, November 30-December 02). Gender based occupational stereotypes: New behaviors, old attitudes. *IEEE Women in Engineering (WIE) Forum USA East*, Baltimore, MD, 1-6.

<https://doi.org/10.1109/WIE.2017.8285610>

Ness, P. (2018). *The knife of never letting go*. Walker Books.

## Formatting the reference

- You need to use the author’s family name followed by initials, e.g. Kirsty Carver becomes Carver, K. (note the full stop after the abbreviated first name)
- For organisations or companies, use the full title followed by a full stop, e.g. University of Huddersfield.
- Use the “&” (ampersand) to join together two or more authors.
- When your source has multiple authors, refer to the table below:

Number of authors	Example of names at the start of reference
<b>Up to twenty authors list them all and use an ampersand before the final author’s name</b>	Ramsden, B, J., Jones, J., Smith, K., Sharman, A., Carver, K., Briggs, J., & Wilson, M. (2019).
<b>Twenty one or more authors - include the first 19 authors’ names, insert ... (3 dots called an ellipsis) no ampersand, and then add the final author’s name.</b>	Kalnay, E., Kanamitsu, M., Kistler, R., Collins, W., Deaven, D., Gandin, L., Iredell, M., Saha, S., White, G., Woollen, J., Zhu, Y., Chelliah, M., Ebisuzaki, W., Higgins, W., Janowiak, J., Mo, K. C., Ropelewski, C., Wang, J., Leetmaa, A., ... Joseph, D. (1996).
<b>Organisation – write full name not acronym</b>	National Health Service. (2019).

### Digital object identifier (DOI)

The digital object identifier (DOI) is used when referencing using APA 7<sup>th</sup> style. It is a unique and permanent number used to identify electronic documents that stay the same even if there is a change of publisher or web address. The DOI begins with a 10 and contains a prefix and a suffix separated by a slash, e.g. 10.1000/xyz123

The DOI is included in the reference list if an electronic document has one, the format is <https://doi.org/> (followed by the unique numbers/ letter combination).

Do not manually insert line breaks into long DOIs or URLs, i.e. keep them on one line where possible.

## Missing information

If any of the information is not available, the reference needs to be adapted. See the table below for guidance:

Missing reference information	What should I do?	In-text	Example reference
<b>Author</b>	<p>Provide title, date and source.</p> <p>Italicise the title if it is italicised in the reference list, e.g. book or artwork.</p> <p>Enclose the title in quotation marks if the title is not italicised in the reference list, e.g. a journal article.</p>	<p>This image creates a feeling of happiness (<i>Sunflower</i>, 2019).</p> <p>The gardening advice provided (“Sunflowers require a sunny spot”, 1989).</p>	<p><i>Sunflower</i> [Photograph]. (2019). <a href="https://unsplash.com/photos/vKNjdRBqep0">https://unsplash.com/photos/vKNjdRBqep0</a></p> <p>“Sunflowers require a sunny spot.” (1989). <i>Gardening for Beginners</i>, 4(Spring). p. 32.</p>
<b>Date</b>	Provide author, substitute n.d. for no date, and then give title and source.	(Smith, n.d.).	Smith, S. (n.d.). <i>Sunflower</i> [Photograph]. <a href="https://unsplash.com/photos/vKNjdRBqep0">https://unsplash.com/photos/vKNjdRBqep0</a>
<b>Title</b>	Provide author and date, describe document inside square brackets, and then give source.	(Smith, 2019).	Smith, S. (2019). [Photograph of sunflower]. <a href="https://unsplash.com/photos/vKNjdRBqep0">https://unsplash.com/photos/vKNjdRBqep0</a>
<b>Both author and title</b>	Try to find the details. Consider using another source.	N/A	N/A



# General formatting rules

- If an author has more than one first name add a space between each initial. e.g. Author, A. A.
- When citing two authors inside brackets, use an ampersand to join the two family names together, e.g. (Levitt & Bamberg, 2017). When citing two authors within in a sentence, join them together with the word 'and'.
- Capitalise the first letter of title and subtitle.
- Title and subtitle are always separated by a colon.
- Use a colon followed by a space to separate titles and subtitles.
- Include the edition number for all editions other than the first.
- Use abbreviations for editors (Eds.) and edition (ed.).
- Use 'p.' for a single page, 'pp.' for several pages.
- Apply these rules to URLs (web links), e.g. ebook, article or web page.
  - Do not manually add line breaks into long DOIs or URLs. If you are referencing a long URL, you are encouraged to use a URL shortening service, e.g. [Bitly](#) or [TinyURL](#).
  - All links should be live if the work is to be read online. Remove the hyperlink if the work is in a printed format.
  - Provide a retrieval date if the content is designed to change over time and is not archived. The format is: Retrieved January 12, 2020, from [http://...](#)

# Further help

## Official APA 7<sup>th</sup> guidance

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Available in University of Huddersfield Library at 808.06615 PUB.
- American Psychological Association. (2020). *APA blog*.  
<https://apastyle.apa.org/blog/>

## Help within the University of Huddersfield

- Contact your Subject Librarians via email [library@hud.ac.uk](mailto:library@hud.ac.uk) or there are [further contact details](#)
- [Contact your Academic Skills Tutors](#) in your department.
- [Look at the Library Glossary](#) to understand the definitions of words used in citation and referencing.
- We welcome any comments and suggestions about this guide at [library@hud.ac.uk](mailto:library@hud.ac.uk)

# 1. Art

## 1.1. Artwork

### Format and order

- Artist(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of production). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [Description of artwork format]. (in square brackets followed by full stop)
- Museum or collection name, (followed by comma)
- The city where the museum/ artwork is located. (followed by full stop)

### In-text citation

It was a thought provoking exhibition (Guerrilla Girls, 1989).

### Reference list

Guerrilla Girls. (1989). *Do women have to be naked to get into the Met Museum?* [Screenprint on paper]. Tate, London.

## 1.2 Art online

### Format and order

- Artist(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of production). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [Description of artwork format]. (in square brackets, followed by full stop)
- URL

### In-text citation

...and her work was unique (Kusama, 2000).

### Reference list

Kusama, Y. (2000). *Pumpkin* [Screenprint]. <http://www.artnet.com/artists/yayoi-kusama/pumpkin-200-yellow-a-gD7Pn6VlzvSXPkG-ouuqzg2>

## 1.3 Exhibit catalogue

### Format and order

- Artist(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of production). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [**Exhibition catalogue**]. (in square brackets, followed by full stop)
- Exhibited at location and date of exhibition. (followed by a full stop)

### In-text citation

The acclaimed exhibition in Manchester is one of the finest (Vasconcelosw, 2014).

### Reference list

Vasconcelosw, J. (2014). *Joana Vasconcelos time machine* [Exhibition catalogue]. Exhibited at Manchester Art Gallery February 15–June 1 2014.

## 1.4 Art exhibition

### Format and order

- Artist(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of exhibition). (in round brackets, followed by full stop)
- *Title of work* (in italics)
- [Medium]. (e.g. art or exhibition type, in square brackets, followed by full stop)
- **Exhibited at** location and date of exhibition. (followed by a full stop)

### In-text citation

Astounding work on display at the Serpentine Gallery by Grayson Perry (2017).

### Reference list

Perry, G. (2017). *Grayson Perry: The most popular art exhibition ever!* [Exhibition of ceramic pots]. Exhibited at Serpentine Gallery June 8–September 10 2017.

## 2. Books (print and ebooks)

### Note

- This section refers to books in all formats, print and electronic.
- When quoting from an ebook without page numbers, you can use any of the following to help the reader find your quoted text: the chapter heading, section name, paragraph number.
- Print and ebooks are formatted the same in the reference list, except that an ebook would have a DOI or URL at the end.
- (Ed.) abbreviation for editor (in round brackets, followed by a full stop).
- (Eds.) abbreviation for more than one editor (in round brackets, followed by a full stop).
- List author/editors names in the order they appear on the title page of the book.
- (ed.) abbreviation for edition (in round brackets, followed by a full stop).
- Only include edition if it the second or subsequent edition, i.e. do not mention if it is the first edition of a book.
- Publication details are generally found towards the start of the book. In art books, these are often at the end of the book.
- Ignore the reprint dates.
- If there is more than one publisher, separate each one with a semi-colon.
- Do not use the word “Ltd.” after the name of the publisher.
- When the author and publisher are the same name, do not include the publisher in the reference list.
- Add DOI link for ebooks, if available.
- If no DOI, add a short URL if not found through Summon/ library ebook platform.
- If no DOI and found through Summon/ library ebook provider, then treat as a print book, i.e. include publisher only.

## 2.1 Books with one or two authors

### Format and order

- Authors (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title*. (in italics, followed by full stop unless including edition)
- (Edition number **ed.**). (in round brackets, followed by full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

### In-text citation

As it says in *To Kill a Mockingbird*, “You never really understand a person until you consider things from his point of view (...) until you climb in his skin and walk around in it” (Lee, 2003, p. 33).

Some useful techniques for improving your sketching, “Think big, but keep it simple” (Krisztian & Schlempp-Ülker, 2006, p. 86).

### Reference list

Lee, H. (2003). *To kill a mockingbird*. Heinemann.

Krisztian, G., & Schlempp-Ülker, N. (2006). *Visualizing ideas: From scribbles to storyboards*. Thames and Hudson.

Lundgren, R. E., & McMakin, A. H. (2013). *Risk communication: A handbook for communicating environmental, safety, and health risks* (5th ed.). Wiley.

<https://doi.org/10.1002/9780470480120>

## 2.2 Books with three or more authors

### Note

- The in-text citation for a work with 3 or more authors includes only the first author followed by **et al.** and the year.

### Format and order

- Authors (family name, comma followed by initials with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)

- *Title*. (in italics, followed by full stop unless including edition)
- (Edition number **ed.**) (in round brackets, followed by full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

### In-text citation

The chapter on sedimentation considers “forces acting on an isolated particle moving relative to a fluid” (Richardson et al., 2002, p. 237).

### Reference list

Richardson, J. F., Harker, J. H., Backhurst, J. R., & Coulson, J. M. (2002). *Coulson and Richardson's chemical engineering: Particle technology and separation processes* (5th ed.). Butterworth-Heinemann.

## 2.3 Edited book

### Note

- Follow the same citation rule for the number of editors as authors, e.g. for 1 or 2 editors, include both surnames and for 3 or more editors, include first editor's surname and et al.

### Format and order

- Editors (family name, comma followed by initials with full stop and space after each initial)
- **(Ed.)** or **(Eds.)**. (in round brackets, followed by a full stop)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title*. (in italics, followed by full stop unless including edition)
- (Edition number **ed.**) (in round brackets, followed by full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

### In-text citation

There is much discussion on the role of global environmental politics in today's society (Harris, 2016).

Klees et al. (2012) explore a range of alternatives...



## Reference list

Harris, P. G. (Ed.). (2016). *Routledge handbook of global environmental politics*. Routledge.

Klees, S. J., Samoff, J., Stromquist, N. P., & Bonal, X. (Eds.). (2012). *The World Bank and education: Critiques and alternatives*. Sense Publishers.

## 2.4 Chapter/ section of an edited book

### Note

- Editor format is initials first, followed by family name.
- For ebooks without page numbers there is no official guidance in APA. you can use any of the following to help the reader find your quoted text: the chapter heading, section name, paragraph number.

### Format and order

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- Title of chapter. (first letter capitalised, the rest lowercase, followed by full stop)
- **In**
- Editor(s) of book followed by (initials of editor, followed by family name)
- **(Ed.)** or **(Eds.)**, (in round brackets, followed by comma)
- *Title* of book (in italics)
- (Edition number **ed.**, **pp.** page numbers of chapter), (comma after edition number, in round brackets, use page abbreviations, in round brackets, followed by a full stop)
- Publisher. (followed by a full stop)
- DOI or URL (for ebooks only)

### In-text citation

Baynton (2013) argues that...

Sharma (2009) explores the multiculturalism debate...

## Reference list

Baynton, D. C. (2013). Disability and the justification of inequality in American history. In L. J. Davis (Ed.). *The disability studies reader* (4th ed., pp. 17-34). Routledge.

Sharma, A. (2009). Postcolonial racism: White paranoia and the terrors of multiculturalism. In G. Huggan & I. Law. (Eds.). *Racism postcolonialism Europe* (pp. 119-130). Liverpool University Press. <https://www.jstor.org/stable/j.ctt5vjc6k>

## Reference list (with edition and DOI)

Lundgren, R. E., & McMakin, A. H. (2013). *Risk communication: A handbook for communicating environmental, safety, and health risks* (5th ed.). Wiley. <https://doi.org/10.1002/9780470480120>

## 2.5 A translated book

### Note

- Translator format is initials first, followed by family name.
- Include both original publication date and translated date in the citation.

### Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- *Title* (in italics)
- (Translator, **Trans.**). (initials first followed by family name, followed by comma, followed by the abbreviation Trans., all in round brackets, followed by full stop)
- Publisher. (followed by full stop)
- **Original work published** year (in round brackets)
- DOI or URL (for ebooks only)

### In-text citation

... (Fanon, 1952/1986).

## Reference list

Fanon, F. (1986). *Black skin, white masks* (C. L. Markmann, Trans.). Pluto Press. (Original work published 1952)

## 2.6 A book written in another language

### Format and order

- Author(s)/ editor(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Translation of title]. (in square brackets, followed by full stop)
- Publisher. (followed by full stop)
- DOI or URL (for ebooks only)

### In-text citation

... (Hänzi, 2013).

### Reference list

Hänzi, D. (2013). *Die ordnung des theaters: Eine soziologie der regie* [The order of the theatre: A sociology of translating]. Transcript Verlag.  
<http://library.oapen.org/handle/20.500.12657/32945>

## 2.7 Reference books: dictionary, thesaurus or encyclopedia

If citing the complete reference book in your text, please refer to Section 2. Books, and choose the appropriate number of authors/ editors.

If the definition/ section cited has a specified author, use the instructions in Section 2.4 Chapter/ section of an edited book.

## Note

- If citing a definition or entry with no named author, use the instructions below.
- If no specified author, the word or section name is listed first in the reference list.
- Include a retrieval date if you are using a free web reference source that may change regularly, e.g. dictionary.com or Merriam-Webster.
- If the online version refers to the print edition, include the edition number after the title.
- We recommend using quality reference sources, such as Oxford English Dictionary, Oxford Reference online, Medicines Complete, British Pharmacopeia, and BNF, all available via Summon at the University of Huddersfield.

## Format and order

- Word /section name. (followed by full stop)
- (Year of publication). (in round brackets followed by full stop)
- **In**
- Author(s)/ editor(s) of book if applicable, (initials, with full stop and space after each initial, followed by family name, followed by comma)
- *Title of dictionary/ encyclopedia* (in italics)
- (ed, Vol., pp.) in brackets include all relevant
- Publisher. (followed by full stop, if in print)
- DOI or URL (for ebooks only)

## In-text citation

... (“Romanticism”, 2013).

According to the Sage dictionary of sociology, “Social mobility” is defined as... (2019, pp. 283-284).

## Reference list

Romanticism. (2014). In *World encyclopedia*. Philip’s. <http://oxfordreference.com>

Social mobility. (2019). In S. Bruce, & S. Yearley, *The Sage dictionary of sociology* (3rd ed., pp. 283-284). Sage.

## 2.8 Book review

### Note

- The second part of the reference will change depending in which type of publication the review is published, e.g. newspaper or journal.

### Format and order

- Reviewer (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month and day, in round brackets followed by full stop)
- Title of book review (if there is one)
- **[Review of the book *title of book*, by author]**. (title of book in italics, followed by comma, by author of book, initials followed by family name, in square brackets, followed by full stop)
- *Journal/ newspaper title* (in italics)
- *Volume number* (in italics, if applicable)
- (issue number) (in round brackets, if applicable)
- Page number (without page abbreviations, if applicable)
- DOI or URL (for ebooks only)

### In-text citation

“Of course, decision-making involves more than just being able to make accurate predictions, but AI is also being drafted for higher-level functions including using predictions to weigh outcomes and pass judgment” (Fried, 2018, p. 26).

### Reference list

Fried, I. (2018, July 15). The shortlist/ artificial intelligence [Review of the book *Prediction machines: The simple economics of artificial intelligence*, by A. Agrawal, J. Gans, & A. Goldfarb]. *The New York Times*, 26.

<https://www.nytimes.com/2018/07/09/books/review/future-of-work-darrell-m-west.html>

## 2.9 Religious work

### Note

- When you are citing from a religious work, e.g. the Bible, Qu'ran or Torah, include the book, chapter and verse.
- Include the version from which you are citing and put the source in brackets or work it naturally into the sentence.
- Include in the reference list, applying the rules for a book or ebook.

### In-text citation

Proverbs 15:22 states “plans fail for lack of counsel, but with many advisers they succeed” (Bible, New International Version).

### Reference list

*King James Bible*. (2017). King James Bible Online.  
<https://www.kingjamesbibleonline.org/> (Original published 1769)

## 3. Conference papers and poster sessions

### Note

- Proceedings can be published in a book, journal or online.

### 3.1 Unpublished conference paper/ poster

#### Format and order

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month, followed by day or days (separated by hyphen) in round brackets followed by a full stop)
- *Title*. (title of paper or poster session presented in italics, followed by full stop)
- **Paper/ poster presented at the**
- Title, (title of conference, followed by comma)
- Location. (location of conference, followed by full stop)

#### In-text citation

Ellis, Johnson, and Sharman's (2013) social reading project is...

#### Reference list

Ellis, C., Johnson, Z., & Sharman, A. (2013, June 14). *Under the covers: a social reading project*. Poster presented at the CLS Poster Prom, University of Huddersfield.

## 3.2 Conference paper published online

### Format and order

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month, followed by day or days (separated by hyphen) in round brackets followed by a full stop)
- Title of paper. (followed by full stop)
- *Title of conference*, (in italics followed by comma)
- Place of conference, (followed by comma)
- Volume number, (followed by comma)
- Page numbers. (without page number abbreviations, followed by full stop)
- <https://doi.org/> (if there is a DOI or URL if there is no DOI)

### In-text citation

Matheus and Quinn discuss gender based occupational stereotypes... (2017)

### Reference list

Matheus, C. C., & Quinn, E. (2017, November 30-December 02). Gender based occupational stereotypes: New behaviors, old attitudes. *IEEE Women in Engineering (WIE) Forum USA East*, Baltimore, MD, 1-6.  
<https://doi.org/10.1109/WIE.2017.8285610>



## 4. Film, television, radio, video

### Note

- Use section 4.1 for all types of film, e.g. cinema or DVD (Change the format appropriately, e.g. [DVD] or [Motion picture])
- If using Box of Broadcasts (BoB) adapt accordingly. BoB includes films, TV documentaries etc., via the University of Huddersfield subscription.
- If you want to directly quote or refer to a point in an audio-visual work, you can provide a time stamp for the beginning of the quotation in place of a page number (e.g. Angelou, 1990, 2:12 – references 2 hours 12 minutes into the documentary).
- If you can't find all the information, just include as much as you can find.

### 4.1 Film

#### Format and order

- Director(s) (**Director**), (family name, comma followed by initials, with full stop and space after each initial, followed by director in round brackets, followed by comma)
- Producer(s) (**Producer**). (family name followed by initials, followed by producer in round brackets, followed by full stop)
- (Year of distribution). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Medium]. (e.g., DVD or Film followed by full stop)
- Distributor; Studio. (separate each name with a semi-colon, followed by full stop)

#### In-text citation

Jackson (2014) creates an atmosphere of....

#### Reference list

Jackson, P. (Director), & Cunningham, C., Weiner, Z., Walsh, F., & Jackson, P. (Producers). (2014). *The Hobbit: The desolation of Smaug* [DVD]. Entertainment UK; Warner Bros.

## 4.2 Television: single programme

### Format and order

- Writer(s) or producer(s) (**Writer** or **Producer**), (family name comma, followed by initials, with full stop and space after each initial, followed by writer/producer in round brackets, followed by comma)
- Director(s) (**Director**). (family name, comma followed by initials, with full stop and space after each initial, followed by director in round brackets, followed by full stop)
- (Year of broadcast). (in round brackets followed by a full stop)
- *Title* (in italics)
- [**Television broadcast**]. (in square brackets followed by full stop)
- Broadcaster/s. (separate each name with a semi-colon, followed by full stop)

### In-text citation

... (Baron, 2018).

### Reference list

Baron, A. (Producer), & Gale, C. (Director). (2018). *The joy of winning* [Television broadcast]. BBC.

## 4.3 Television: single episode of a television series

### Format and order

- Writer(s) (**Writer**), (family name, comma followed by initials, with full stop and space after each initial, writer in round brackets, followed by comma)
- Director(s) (**Director**). (family name, comma followed by initials followed by full stop and space, followed by director in round brackets, followed by full stop)
- (Year of broadcast). (in round brackets followed by full stop)
- Title of episode
- (**Season/ Series** number, **Episode** number) (season or series number followed by a comma, followed by episode number, in round brackets)
- [**Television series episode**]. (in square brackets followed by full stop)

- **In**
- Producer(s) (**Producer**). (initials, with full stop and space after each initial, followed by family name, followed by producer in round brackets, followed by a full stop)
- *Series title*. (in italics followed by full stop)
- Broadcaster/s. (separate each name with a semi-colon, followed by a full stop)

### In-text citation

The script for *Doctor Who* created suspense by... (Robert & Moffat, 2014).

### Reference list

Roberts, G., Moffat, S. (Writers), & Murphy, P. (Director). (2014). The caretaker (Series 8, episode 6) [Television series episode]. In N. Wilson (Producer). *Doctor Who*. BBC.

## 4.4. Radio broadcast

### Note

- If producer not known, use presenter or writer's name as appropriate and change their role in round brackets.

### Format and order

- Producer(s) (**Producer**). (family name, followed by initials, with full stop and space after each initial, followed by producer in round brackets, followed by full stop)
- (Year of broadcast). (in round brackets followed by full stop)
- *Title of broadcast* (in italics)
- (**Season/ Series** number, **Episode** number) (season or series number followed by a comma, followed by episode number, all in round brackets)
- [**Radio broadcast**]. (in square brackets followed by full stop)
- Broadcast channel. (followed by full stop.)

### In-text citation

(Warde, 2018)

## Reference list

Warde, M. (Producer). (2018). *Komodo dragon* [Radio broadcast]. BBC Radio 4.

## 4.5 Streamed video: e.g. YouTube

### Note

- If author not named, use the organisation or screen name instead, followed by a full stop.

### Format and order

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month and day in round brackets, followed by full stop)
- *Title* (in italics)
- [Video]. (in square brackets, followed by full stop)
- Publisher. (followed by full stop)
- URL

### In-text citation

Using the ebook video from hudlibrary on YouTube (University of Huddersfield Library, 2018).

### Reference list

hudlibrary. (2018, August 17). *Introduction to ebooks* [Video]. YouTube.  
<https://www.youtube.com>

## 4.6 Podcast

### Note

- If primary contributor unknown, use the title of the programme in italics.

### Format and order

- Host(s) or Producer(s) (**Host** or **Producer**). (family name, comma followed by initials, with full stop and space after each initial, followed by host/s or producer/s in round brackets, followed by a full stop)
- (Date of broadcast). (year followed by a comma, followed by month and day in round brackets, followed by full stop)
- *Title*. (in italics followed by full stop)
- (**Season/ Series** number) (season or series number in round brackets)
- [**Audio podcast**] or [**Video podcast**]. (in square brackets followed by full stop.)
- Publisher/ Broadcaster. (if appropriate, followed by full stop)
- URL

### In-text citation

Larrington & Hield (2019) explore the role of folklore in British society across five episodes.

### Reference list

Larrington, C., & Hield, F. (Hosts). (2019). *Modern fairies*. [Audio podcast]. University of Oxford. <https://podcasts.ox.ac.uk/series/modern-fairies>

## 4.7 Single episode from podcast

### Format and order

- Host(s) or Producer(s) (**Host** or **Producer**). (family name, comma followed by initials, with full stop and space after each initial, followed by host/s or producer/s in round brackets, followed by a full stop)
- (Date of broadcast). (year followed by a comma, followed by month and day in round brackets, followed by full stop)
- Title of podcast episode. (followed by full stop)
- (**Season/ Series** number, **Episode** number) (season or series number followed by a comma, followed by episode number, all in round brackets)
- [**Audio podcast episode**] or [**Video podcast episode**]. (in square brackets followed by full stop.)
- **In**
- Title of podcast. (in italics, followed by full stop)
- Publisher/ Broadcaster. (if appropriate, followed by full stop)
- URL

### In-text citation

A thought-provoking discussion (Kaur, 2018).

### Reference list

Kaur, G. (Host). (2018, August 30). Peace and protest. (Episode 5) [Video podcast episode]. In *Kalki presents: My Indian life*. BBC World Service.  
<https://www.bbc.co.uk/programmes/p06jtcp1>

## 5. Financial data

### Note

- To identify content from the Bloomberg Terminal use Bloomberg L.P.

### Format and order

- Publishing organisation or author. (followed by full stop)
- (Date of publication). (year followed by comma, followed by month and day / last update in round brackets, followed by a full stop)
- **Data derived from**
- *Title or section of report OR title of data extract* (title in italics)
- *Name of database* the data was retrieved from (in italics)
- URL or subscription service

### In-text citation

The data here reveals... (Bloomberg L.P., 2019).

### Reference list

Bloomberg. (2019, January 11). Data derived from Bloomberg L.P.

## 6. Images (including photographs, illustrations)

### Note

- If including the image in your work, reference the original source (e.g. book, website) and page number underneath as you would a direct quote (see layout below).
- If you are unable to find the year of publication use n.d. (no date).
- When the author and publisher are the same name, do not include the publisher's name in the reference list.
- All images should be written as numbered figures so you can refer to them in your work.
- Refer to your image by their figure number not their location in the text, e.g. *see Figure 2* rather than *see Figure 2 below/ above/ adjacent*.
- They should all have a descriptive title, and the citation should refer to the original source (e.g. book, website).
- The original source should be included in the reference list.

### 6.1 Images from a book

### Note

- If including the image in your work, use the following layout and reference the book and page number underneath as you would a direct quote.



Figure 1. My Bed by Tracey Emin (Brown, 2006, p. 34)



### Format and order

- Author(s) of the book (family name followed by initials, with full stop after each initial)
- (Year of publication). (in round brackets followed by full stop)
- *Title of book*. (in italics followed by full stop)
- Publisher. (followed by full stop)
- <https://doi.org/> (if there is a DOI or URL if there is no DOI)

### In-text citation (image reproduced in your assignment)

Figure 1. My Bed by Tracey Emin (Brown, 2006, p. 34.)

### In-text citation (image referred to in your assignment)

Jill Townsley's 2018 work *9 Bundles of Daffodils* represents...(Bailey et al., p. 25)

### Reference list

Brown, N. (Ed.) (2006). *Tracey Emin*. Tate.

Bailey, R., Clear, N., Fitzpatrick, D., Pittwood, L. J., & Powell, A. (2020). *Temporary contemporary: Creating vibrant spaces to support the conditions for creative and cultural activity. Volume 1*. University of Huddersfield. <https://doi.org/10.5920/TemporaryContemporary.fulltext>

## 6.2 Images from an online collection

### Note

- This includes referencing an image from an online collection, e.g. Flickr, Tumblr or Pinterest. For Instagram see section 17.3 of this guide.
- If including the image in your work, use the following layout and reference the website underneath as you would a direct quote.



Figure 4. My weekend with the dogs! (Κλενγκελ, 2013)

### Format and order

- Artist(s)/ photographer(s)/ organisation(s) (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop)
- (Year of creation). (in round brackets followed by full stop)
- *Title of the illustration or photograph/ collection* (in italics)
- [Description of format]. (e.g. online image, watercolour painting, in square brackets followed by full stop)
- Add name of source (website)/ collection (followed by full stop)
- URL (if online and shorten URL if appropriate)

### In-text citation

Figure 4. My weekend with the dogs! (Κλενγκελ, 2013)

...this historical event, depicted by Record Press (1912).

### Reference list

Κλενγκελ, R. (2013). *My weekend with the dogs!* [Photograph]. Flickr.

<https://www.flickr.com/photos/klengel/32276691754/>

Record Press. (1912). *Christabel and Emmeline Pankhurst in Paris* [Photograph].

The Women's Library: Suffrage Collection. <https://www.vads.ac.uk/digital/collection/WLS/id/55/rec/1>

## 6.3 Images from a website

### Note

- If including the image in your work, use the following layout and reference the website underneath as you would a direct quote.



Figure 6. Eastern grey kangaroo fact file (BBC, 2019)

### Format and order

- Artist(s)/ photographer(s)/ organisation(s) (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop)
- (Year). (in round brackets followed by full stop)
- *Title of the illustration or photograph* (in italics)
- **[Description of format]**. (followed by full stop)
- Website name. (followed by full stop)
- URL (if online and shorten URL if appropriate)

### In-text citation

The BBC (2019) used an infographic of an Eastern grey kangaroo to explain...

The image used on the “Eat well” webpage on the NHS website clearly portrays a balanced meal (2018).

### Reference list

BBC. (2019). *Eastern grey kangaroo* [Infographic]. BBC Bitesize.

<https://www.bbc.co.uk/bitesize/articles/zmw4bdm>

National Health Service. (2018). *Eat well: 5 a day what counts?* [Photograph].

<https://www.nhs.uk/live-well/eat-well/5-a-day-what-counts/>

## 7. Journals, trade publications or magazines

### Note

- For articles with one or two authors include both family names in the citation.
- If a work has 3-20 authors, include the first author's family name followed by **et al.**
- Some online articles do not have page numbers, so the DOI or URL will be sufficient.
- If the article does not have a DOI, use the URL of the website.
- If you are citing an advance release version, insert **Advance online publication** before the DOI or URL.

### 7.1 Journal article with one or two authors

#### Note

- For articles with one or two authors include both family names in the citation.

#### Format and order

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by a full stop)
- Title of article (first letter capitalised, followed by full stop)
- *Title of Journal*, (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics, this may be a month, season or number)
- (Issue) (in round brackets)
- Page numbers. (without page abbreviations, followed by full stop)
- <https://doi.org/> (if there is a DOI or URL if there is no DOI)

### In-text citation

As Nnoromele states that “these overdetermined representations of African women as victims” (2010, p. 181) differ...

Blaton (2003) attributes the western way of life as a contributing factor...

### Reference list

Nnoromele, S. C. (2010). Representing the African woman: Subjectivity and self in *The joys of motherhood. Critique: Studies in Contemporary Fiction*, 43(2), 178-190. <http://doi.org/10.1080/00111610209602179>

Blaton, V. (2003). The role of lipids in the development of atherosclerosis and coronary heart disease: Guideline for diagnosis and treatment. *The Journal of the International Federation of Clinical Chemistry and Laboratory Medicine*, 14(2), 59-64. <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6169141/>

## 7.2 Journal articles with three to twenty authors

### Note

- If a work has 3-20 authors, include the first author’s family name followed by **et al.**

### Format and order

- Authors (family name comma, followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- Title of article. (first letter capitalised, followed by full stop)
- *Title of Journal*, (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics, this may be a month, season or number)
- (Issue) (in round brackets)
- Page numbers. (without page abbreviations, followed by full stop)
- <https://doi.org/> (if there is a DOI or URL if there is no DOI)

### In-text citation

Sahar et al. (1997) identify that...

“Mobile phone addiction has become a worldwide problem due to its high occurrence rate, fast growth rate...” (Liu et al., 2018, p. 247).

### Reference list

Sahar, A. D., Brenninkmeyer, S. M., & O’Connell, D. C. (1997). Maya Angelou’s inaugural poem. *Journal of Psycholinguistic Research*, 26(4), 449-463.

Liu, Q.-Q., Zhang, D.-J., Yang, X.-J., Zhang, C.-Y., Fan, C.-Y., & Zhou, Z.-K. (2018). Perceived stress and mobile phone addiction in Chinese adolescents: A moderated mediation model. *Computers in Human Behavior*, 87, 247.

<https://doi.org/10.1016/j.chb.2018.06.006>

## 7.3 Journal article with twenty-one or more authors

### Note

- For the in-text citation, include only the first author’s family name followed by **et al.** and the year.
- In the reference list, list the names of the first nineteen authors followed by ... and then the last author.

### Format and order

- Authors (family name, comma followed by initials with full stop and space after each initial for the first 19 authors, followed by three dots ..., and add last author)
- (Year of publication). (in round brackets, followed by full stop)
- Title of article. (first letter capitalised, followed by full stop)
- *Title of Journal*, (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics, this may be a month, season or number)
- (Issue) (in round brackets)
- Page numbers. (without page abbreviations, followed by full stop)
- **https://doi.org/** (if there is a DOI or URL if there is no DOI)

### In-text citation

As summarised... (Tanabashi et al., 2018)

### Reference list

Tanabashi, M., Hagiwara, K., Hikasa, K., Nakamura, K., Sumino, Y., Takahashi, F., Tanaka, J., Agashe, K., Aella, G., AMSLER, C., Antonelli, M., Asner, D. M., Baer, H., Banerjee, Sw., Barnett, R. M., Basaglia, T., Bauer, C. W., Beatty, J. J., Belousov, V. I., Beringer, J., Bethke, S., Bettini, A., Bischel, H., ...Zyla, P. A. (2018). Review of particle physics. *Physical Review D*. 98(3).

<https://doi.org/10.1103/PhysRevD.98.030001>

## 7.4 Magazine

### Note

- Magazine formats vary. Some may have volume and issue numbers, some may only have an issue number, and some may only have a date. If you can't find any of the parts of the reference specified below, just leave them out.

### Format and order

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month in round brackets, followed by full stop)
- Title of article. (first letter capitalised, followed by full stop)
- *Title of magazine*, (in italics, all words in title capitalised other than words such as of, in etc., followed by comma)
- *Volume number* (in italics, this may be a month, season or number)
- (Issue) (in round brackets, followed by a comma)
- Page numbers. (without page abbreviations, followed by full stop)
- <https://doi.org/> (if there is a DOI or URL if there is no DOI)

### In-text citation

... (Torkia, 2018).

As discussed by Handford (2019)...

## Reference list

Torkia, D. (2018, August 8). Dina Torkia on perfecting the art of modesty dressing. *Vogue*. <https://www.vogue.co.uk/article/dina-torkia-muslim-fashion-blogger-modesty-dressing>

Handford, R. (2019, September). Working at Worthy Farm: a podiatrist's Glastonbury adventure. *Podiatry Now*, 22(9), 26-27.



## 8. Law

### Note

- Law students use the OSCOLA method of referencing.
- APA referencing is an American system of referencing and does not have a set way of referencing UK legal publications. Legal references should not be included in the APA reference list.
- When the act, bill, statutory instrument or law (cases) report is first mentioned the full citation is given.

### 8.1 Cases (law reports)

#### In-text citation

First mention (Donoghue v Stevenson [1932] AC 562)

Subsequent mentions (Donoghue v Stevenson, 1932)

### 8.2 Acts of Parliament

#### Note

- The APA manual states that you are not required to include Acts of Parliament in the reference list. All that is required is an in-text citation.

#### In-text citation

The Equal Opportunity Act 2010...

Section 91 of the Equality Act 2010 explores student admissions...

## 9. Leaflets, pamphlets, brochures

### Note

- Unpublished material can also be known as 'grey literature'.

### Format and order

- Organisation(s). (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Description of format]. (e.g. leaflet, in square brackets, followed by full stop)
- Publisher. (followed by full stop)

### In-text citation

As the leaflet published by the NHS (2018) highlights reducing your intake of butter and cheese can lower cholesterol.

### Reference list

National Health Service. (2018). *Lowering your cholesterol – first steps: reduce saturated fats* [Leaflet]. Guy's and St Thomas' NHS Foundation Trust.

## 10. Maps

### Note

- Include as much information as possible, e.g. scale, type of map.
- For dynamically created maps (e.g. Google Maps and many of the Digimap products) does not have a title, describe the map in square brackets, and include a retrieval date.
- For static (including printed) maps with a published name, italicise the title and follow with [Map] in square brackets.
- If you are referencing a long URL, you are encouraged to use a URL shortening service, e.g. [Bitly](#) or [TinyURL](#).
- If referencing Digimap products, further advice can be found on the [Digimap website](#).

### 10.1 Printed maps

#### Note

- When the author and publisher are the same name, do not include the publisher in the reference list.

#### Format and order

- Organisation. (followed by full stop)
- (Date of publication). (in round brackets, followed by full stop)
- *Title*. (in italics, followed by full stop)
- **[Map]**. (in square brackets, followed by full stop)
- Scale of map, (if applicable, followed by comma)
- Map series/ number. (if applicable, followed by full stop)
- **Publisher**. (followed by full stop)

#### In-text citation

London is brought to life through the illustrations...(Bartholomew & Son, 1955).

Our research focussed on the escapades of Wallace and Gromit through Wensleydale (Ordnance Survey, 2009).

## Reference list

John Bartholomew & Son. (1955) *A children's map of London*. [Map].

Ordnance Survey. (2009). *Yorkshire Dales: Northern & central areas: Wensleydale & Swaledale: showing part of National Park and the Pennine Way*. [Map]. 1:25 000, OS Explorer Map OL30.

## 10.2 Online maps: Google

### Format and order

- Organisation. (followed by full stop)
- (Date of publication). (in round brackets, followed by full stop)
- **[Google Maps description of map]**. (in square brackets, followed by full stop)
- **Retrieved**
- Date. (Month day, followed by comma, year, followed by comma)
- **from**
- URL

### In-text citation

The map shows the walking route for our site-specific performance through Huddersfield (Google, 2020).

### Reference list

Google. (2020). [Google Maps directions for walking from the University of Huddersfield to Beaumont Park]. Retrieved July 22, 2020, from <https://tinyurl.com/y28v9zcx>

## 10.3 Digimap Ordnance Survey

### Format and order

- Organisation. (followed by full stop)
- (Date of publication). (in round brackets, followed by full stop)
- *Title* (e.g. location of map, for example the town or street name)
- **[Map]**. (in square brackets, followed by full stop)
- Scale of map, (followed by comma)
- Product name. (followed by full stop)
- URL

### **In-text citation**

The map of Huddersfield (Ordnance Survey, 2018) shows the location of Castle Hill and Victoria Tower in Huddersfield.

### **Reference list**

Ordnance Survey. (2018). Huddersfield [Map]. 1:10,000, OS VectorMap® Local.  
<https://digimap.edina.ac.uk/>

## **10.4 Digimap Historic**

- Organisation. (followed by full stop)
- (Date of publication) (in round brackets, followed by full stop)
- Title (e.g. location of map, for example the town or street name)
- [Map]. (in square brackets, followed by full stop)
- Scale of map, (followed by comma)
- Map series. (followed by full stop)
- URL

### **In-text citation**

The *Ordnance Survey* map from 1890 shows the Castle Hill hotel on the top of Castle Hill in Huddersfield.

### **Example of Reference List**

Ordnance Survey. (1890). Huddersfield 10560 [Map]. County Series 1<sup>st</sup> Revision.  
<https://digimap.edina.ac.uk/>

## 10.5 Digimap Geology

### Format and order

- Organisation. (followed by full stop)
- (Date of publication). (month and year in round brackets followed by full stop)
- Title (e.g. location of map, for example the town or street name)
- **[Geological map]**. (in square brackets, followed by full stop)
- Scale of map, (followed by comma)
- Product name. (followed by full stop)
- URL

### In-text citation

Using the British Geological Survey map of Huddersfield (2017) shows that the majority of the centre of city centre of Huddersfield is built on clay, silt, sand and gravel.

### Reference list

British Geological Survey. (2017). Huddersfield [Geological map]. 1:50 000, DIGMapGB-50 Rock Unit. <https://digimap.edina.ac.uk/>

## 10.6 Digimap Environment

### Format and order

- Organisation. (followed by full stop)
- (Date of publication). (in round brackets, followed by full stop)
- Title (e.g. location of map, for example the town or street name)
- **[Map]**. (description of map in square brackets, followed by full stop)
- Product name. (followed by full stop)
- URL

### **In-text citation**

Using the map of Huddersfield (Fig. 4.), which was produced using data from the Centre of Ecology and Hydrology (2015), you can see a large proportion of 'improved grassland' surrounding Huddersfield.

### **Reference list**

Centre for Ecology and Hydrology. (2015). Huddersfield [Map]. Land cover. <https://digimap.edina.ac.uk/>

# 11. Music/ sound recording

## Note

- It is not necessary to specify how you listened to a music recording, e.g. streaming on Spotify, iTunes, Naxos; on CD). Choose either album or single track as appropriate.
- Include URL if it is the only way to access the recording.

## 11.1 Album

### Format and order

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop and space after each initial OR group, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- **[Album]** (in square brackets, followed by full stop) or **[Album recorded by]** (insert artist/ musician if different from above: initials, followed by family name, with full stop after initial, or group, in square brackets, followed by full stop)
- Label. (followed by full stop)
- URL (if appropriate)

### In-text citation

Beyonce's debut album *Dangerously in Love* (2003) stormed the charts.

In the recording of Mozart's *Violin concertos* (2006)...

### Reference list

Beyonce. (2003). *Dangerously in love* [Album]. Columbia Records.

Mozart, W. A. (2006). *Violin concertos* [Album recorded by L. Kavakos]. Sony.

## 11.2 Single track

### Note

- If referencing a track that is not specifically a song, use appropriate description.



### Format and order:

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop and space after each initial OR group, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- Title of the song
- **[Song]**. (in square brackets, followed by full stop) or **[Song recorded by]**. (insert artist/ musician if different from above: initials, followed by family name, with full stop and space after initial, or group, in square brackets, followed by full stop)
- **On**
- *Title of album* (in italics, followed by full stop)
- Label. (followed by full stop)
- URL (if online)

### In-text citation

In Dylan's *Blowin' in the wind...* (1989, track 1).

When watching the film, the music from Pharrell Williams (2014) creates an atmosphere...

### Reference list

Dylan, B. (1989). Blowin' in the wind [Song]. On *The freewheelin' Bob Dylan*. Sony.

Williams, P. (2014). *Happy* [Song]. Columbia Records.

## 11.3 Live performances

### Format and order

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop and space after each initial OR group, followed by full stop)
- (Year of performance). (in round brackets, followed by a full stop).
- *Title of performance/ work* (in italics)
- **performed by**
- Performer(s). (initials, with full stop and space after each initial, followed by family name, followed by full stop OR group name followed by full stop)
- Location, (venue followed by comma)
- Town/ city. (followed by full stop)
- [Date of performance]. (day and month, followed by a comma, followed by year, in square brackets followed by full stop)

### In-text citation

The performance of Beethoven's *Symphony no 5 in C minor* (2009) ...

### Reference list

Beethoven, L. (2009). *Symphony no 5 in C minor* performed by Halifax Symphony Orchestra. Victoria Theatre, Halifax. [14 June, 2009].

## 11.4 Music score

### Note

- If there is only one version of the score under discussion, you can refer to it in-text, without a full citation. It is only included in the reference list.
- If you are comparing different editions of a score, then you need to cite them separately in the text (i.e. include year and editor/ arranger) as well as in the reference list.

### Format and order

- Composer(s)/ artist(s)/ group(s) (family name, comma followed by initials, with full stop and space after each initial OR group, followed by full stop)
- Additional contributor (e.g. editor/ arranger, family name, comma followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title of work*. (in italics, followed by full stop)
- Publisher. (followed by a full stop)

### In-text citation

Mozart when composing *Requiem*...(Mozart & Druce, 1993).

### Reference list

Mozart, W. A., & Druce, D. (1993). *Requiem: For soprano, alto, tenor and bass soli, SATB and orchestra, K626*. Novello.

## 12. Newspaper articles

### Note:

- If the article is from a live newspaper website, such as FT.com or guardian.com, include the URL in the reference list.
- If the URL is long, then you can use a URL shortener, such as [bit.ly](https://bit.ly) or [TinyURL](https://tinyurl.com).
- If the article is taken from a subscription database, such as ProQuest International Newsstream or Gale Primary Sources, do not include a URL. You can include the page number if available.
- These articles can be found in Summon because the Library subscribes to these databases.
- If the article is from a hard copy (paper) newspaper then include page number/s.
- If there is no author on the article, refer to the [missing information](#) section of our guide.

### Format and order:

- Author(s) (family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year followed by comma, followed by month and day in round brackets, followed by full stop)
- Title of article. (followed by full stop)
- *Title of newspaper.* (in italics followed by full stop)
- Page number(s). (followed by full stop.)
- URL (use for live newspaper sites only, not subscription databases).

### In-text citation

Crouch reports on a Swedish school girl's strike... (2018).

300 volunteers were involved in the study (Baynes, 2020).

## Reference list

Crouch, D. (2018, September 1). School girl's strike captures Sweden's imagination. *The Guardian*. 32.

Baynes, C. (2020, June 23). Coronavirus: Second human trial of vaccine begins in UK. *The Independent*. <https://www.independent.co.uk/news/health/coronavirus-vaccine-human-trial-imperial-college-london-oxford-covid-19-a9584136.html>

## 13. Official publications

### Note

- This can include government publications, white papers and NICE guidelines.
- Many UK government publications are published by Her Majesty's Stationery Office, which can be shortened to HMSO in the publisher field.
- When the publisher is the same as the author, omit the publisher from the reference list.

### 13.1 Government reports

#### Format and order

- Organisation(s)/ author(s). (organisation followed by full stop OR family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (year, followed by comma if including month and day, in round brackets followed by full stop)
- *Title* (in italics)
- (Publication and report number). (in round brackets, followed by full stop)
- Publisher. (followed by full stop)
- URL

#### In-text citation

As highlighted in the HM Government's latest report *The Future Relationship Between the United Kingdom and the European Union* (2018)...

"It shall not be lawful for a landlord to enter upon and resume possession of his own land let as an allotment garden" (Standing Committee B, 1950, p. 5)...

#### Reference list

HM Government. (2018). *The future relationship between the United Kingdom and the European Union* (CM 9593). HMSO. <http://www.gov.uk/government/publications>

Standing Committee B. (1950). *Minutes of proceedings on the Allotments Bill* (HCP 101). HMSO.

## 13.2 Hansard

### Format and order

- Organisation(s)/ author(s) or speaker. (followed by a full stop OR family name, comma followed by initials, with full stop and space after each initial)
- (Date of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Hansard]. (in square brackets followed by full stop)
- (Vol. volume number). (in round brackets, followed by full stop)
- URL

### In text citation

As Yvette Cooper argued, “Whether they voted leave or remain, people are feeling deeply frustrated and let down” (Column 400, 2019).

### Reference list

Cooper, Y. (2019, March 27). *EU: Withdrawal and future relationship* [Hansard]. (Vol. 657). <https://hansard.parliament.uk/commons/2019-03-27/debates>

Hansard. (2019). *Brexit: Article 50* [Hansard]. (Vol. 796). <https://hansard.parliament.uk/lords>

## 13.3 NICE guidelines/ guidance

### Note

- This section covers both NICE guidelines and other NICE guidance series found on their website, e.g. Medical technologies guidance or Interventional procedures guidance.
- The first time you cite NICE, write the full *National Institute for Health and Care Excellence* in italics. You can abbreviate subsequent citations to NICE.

### Format and order

- Organisation. (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Title of guidance series with number]. (in square brackets, followed by full stop)
- URL

### In-text citation

In text, first citation: (National Institute for Health and Care Excellence [NICE], 2013) or National Institute for Health and Care Excellence (NICE, 2013).

In text, subsequent citations: (NICE, 2013) or NICE (2013).

### Reference list

National Institute for Health and Care Excellence. (2019). *Fever in under 5s: assessment and initial management* [NICE Guideline No. 143].

<https://www.nice.org.uk/guidance/ng143>



# 14. Personal communication

## 14.1 Telephone calls/ emails/ personal interviews

### Note

- Do not include personal communication in your reference list, as this type of information is not available for the reader to use.
- Only include as a citation if the interviewee has agreed to be quoted.

### Format and order for citation

- Interviewee, (initial followed by full stop, followed by family name, followed by comma)
- **personal communication** (followed by comma)
- Date (Month day, followed by comma, followed by year)

### In-text citation

“I found it challenging due to being away from my family” (F. Abdella, personal communication, September 1, 2018)...

# 15. Reports

## Note

- When the publisher is the same as the author, omit the publisher from the reference list.
- When quoting any research, abide by the ethical agreements regarding confidentiality and/or anonymity between you and your participants. Examples include an internal NHS Trust document (confidential) or a published Ofsted report (anonymised).

## 15.1 Company reports

### Format and order

- Organisation. (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- *Title of report.* (in italics, followed by full stop)
- URL

### In-text citation

Sainsbury's supermarkets had an annual turnover of... (FAME, 2018).

### Reference list

FAME. (2018). *Company report of Sainsbury's supermarkets.*  
<https://fame4.bvdinfo.com/>

## 15.2 Market research report

### Format and order

- Organisation(s)/ author(s) (organisation, followed by full stop OR family name, followed by comma, followed by initials)
- (Year of publication). (in round brackets, followed by full stop)
- *Title of report.* (in italics, followed by a full stop)
- URL

### In-text citation

... (Intel, 2018)

### Reference list

Mintel. (2018). *Consumers and the economic outlook - Quarterly update - UK - August 2018*. <http://academic.mintel.com>

## 15.3 Ofsted reports

### Format and order

- Organisation. (followed by full stop)
- (Year of publication). (in round brackets, followed by full stop).
- *Title* (in italics)
- [URN number]. (in square brackets, followed by full stop)
- URL

### In text citation

... (Ofsted, 2012).

### Reference list

Ofsted. (2012). *Greenhead College* [URN 130538]. <http://www.report.ofsted.gov.uk>

# 16. Computer code, software & apps

## 16.1 Computer code

- If you are writing code for your assignments you must cite and reference anything you have copied or adapted from elsewhere, even if it is open source.
- Also include a note in the code, to indicate where any extracts/ examples/ application programming interfaces (APIs) etc. are being used, and where the original came from. That way, if the code is separated from the report, you have still clearly identified anything that is not your own original work, e.g.

```
/**  
 * A utility class that gives applets the ability to detect proxy host settings.  
 * This was adapted from a post from Chris Forster on 20030227 to a Sun  
 Java  
 * forum here:  
 * http://forum.java.sun.com/thread.jspa?threadID=364342&tstart=120  
 [...]  
 */
```

- The format of your reference will be based on where you took the code from. For example, if using code you found on a website such as GitHub, use section 23.1: Website. If taken from a book or ebook, use Section 2: Books.

### In text citation

*Code taken from a book:*

(code adapted from Torjo, 2013, pp. 86-87).

*Code taken from GitHub:*

(code based on Toshinori, 2015)

### Reference list

Torjo, J. (2013). *C++ network programming*. Packt.

Toshinori, S. (2015). *Neologism dictionary based on the language resources on the web for MeCab*. GitHub. <https://github.com/neologd/mecab-ipadic-neologd>

## 16.2 Software/ apps

### Note

- Common software and mobile apps mentioned in text but not paraphrased or quoted, do not need citations nor do programming languages.
- When the publisher is the same as the author, omit the publisher from the reference list.

### Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop)
- (Year of publication). (in round brackets, followed by full stop)
- Title (in italics)
- [**Computer software** or **Mobile application software**]. (in square brackets, followed by full stop)
- (Version number). (if applicable, in round brackets, followed by full stop)
- Publisher. (followed by full stop)
- URL (if available)

### In-text citation

The app *Town Square* by Huddersfield Town AFC (2015) was a huge success.  
..in my use of SolidWorks (Solid Solutions, 2018)

### Reference list

Huddersfield Town AFC. (2015). *Town Square: Huddersfield Town* [Mobile application software]. <http://www.htafc.com>

Solid Solutions. (2018). *SolidWorks 3D CAD* [Computer software].  
<https://www.solidolutions.co.uk/>

## 17. Social media

### Note

- Provide the name of the page or the content/ caption of the post (up to the first 20 words) as the title.
- Posts might contain nonstandard spelling and capitalization, hashtags, links, and emojis. Do not alter anything, replicate original presentation, if possible.
- If you are referencing a long URL, you are encouraged to use a URL shortening service, e.g. [Bitly](#) or [TinyURL](#).
- All links should be live if the work is to be read online. Remove the hyperlink if the work is in a printed format.
- Provide a retrieval date because the content is designed to change over time and is not archived. The format is: Retrieved January 12, 2020, from <https://www.facebook.com/nationalparkservice/>

### 17.1 Twitter

#### Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop, unless screen name included)
- [Author(s)/ organisation screen name if known]. (in square brackets, followed by full stop)
- (Date of publication). (year followed by comma, followed by the month and day, in round brackets followed by full stop)
- Title
- [Tweet]. (in square brackets, followed by full stop)
- **Twitter**. (followed by full stop)
- URL

#### In-text citation

... (University of Huddersfield Library, 2018).

## Reference list

University of Huddersfield Library [@hudlib]. (2018, August 22). We will be launching our new #HudReads, a collection of popular books that you can borrow from September. [Tweet]. Twitter. <https://twitter.com/hudlib/>

## 17.2 Facebook

### Note

- To find the direct URL for a Facebook post, click on the date of the page to open it in a separate window. The URL can then be copied from the address field.

### Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop)
- (Date of publication). (year followed by comma, followed by the month and day, in round brackets followed by full stop)
- Title
- [Description of format]. (e.g. Status update, Video, in square brackets, followed by full stop)
- **Facebook.** (followed by full stop)
- URL

### In-text citation

The main tool to reach their public is their Facebook profile (National Park Service, n.d.).

... (University of Huddersfield Library, 2018).

### Reference list

National Park Service. (n.d.). *Home* [Facebook page]. Facebook. Retrieved January 12, 2020, from <https://www.facebook.com/nationalparkservice/>

University of Huddersfield Library. (2020, June 23). *We're proud to support International Women in Engineering Day #INWED20 #ShapeTheWorld @INWED1919 @hudcompeng* 🧑🏫🧑🏫⚙️🌐 [Status update]. Facebook. <https://bit.ly/31Ebjpg>

## 17.3 Instagram

### Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop, unless screen name included)
- [Author(s)/ organisation screen name if known]. (in square brackets followed by full stop)
- (Date of publication). (year followed by comma, followed by the month and day, in round brackets followed by full stop)
- Title
- [Description of format]. (e.g. photograph, video, in square brackets followed by full stop)
- **Instagram.** (followed by full stop)
- URL

### In-text citation

Leisure reading encouraged during lockdown via university and local libraries. (Huddersfield Uni Library, 2020).

### Reference list

Huddersfield Uni Library [hudlib]. (2020, March 26). *An exciting stack of #StayatHome reading borrowed from our #HudReads shelves! If you didn't manage to grab some great reads* [Photograph]. Instagram. [https://www.instagram.com/p/B-MXX\\_dHUqK/](https://www.instagram.com/p/B-MXX_dHUqK/)



# 18. Standards and patents

## 18.1 Standard

### Format and order

- Organisation. (followed by full stop)
- Year of publication. (in round brackets, followed by full stop)
- *Title of standard* (in italics)
- (Standard number). (in round brackets, followed by full stop)
- URL

### In-text citation

... (British Standards Institution, 1980).

### Reference list

British Standards Institution. (1980). *Method for preparation of a liquor of tea for use in sensory tests* (BS 6008:1980). <https://bsol.bsigroup.com>

## 18.2 Patents

### Note

- The patent number is a unique identifying code given to every patent.
- The year refers to the year the patent was issued, not the year for which it was applied.

### Format and order

- Inventor (family name followed by initials, with full stop and space after each initial)
- (Year patent issued). (in round brackets, followed by full stop)
- *Title* (in italics)
- (**Patent No.**) (insert number, in round brackets, followed by full stop)
- Issuing office. (followed by full stop)
- URL

### In-text citation

The new cleaning device for hearing aids invented by Jose (2017)...

### Reference list

Jose, G. (2017). *Device for cleaning a hearing aid* (Patent No. WO 2017/137695 A1). European Patent Office. <https://worldwide.espacenet.com>

## 19. Tables/ graphs and figures

### Note

- All tables/ figures should be numbered so you can refer to them in your work.
- They should all have a descriptive title, and the citation should refer to the original source (e.g. book, website, journal).
- The original source is included in the reference list.

### Format and order

- Use the format and order of the source in which you found the table/ graph/ figure. See relevant section of this guide. The example below is from a book (see section 2.1).
- If you reuse or adapt a table/ figure from another source, the citation should refer to the original source (e.g. book, website, journal).
- The original source is included in the reference list.

### In-text citation

Material	Enthalpy of formation (kcal mol <sup>-1</sup> )	Enthalpy of solution (kcal mol <sup>-1</sup> )
CdTe	-24.1	-
Al <sub>2</sub> Te <sub>3</sub>	-76.2	-
AlCd	+1.2	-
Cd in Al	-	+3.4

Table 4. Thermodynamic data (Capper, 2004, p. 562)

### Reference list

Capper, P. (1994). *Properties of narrow gap cadmium-based compounds*. Institution of Engineering & Technology. <https://app.knovel.com/>

## 20. Theatre

### Note

- This section covers all productions, including plays, operas and dance.
- You may need to adapt the names/ roles of the people involved, e.g. director could become choreographer or producer.

### 20.1 Live production

#### Format and order

- Director (family name followed by initials, with full stop and space after each initial)
- **(Director)**. (in round brackets, followed by full stop)
- (Date of performance). (year followed by comma, followed by month and day, in round brackets, followed by full stop)
- *Title of play*. (in italics, followed by full stop)
- **by**
- Playwright (initials with full stop after each initial, followed by family name)
- [Description of format]. (e.g. play, opera, dance, in square brackets followed by full stop)
- Theatre, (followed by comma)
- Location. (followed by full stop)

#### In-text citation

...as can be seen in the Manchester production of Simon Stephen's play, *Light Falls* (Frankcom, 2019).

#### Reference list example

Frankcom, S. (Director). (2019, October 31). *Light falls* by S. Stephens [Play]. Royal Exchange Theatre, Manchester.

## 20.2 Theatre programmes

### Format and order

- Director (family name followed by initials, with full stop and space after each initial)
- **(Director)**. (in round brackets, followed by full stop)
- (Date of performance). (Year, followed by comma, followed by month and day, in round brackets, followed by full stop)
- *Title of play* (in italics)
- **by**
- Playwright (initials, with full stop after each initial, followed by family name)
- **[Programme]**. (in square brackets followed by full stop)
- Theatre, (followed by comma)
- Location. (followed by full stop)

### In-text citation

The adaptation of *The Tempest* at the Swan Theatre (Granville, 2001).

### Reference list example

Granville, P. (Director). (2001, June 8). *The tempest* by W. Shakespeare [Programme]. Swan Theatre, Stratford-upon-Avon.

# 21. Theses and dissertations

## 21.1 Printed dissertation/ thesis

### Format and order

- Author(s) (family name followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets followed by full stop)
- *Title* (in italics)
- [Level of qualification, Institution]. (in square brackets, level of qualification, e.g. Doctoral/ Masters thesis, MA/ MSc dissertation, followed by comma, name of awarding institution, followed by full stop)

### In-text citation

Soliman (2016) used grounded theory techniques...

### Reference list example

Soliman, S. (2016) *Internationalisation strategies in UK universities* [Masters dissertation, University of Huddersfield].

## 21.2 Online dissertation/ thesis

### Format and order

- Author(s) (family name followed by initials, with full stop and space after each initial)
- (Year of publication). (in round brackets, followed by full stop)
- *Title* (in italics)
- [Level of qualification, Institution]. (in square brackets, level of qualification, e.g. Doctoral/ Masters thesis, MA/ MSc dissertation, followed by comma, name of awarding institution, followed by full stop)
- URL

### In-text citation

As Ramsden (2018) examines user behaviour in library spaces...

### Reference list example

Ramsden, B. J. (2018). *Learning and usage behaviour in two higher education libraries: how students use libraries and how design influences their behaviour: a critical ethnography-based approach* [Doctoral thesis, University of Huddersfield]. <https://ethos.bl.uk/OrderDetails.do?uin=uk.bl.ethos.769070>

## 22. Brightspace: lecture notes, module handbooks

### Note

- Use these types of reference with caution. It is good academic practice to cite the original source to which your lecturer referred, rather than the lecture notes themselves.
- If you can't find all the information, just include as much as you can find.

### Format and order

- Author(s)/ lecturer(s)/ university (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop)
- (Date). (Year, month day, in round brackets, followed by full stop)
- *Title* (in italics)
- [Description of format]. (e.g. PowerPoint slides, in square brackets, followed by full stop)
- Location. (University department followed by full stop).
- URL

### In-text citation

As explained by Smyth in Brightspace (2018).

### Reference list example

Smyth, T. (2018). *Week 15: Speleothems as an archive of past climate* [PowerPoint slides]. Department of Biological and Geographical Sciences, University of Huddersfield. <http://brightspace.hud.ac.uk>



## 23. Websites and blogs

### Note

- If you cite multiple webpages from a website, create a reference for each.
- If the website does not have a date use n.d. (no date), sometimes the date is right at the bottom of a webpage, e.g. the copyright date.
- Use the organisation name if individual author is unknown.
- If a website does not have an obvious author/ organisation look in the 'about us' section.
- When the website name is the same as the author, omit the website name from the reference list.
- If you are referencing a long URL, you are encouraged to use a URL shortening service, e.g. [Bitly](#) or [TinyURL](#).
- All links should be live if the work is to be read online. Remove the hyperlink if the work is in a printed format.
- Only provide a retrieval date if the content is designed to change over time and is not archived. The format is: Retrieved January 12, 2020, from <https://www.facebook.com/nationalparkservice/>

### 23.1 Website

#### Format and order

- Author(s)/ organisation. (family name, comma followed by initials, with full stop and space after each initial OR organisation followed by full stop)
- (Year). (in round brackets, followed by full stop)
- *Title of webpage*. (in italics, followed by full stop)
- Website name. (followed by full stop)
- URL

### **In-text citation**

The University of Huddersfield (2018) proudly promoted their TEF Gold Teaching Excellence Framework and HEA Global Teaching Excellence Award...

“Don’t send yourself cross-eyed trying to use binoculars”... (Oates, n.d.).

### **Reference list example**

University of Huddersfield. (2018). *University of Huddersfield: inspiring tomorrow’s professionals*. <https://www.hud.ac.uk/>

Oates, M. (n.d.). *Top tips for butterfly spotting*. National Trust. <https://www.nationaltrust.org.uk/features/top-tips-for-butterfly-spotting>

## **23.3 Blogs**

### **Format and order**

- Author(s)/ organisation (family name, comma followed by initials, with full stop and space after each initial OR organisation, followed by full stop)
- (Date of publication). (Year, followed comma, followed by month and day, in round brackets, followed by full stop)
- Title of message or blog post (followed by full stop)
- *Title of blog*. (in italics, followed by full stop)
- URL

### **In-text citation**

Stanford (2018) gives some helpful advice to managing the workload.

### **Reference list example**

Stanford, S. (2018, August 18). A PhD...plus four kids?! *The Thesis Whisperer*. <https://thesiswhisperer.com/>

## 24. Further help

### Official APA 7<sup>th</sup> guidance

- American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). Available in University of Huddersfield Library at 808.06615 PUB.
- American Psychological Association. (2020). *APA blog*. <https://apastyle.apa.org/blog/>

### Help within the University of Huddersfield

- Contact your Subject Librarians via email [library@hud.ac.uk](mailto:library@hud.ac.uk) or there are [further contact details](#)
- [Contact your Academic Skills Tutors](#) in your department.
- [Look at the Library Glossary](#) to understand the definitions of words used in citation and referencing.
- We welcome any comments and suggestions about this guide at [library@hud.ac.uk](mailto:library@hud.ac.uk)