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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 7th, published by the American Psychological Association. Key changes from APA 6th to 7th are summarised below:

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

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 H2O.

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:

Who wrote it?
When was it published?
What is the title?
Where can you find it?

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 (7th 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).

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).

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).
- 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 7th Style and Grammar guidelines](#) or the printed *Publication manual of the American Psychological Association: the official guide to APA style* (7th 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.

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”.

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


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


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:

<table>
<thead>
<tr>
<th>Number of authors</th>
<th>Example of names at the start of reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to twenty authors list them all and use an ampersand before the final author’s name</td>
<td>Ramsden, B., Jones, J., Smith, K., Sharman, A., Carver, K., Briggs, J., &amp; Wilson, M. (2019).</td>
</tr>
</tbody>
</table>

Digital object identifier (DOI)

The digital object identifier (DOI) is used when referencing using APA 7th 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:

<table>
<thead>
<tr>
<th>Missing reference information</th>
<th>What should I do?</th>
<th>In-text</th>
<th>Example reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Provide author, substitute n.d. for no date, and then give title and source. (Smith, n.d.).</td>
<td>(Smith, n.d.). <em>Sunflower</em> [Photograph]. [<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0](<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0)</td>
<td>(Smith, n.d.). <em>Sunflower</em> [Photograph]. [<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0](<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0)</td>
</tr>
<tr>
<td>Title</td>
<td>Provide author and date, describe document inside square brackets, and then give source. (Smith, 2019).</td>
<td>(Smith, 2019). <em>Sunflower</em> [Photograph]. [<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0](<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0)</td>
<td>(Smith, 2019). <em>Sunflower</em> [Photograph]. [<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0](<a href="https://unsplash.com/photos/vK">https://unsplash.com/photos/vK</a> NjdRBqep0)</td>
</tr>
<tr>
<td>Both author and title</td>
<td>Try to find the details. Consider using another source. N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
General principles to remember

- References need to be consistent in layout and punctuation.
- When in doubt, provide more information rather than less.
- Make a note of the details of the material you use at the time you are using it. It may be very difficult to find the details retrospectively.
- Print and ebooks are formatted the same in the reference list, except that an ebook would have a DOI or URL at the end.
- If an author has more than one first name add a space between each initial. e.g. Author, A. A.
- 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.).
- 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 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 https://www.facebook.com/nationalparkservice/
Further help

Official APA 7th guidance


Help within the University of Huddersfield

- Contact your Subject Librarians via email 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
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

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
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

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


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


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…
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


Reference list (with edition and DOI)


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


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


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, and Medicines Complete, 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


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

Reference list


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)
- *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

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

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 & Quinn, 2017).

Reference list

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
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


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

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


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

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

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

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.

![Image](image_url)

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


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! (Κλενγελ, 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! (Κλενγελ, 2013)

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

Reference list


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


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


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

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


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


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
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


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


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


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

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 the city centre of Huddersfield is built on clay, silt, sand and gravel.

Reference list


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

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

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


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

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

12. Newspaper articles

12.1 Print newspapers

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 comma)
- p. (page number(s), use page abbreviations, followed by full stop.)

In-text citation

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

Reference list

12.2 Online newspapers

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)
- Article title. (followed by full stop)
- *Title of newspaper*. (in italics, followed by full stop)
- URL

In-text citation

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

Reference list

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

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


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**
[https://www.nice.org.uk/guidance/ng143](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


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

Sainsbury’s supermarkets had an annual turnover of… (FAME, 2018).
… (Mintel, 2018)

**Reference list**


### 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**

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.

```java
/**
 * 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


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


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 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


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
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

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
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

<table>
<thead>
<tr>
<th>Material</th>
<th>Enthalpy of formation (kcal mol⁻¹)</th>
<th>Enthalpy of solution (kcal mol⁻¹)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CdTe</td>
<td>-24.1</td>
<td>-</td>
</tr>
<tr>
<td>Al₂Te₃</td>
<td>-76.2</td>
<td>-</td>
</tr>
<tr>
<td>AlCd</td>
<td>+1.2</td>
<td>-</td>
</tr>
<tr>
<td>Cd in Al</td>
<td>-</td>
<td>+3.4</td>
</tr>
</tbody>
</table>

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

Reference list

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
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

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

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

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

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 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


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

24. Further help

Official APA 7th guidance


Help within the University of Huddersfield

- Contact your Subject Librarians via email 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