

Harvard British Standard

Referencing Guide

Examples given in this guide are based on the British Standard (BS ISO 690:2010) however students should check their module handbook or with their lecturer for the style required by their module.

Glasgow
Caledonian
University
Library

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Harvard Referencing

This document provides guidance and reference examples for materials and sources of information widely used across academia. If the type of material you want to reference is not included please let us know and we will consider adding this to a future guide.

Examples are given using the British Standard (BS ISO 690:2010) but you should check your module handbook or with your lecturer for the style you may be required to use.

This guide will be updated to reflect the current British Standard. The library website is the authoritative source for the current guide.

Referring to sources (citing) within the text

You can introduce a discussion of an author's ideas into your work with an in-text citation using the author's surname and the year of publication:

"Jones (2011) states that... however Smith (2014) challenged this..."

After a direct quote or a summarising paragraph (also known as paraphrasing) of an author's ideas you would use this style, including the page number of the quote:

"In learner-driven knowledge and skills creation, learners are provided with symbolic tools for the development of active learning methods and metacognitive skills." (Niemi, 2011, p. 38)

If there are four or more authors you don't have to write them all in your citation. You can use the first author only then 'et al'. This means 'and others'. For example:

"It is not enough for students to be taught the mechanics of literature searching - they must understand how information is created and used." (Jackson et al., 2014, p. 5)

If there is not a person's name or the material is written by an organisation use the organisation's name for the citation and the reference.

"The fear of others' reactions to HIV is still stopping some people from telling those closest to them about their diagnosis." (Terrence Higgins Trust, 2014, p. 3)

Compiling your reference list or bibliography

Harvard does not use footnotes to provide a reference to the source of material you have used. Instead a reference list or bibliography is provided at the end of your piece of work and should be in alphabetical order by author's surname. You can see an example reference list at the end of this guide.

Choosing the right URL

British Standard BS ISO 690:2010 prefers a DOI (Digital Object Identifier) or stable URL. These are used so that URLs remain accurate and link readers to material even when a website has been updated or changed. It is not always easy to recognise a stable link but you may see labels for stable URL, permanent link or DOI on a publisher web site or in a database. You should always use these. In cases where there is no obvious stable URL or DOI given you may use the URL in the address bar or simply the domain name (e.g. <http://www.name.ac.uk>)

Whichever URL you cite, it is good practice to test it to see if it links to the material correctly. For resources that you have logged in to for access, you should ensure you are logged out of the resource and have cleared your cache/search history before you test the link.

We provide guidance below on the types of online resource you are most likely to cite with some examples.

Material from within a database (e.g. journal articles, newspaper articles, standards, theses or reports)

Use the stable URL, permanent link or DOI provided. This is commonly shown on the citation and abstract screen, or beside the options for saving, printing or exporting the record. If you cannot see this, use the URL in the address bar.

Example: (Journal article DOI from a database) Available from:
<http://dx.doi.org/10.1682/JRRD.2013.08.0174>

Example: (Newspaper article URL from a database) Available from:
<http://search.proquest.com/newsstand/docview/1613030567/abstract/EB63D37B37F24A6DPQ/1?accountid=15977#>

Material on a publisher website (e.g. journal articles or ebooks)

Use the stable URL, permanent link or DOI provided. This is commonly shown on the citation and abstract screen, or beside the options for saving, printing or exporting the record. If you cannot see this, use the URL in the address bar.

Example: (Journal article DOI from a publisher website) Available from: doi: 10.1111/j.1468-4446.2011.01404.x

Example: (address bar URL for an ebook) Available from:
<http://www.oxfordscholarship.com/gcu.idm.oclc.org/view/10.1093/acprof:osobl/9780199594641.001.0001/acprof-9780199594641>

Material on websites (e.g. newspaper articles, reports, organisational publications or web pages)

It is less common to see DOIs or permanent links for material on the open web (e.g. government or organisation's sites, blogs or company websites). In these cases use the URL in the address bar. If you are downloading publications, the URL for the PDF document is usually also fine to use.

Example: (report from a website) Available from:
http://www.scotlawcom.gov.uk/files/2013/9642/4640/Joint_Report_on_Regulation_of_Healthcare_Professionals.pdf

Example: (newspaper article) Available from:
<http://www.theguardian.com/commentisfree/2015/aug/18/war-generations-destroy-left>

Ebooks from within a database (e.g. Dawsonera, EBL, MyiLibrary)

Stable URLs or DOIs are not commonly provided on aggregator databases for ebooks. The URLs shown in the address bar are often generated during your session and are not appropriate to cite as they generally just link back to the home page of the database. In these cases, use the domain address.

Example: Available from: <http://www.dawsonera.com>

Reference Examples

Books and Journals

Books

Take the information for your reference from the title page inside the book and not the book cover. The wording and spelling of the title should be the same as the original source.

If the book is the first edition it will not have an edition. If it is a later edition always include the number of edition in your reference as appropriate.

For ebooks follow the guidance given for books but include where and when you accessed it online.

For edited books add the abbreviation 'ed.' or 'eds.' after the author's name.

Book - One author

AUTHOR SURNAME, First Name or Initials., Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher.

Example: COTTRELL, S., 2013. *The study skills handbook*. 4th ed. Basingstoke: Palgrave Macmillan.

Book - Two or Three authors

AUTHOR SURNAME, First Name or Initials. & AUTHOR SURNAME, First Name or Initials., Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher.

Example: MCMILLAN, K. & WEYERS, J., 2012. *The study skills book*. 3rd ed. Harlow, Essex: Pearson Prentice Hall.

Book - Four or more authors

AUTHOR SURNAME, First Name or Initials., AUTHOR SURNAME, First Name or Initials., AUTHOR SURNAME, First Name or Initials. & AUTHOR SURNAME, First Name or Initials., Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher

Example: SCOTT, L., MASON, P., JONES, T. & COLLINS, D., 2012. *Research methods in nursing and midwifery*. London: Sage.

OR

AUTHOR SURNAME, First Name or Initials. et al., Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher.

Example: SCOTT, L. et al., 2012. *Research methods in nursing and midwifery*. London: Sage.

Book - Corporate author

ORGANISATION NAME, Year of Publication. *Title*. Edition (if not the 1st). Place: Publisher.

Example: ROYAL INSTITUTE OF CHARTERED SURVEYORS, 2012. *RICS new rules of measurement: NRM 1*. 2nd ed. London: RICS.

Chapter within an edited book

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. Title of chapter. In: Editor's SURNAME, First Name or Initials., ed. *Book Title*. Edition (if not the 1st). Place: Publisher, Page Number(s).

Example: TAN, W., 2014. Feasibility, Design and Planning. In: TURNER, J.R., ed. *Gower handbook of project management*. 5th ed. Ashgate: Gower, pp.363-378.

Ebook

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. *Title* [online]. Edition (if not the 1st). Place: Publisher. [viewed date]. Available from: <http://www...>

Example: CREME, P. & LEA, M.R., 2008. *Writing at university: a guide for students* [online]. 3rd ed. Maidenhead: Open University Press. [viewed 14 July 2014]. Available from: <http://www.dawsonera.com/>.

Journals

List all the authors, or where there are four or more you may instead use 'et al' after the first author.

Please note that the British Standard (BS ISO 690:2010) uses bold font for the journal volume.

Article from an ejournal

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. Article Title. *Journal Title* [online]. **Volume number** (Part or Issue or Month), Page Number(s). [viewed date]. Available from: <http://www...>

Example: WILDING, P.M., 2008. Reflective practice: a learning tool for student nurses. *British Journal of Nursing* [online]. **17**(11), pp. 720-724. [viewed 08 September 2014]. Available from: <http://www.magonlinelibrary.com>

Article with multiple authors

AUTHOR SURNAME, First Name or Initials., AUTHOR SURNAME, First Name or Initials.,
AUTHOR SURNAME, First Name or Initials. & AUTHOR SURNAME, First Name or Initials. Year of
Publication. Article Title. *Journal Title* [online]. **Volume number** (Part or Issue or Month), Page
Number(s). [viewed date]. Available from: <http://www...>

Example: KIM, D.J., THEORET, J., LIAO, M.M. & KENDALL, J. L. 2014. Experience with
Emergency Ultrasound Training by Canadian Emergency Medicine Residents. *Western Journal of
Emergency Medicine* [online]. **15**(3), pp. 306-311. [viewed 18 February 2015]. Available from:
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4025528/>

OR

AUTHOR(S) SURNAME, First Name or Initials. et al., Year of Publication. Article Title. *Journal Title*
[online]. **Volume number** (Part or Issue or Month), Page Number(s). [viewed date]. Available from:
<http://www...>

Example: KIM, D.J. et al., 2014. Experience with Emergency Ultrasound Training by Canadian
Emergency Medicine Residents. *Western Journal of Emergency Medicine* [online]. **15**(3), pp. 306-
311. [viewed 18 February 2015]. Available from:
<http://www.ncbi.nlm.nih.gov/pmc/articles/PMC4025528/>

Article from a print journal

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. Article Title. *Journal Title*.
Volume number (Part or Issue or Month), Page Number(s).

Example: NIEMI, H., HARJU, V., VIVITSOU, M., VIITANEN, K., MULTISILTA, J. & KUOKKANEN,
A., 2014. Digital Storytelling for 21st-Century Skills in Virtual Learning Environments. *Creative
Education*. **5**(9), pp. 657-671.

Other Common Sources

Conference proceedings

Full conference proceedings

EDITOR(S) SURNAME, First Name or Initials., ed. Year of publication. *Title of conference proceedings*. Location of conference, Date of conference. Place of publication: Publisher.

Example: ZHANG, H., ed. 2012. *Proceedings of the 2nd international workshop on evidential assessment of software technologies (EAST '12)*. Lund, Sweden, 2012. New York: ACM.

Individual conference paper

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. Title of paper. In: EDITOR'S SURNAME, First Name or Initials., ed. *Title of conference proceedings*. Location of conference, Date of conference. Place: Publisher, Page Number(s)

Example: KITCHENHAM, B., 2012. Systematic review in software engineering: where we are and where we should be going. In: ZHANG, H., ed. *Proceedings of the 2nd international workshop on evidential assessment of software technologies (EAST '12)*. Lund, Sweden, 2012. New York: ACM, pp.1-2.

Legal sources (case law and legislation)

British Standard (BS ISO 690:2010) does not provide guidance for legal material. For non-law students using Harvard who require to reference primary legal sources (case law and legislation) please follow the guidance below. The examples provided follow the Oxford Standard for the Citation of Legal Authorities (OSCOLA) which is the preferred standard for law students.

Please refer to the OSCOLA full guide (<http://www.law.ox.ac.uk/publications/oscola.php>) or quick reference guide (http://www.law.ox.ac.uk/published/OSCOLA_4th_edn_Hart_2012QuickReferenceGuide.pdf) in addition to the examples and guidance given below.

General principles

The most authoritative series of law reports in Scotland is *Session Cases* and you should cite these where possible. The series reports on cases from the Court of Session Inner House and Outer House (SC), the High Court of Justiciary (JC), the House of Lords and Supreme Court (SC (HL) or SC (UKSC)). If the case is not reported in the *Session Cases*, it is permissible to refer to another report series.

For English cases, you should cite the *Law Reports* which are the most authoritative source. These are published in four series: Appeal Cases, Queen's Bench, Chancery Division and Family Division. Alternatively you should cite the *Weekly Law Reports* or the *All England Law Reports*.

Neutral citations were introduced for the superior courts in 2001 (England and Wales, extended later to include tribunals) and 2005 (Scotland). These are useful for unpublished cases and may also be included in a full citation for cases which are subsequently published.

OSCOLA uses a minimum of punctuation.

Cases from Scotland - published cases

Case name Year REPORT ABBREVIATION First page

Example: *Cadder v HM Advocate* 2011 SC (UKSC) 13

Example: *Sutherland Estates v Sutherland* 1998 SLT (Land Ct) 37

Cases from England and Wales – published cases

Case name [year] Volume (if required) REPORT ABBREVIATION First page

Example: *Regina (Evans) v Attorney General* [2014] QB 855

Neutral citations

Case name [year] Court Number

Example: *Ian Whyte v Bluebird Buses Limited* [2015] CSOH 56

Example: *Haile v London Borough of Waltham Forest* [2015] UKSC 34

Unreported cases

For cases which are not reported and which do not have a neutral citation, simply give an abbreviation of the court and the date of the judgement in brackets after the party names.

Example: *Angelika Ilona, Countess Cawdor v Cawdor Castle (Tourism) Limited* (CSOH, 7 November 2002)

Example: *Stubbs v Sayer* (CA, 8 November 1990)

Citing a paragraph in a judgement or a page in a case report

A pinpoint is a reference to a specific part of a case report or judgement. When citing a paragraph in a judgement this should be given in square brackets after the citation. Multiple paragraphs should be separated by a comma, or shown as a range if appropriate.

Pinpoints to a page in a law report should follow the first page of the report and be separated by a comma.

Example: *University and College Union v The University of Stirling* [2015] UKSC 26 [16]-[19]

Example: *Cadder v HM Advocate* 2011 SC (UKSC) 13, 27

Primary legislation – UK and Scotland - Acts of Parliament

Cite an act by its short title and year using capital letters for the major words and without a comma before the year. For Acts of the Scottish Parliament you can provide the asp number in brackets after the year.

Example: Criminal Justice and Courts Act 2015

Example: Criminal Procedure (Intermediate Diets) (Scotland) 1998

Example: Victim and Witnesses (Scotland) Act 2014 (asp 1)

Secondary legislation – UK and Scotland – statutory instruments

Statutory instruments are numbered consecutively throughout the year. The SI or SSI number is created using the year and number.

Name and year, SI or SSI number

Example: Anti-social Behaviour, Crime and Policing Act 2014 (Commencement) (Scotland) Order, SSI 2014/221

Example: Cycle Racing on Highways (Tour de France 2014) Regulations, SI 2014/887

For **European Union legal sources**, refer to the OSCOLA full guide (<http://www.law.ox.ac.uk/publications/oscola.php>) pages 28-32.

Newspaper articles

Print newspaper article

AUTHOR(S) SURNAME, First Name or Initials., Year. Article Title. *Name of Newspaper*. Day and Month, Page Number(s).

Example: KUCHLER, H., 2014. Cyber security flaws in shops and airports increase risk of attack. *Financial Times*. 08 August, p. 13.

Online newspaper article

AUTHOR(S) SURNAME, First name or initials., Year. Article title. *Name of newspaper* [online]. Day and Month, Page Number(s). [viewed date]. Available from: <http://www...>

Example: KUCHLER, H., 2014. High-profile hacking raises cyber security fears. *Financial Times* [online]. 05 June. [viewed 15 September 2014]. Available from: <http://www.ft.com>.

Anonymous newspaper article

ANONYMOUS. Year. Article title. *Name of newspaper* [online]. Day and Month, Page Number(s). [viewed date]. Available from: <http://www...>

Example: ANONYMOUS. 2010. The Independent launches Britain's first new quality national newspaper for 25 years. *The Independent* [online]. 19 October. [viewed 02 July 2015]. Available from: <http://search.proquest.com/gcu.idm.oclc.org/docview/758949551?accountid=15977>

Patents

Patents may be awarded to a company or an individual therefore you may occasionally see an inventor in addition to the company who have applied for or owns the patent.

APPLICANT/CREATOR SURNAME, First Name or Initials., Year of Publication. *Title of patent*.
Inventor: SURNAME, First Name or Initials. Date awarded. Application Date. Patent Number.

Example: HUSSMAN CORPORATION, 2009. *Magnetic refrigeration device with Magnetocaloric Material Coupled to a Shaft and Rotating Between Radial Magnets*. Inventor: ZHANG, M. & MADIREDDI, S.C. Appl: 24 September 2009. GB 2464184.

Example: JAPAN SYSTEM PLANNING CO. LTD., 2015. *Installation structure for hydroelectric power generator apparatus*. Inventor: KUMANO, K. 22 July 2015. Appl: 9 February 2011. GB 2472499.

Reports

AUTHOR(S) SURNAME, First Name or Initials. or ORGANISATION NAME, Year of Publication. *Title*. Place: Publisher. (often the organisation itself)

Example: CARE INSPECTORATE, 2014. *Improving assessment and case management in criminal justice social work*. Dundee: Care Inspectorate.

If you used an online version add the date you accessed it and the web address:

Example: CARE INSPECTORATE, 2014. *Improving assessment and case management in criminal justice social work* [online]. Dundee: Care Inspectorate. [viewed 08 September 2014]. Available from: <http://www.scswis.com/>

Financial or company reports e.g. from Mintel or Key Note follow the same template:

AUTHOR(S) SURNAME, First Name or Initials. or ORGANISATION NAME, Year of Publication. *Title* [online]. Place: Publisher. (often the organisation itself). [viewed date]. Available from: <http://www...>

Example: MINTEL, 2015. *Smoking Cessation and E-cigarettes - UK - February 2015* [online]. London: Mintel Group Ltd. [viewed 12 May 2015]. Available from: <http://academic.mintel.com/display/715772/>

Example: KEY NOTE, 2014. *Airlines Market Report 2014* [online]. London: Key note. [viewed 08 May 2015]. Available from: <http://www.keynote.co.uk>

Standards – for example: British Standards or Eurocodes

AUTHOR(S) SURNAME, First Name or Initials. or ORGANISATION NAME., Year of Publication. Standard Number. *Title*. Place: Publisher. [viewed date]. Available from: <http://www...>

Example: BRITISH STANDARDS INSTITUTE, 2010. BS ISO 690:2010. *Information and documentation – Guidelines for bibliographic references and citations to information resources*. Geneva, Switzerland: International Organization for Standardization (ISO). [viewed 12 May 15]. Available from: <https://bsol-bsigroup-com.gcu.idm.oclc.org/Bibliographic/BibliographicInfoData/000000000030147089>

Systematic reviews

We have used the British Standard (BS ISO 690:2010) throughout our guide however no specific guidance is provided for systematic reviews.

Cochrane Systematic Review

The Cochrane Collaboration recommends a reference format which we have amended by capitalising the author names to be consistent with our guide.

AUTHOR(S) SURNAME, First Name or Initials., Title of review. *Cochrane Database of Systematic Reviews* Year of Publication, Issue. Art. No.: CD00. DOI:.

Example: AVENELL, A., MAK, J.C.S. & O'CONNELL, D., Vitamin D and vitamin D analogues for preventing fractures in post-menopausal women and older men. *Cochrane Database of Systematic Reviews* 2014, Issue 4. Art. No.: CD000227. DOI: 10.1002/14651858.CD000227.pub4.

Non-Cochrane Systematic Review

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. Article Title. *Journal Title* [online]. **Volume number** (Part or Issue or Month), Page Number(s). [viewed date]. Available from: <http://www...>

Example: RATTAN, D., BHATIA, R. & SINGH, M., 2013. Software clone detection: A systematic review. *Information and Software Technology* [online]. **55**(7), pp. 1165-1199. [viewed 18 February 2015]. Available from: <http://www.sciencedirect.com.gcu.idm.oclc.org/science/article/pii/S0950584913000323>

Theses and dissertations

Print theses

AUTHOR SURNAME, First Name or Initials., Year of Publication. *Title*. Qualification, Awarding institution.

Example: REID, I., 2010. *Design for community & regeneration*. PhD thesis, Glasgow Caledonian University.

Online theses

Thesis from EThOS

AUTHOR SURNAME, First Name or Initials., Year of Publication. *Title*. Qualification, Awarding institution. [viewed date]. Available from: <http://www...>

Example: ULLMANN, K. D., 2001. *Examining the strategic impact of using enterprise systems in manufacturing businesses*. PhD thesis, London Business School (University of London). [viewed 14 May 2015]. Available from: <http://ethos.bl.uk/>

Thesis from an Institutional Repository

AUTHOR SURNAME, First Name or Initials., Year of Publication. *Title*. Qualification, Awarding institution. [viewed date]. Available from: <http://www...>

Example: ATAPATTU, S.U.B., 2013. *Analysis of Energy Detection in Cognitive Radio Networks*. PhD thesis, University of Alberta. [viewed 14 May 2015]. Available from: <http://hdl.handle.net/10402/era.32895>.

Websites

AUTHOR SURNAME, First Name or Initials. or ORGANISATION NAME., Year of page creation or last updated. *Title of page* [online]. Organisation. [viewed date]. Available from: web address.

Example: WORLD HEALTH ORGANIZATION, 2015. *Haemorrhagic fevers, Viral* [online]. World Health Organization. [viewed 18 February 2015]. Available from: http://www.who.int/topics/haemorrhagic_fevers_viral/en/

Communication (public and personal)

Blogs

AUTHOR SURNAME, First Name or Initials., Year. Title of blog entry [online]. *Title of blog*. Day month published. [viewed date]. Available from: <http://www...>

Example: GODIN, S., 2014. Does "stationary" matter? [online]. *Seth's Blog*. 04 September. [viewed 09 September 2014]. Available from: http://sethgodin.typepad.com/seths_blog/2014/09/does-stationary-matter.html

Course discussion boards

AUTHOR SURNAME, First Name or Initials., Year. Title of message. Title of Discussion board. In: *Module code: Title of module* [online]. Institution. [viewed date]. Available from: <http://www...>

Example: JONES, S., 2014. RE: Literature Review Table. Assignment Discussion Forum. In: *M3B913251: Investigating Effective Practice* [online]. Glasgow Caledonian University. [viewed 27 May 2015]. Available from: <https://blackboard.gcal.ac.uk>

Online discussion boards

AUTHOR SURNAME, First Name or Initials. or handle, Year. Title of message. *Title of Discussion board* [online]. [viewed date]. Available from: <http://www...>

Example: SCOTSBAIRN, 2014. Stirlingshire Cup 2014-15. *Pie and Bovril* [online]. [viewed 12 March 2015]. Available from: <http://www.pieandbovril.com/forum/index.php/forum/61-domestic-cup-football/>

Example: MIGHTYPINE, 2004. Contract- Breaches and Remedies. *Scottish Law Discussion Forum Community* [online]. [viewed 28 May 2015]. Available from: <http://www.scottishlaw.org.uk/cgi-bin/yabb2/YaBB.pl?board=students>

Emails

AUTHOR/SENDER SURNAME, First Name or Initials., Year. Subject line [email]. Recipient Name SURNAME, First Name or Initials. email address. Day & month message sent.

Example: SMITH, J., 2014. Freedom of Information request [email]. JONES, A. foi@bbc.co.uk. 12 June.

Emails to electronic mailing lists

AUTHOR/SENDER SURNAME, First Name or Initials., Year. Subject line [email]. Recipient Name SURNAME, First Name or Initials. *Discussion list email address*. Day & month message sent.

Example: ROSS, D., 2013. Re:BSOS Cluster Down – now resolved [email]. *BSOS-USERS-GROUP@JISCMail.AC.UK*. 11 January.

Lecture notes on GCU Learn

CREATOR / AUTHOR SURNAME, First Name or Initials., Year. *Title of lecture or presentation* [online]. Module code: Title of module. Institution. [viewed date]. Available from: <http://www...>

Example: KIDD, L., 2015. *Padlet: an online social learning tool for students?* [online]. M2B921631: Research in health and social care practice. Glasgow Caledonian University. [viewed 28 May 2015]. Available from: <https://blackboard.gcal.ac.uk>

Lectures, Talks and Presentations

SPEAKER / AUTHOR SURNAME, First Name or Initials., Year. Title of lecture or presentation [lecture or presentation]. *Title of event*. Location of event, Day & month.

Example: WATSON, S., 2014. The Digital Crime Scene of the Future [lecture]. *Digital Forensic Student Conference*. Glasgow Caledonian University, 26 March.

Lectures, Talks and Presentations (online)

CREATOR / AUTHOR SURNAME, First Name or Initials., Year. *Title of lecture or presentation* [lecture or presentation online]. Lecture or presentation day & month. [viewed date]. Available from: <http://www...>

Example: CREANOR, L., 2013. *Learning and technology - revolution or evolution?* [lecture online]. 13 November. [viewed 28 May 2015]. Available from: http://www.spokenword.ac.uk/record_view.php?pbd=gcu-a0b2x4-a&of=embed

Tweets

@TWITTER USERNAME, Year. *Full text of tweet* [Twitter]. Day and month tweet posted. [viewed date]. Available from: <http://www...>

Example: @Guardian, 2014. *Helping students with Asperger's prepare for university life* <http://gu.com/p/4xb7n/tw> @SocietyGuardian [Twitter]. 09 September. [viewed 13 September 2014]. Available from: <https://twitter.com/guardian/status/509301452175867904>

Visual Sources

Images (online)

AUTHOR/CREATOR SURNAME, First Name or Initials., Year. *Title of work* [medium]. [viewed date]. Available from: <http://www...>

Photographs from the internet

Example: AURALYNN, 2007. *Vivienne Westwood with Gwen Stefani* [online photograph]. [viewed 15 May 2015]. Available from: <https://www.flickr.com>

Images from a database

Example: The Scotsman Publications Ltd., 1980. *BBC 'Good Morning Scotland' team 1980* [Photograph]. [viewed 15 May 2015]. Available from: <http://www.scran.ac.uk>

Images or photographs (e.g. in a museum or gallery)

AUTHOR/CREATOR SURNAME, First Name or Initials., Year. *Title of work* [medium]. At: Place: holding institution, department.

Example: MURPHY, S., 2013. *Katie Walsh* [Photograph]. At: London: National Portrait Gallery.

Images, graphs and tables (included in another work)

If you refer to an image, graph or table from a book or journal it should be cited as part of that information resource.

AUTHOR/CREATOR SURNAME, First Name or Initials., Year. *Title of work* [medium]. In: SURNAME, First Name or Initials., Year. *Book Title*. Edition (if not the 1st). Place: Publisher.

Example: Checklist of what to include in your reference list for the most common information sources [table]. In: PEARS, R., & SHIELDS, G., 2010. *Cite Them Right*. 8th ed. Basingstoke: Palgrave Macmillan. p.13.

Example: DÜRER, A., 1502. A hare [watercolour]. In: SCHILLING, E. 1949. *Albrecht Dürer Drawings and Watercolours*. London: Zwemmer, frontispiece.

Maps

AUTHOR/CREATOR SURNAME, First Name or Initials., Year of Publication. *Title*, Scale. Place of publication: Publisher.

Example: GOAD, C. E., 1898. *Insurance Plan of Campbeltown: Key Plan*. Scale 1:4800. London: Chas E Goad Limited.

User generated maps (e.g. using Digimap)

EDINA who provide Digimap services recommend a reference format which we have amended to be consistent with our guide.

AUTHOR/CREATOR SURNAME, First Name or Initials., *Title* [map format], Scale, Product name [data format], Currency of data. Producer. Using: Service. [viewed date]. Available from: <http://www...>

Example: SMITH, T., *Glasgow Regional Transportation* [PDF map], Scale 1:200,000, OS Strategi [geospatial data], Updated Jan 2008, Ordnance Survey, GB. Using: EDINA Digimap Ordnance Survey Collection. [viewed 21 June 2009]. Available from: <http://edina.ac.uk/digimap>

Audiovisual and Broadcast

Films

Title. Year of release. [Medium]. Directed by FULL NAME OF DIRECTOR. Place of production: Production company.

Example: *Under the Skin*. 2012. [Film]. Directed by Jonathon GLAZER. London: Film4.

Podcasts

AUTHOR SURNAME, First Name or Initials. OR BROADCASTER, Year of Publication. *Programme title*, Series Title (if relevant) [type of medium]. Date of transmission. [viewed date]. Available from: <http://www...>

Example: CLARK, T., 2015. *What happens if the election doesn't produce a government?* Politics Weekly [podcast]. 16 April 2015. [viewed 5 May 2015]. Available from: <http://www.theguardian.com/politics/audio/2015/apr/16/election-no-government-politics-weekly-podcast>

Example: WOODWARD, E., 2015. *How to Make Hummus!* Deliciously Ella [podcast]. 16 March 2015. [viewed 1 May 2015]. Available from: https://www.youtube.com/watch?v=w_4Z1_QfMRU

Radio

Only use a presenter or contributor's name if the intellectual content of an item can be clearly attributed to them.

PRESENTER SURNAME, First Name or Initials. OR CONTRIBUTOR (if appropriate), Year of release. *Title*. Broadcasting organisation and Channel. Date of transmission.

Example: DIMBLEBY, D., 2006. *Any questions?* BBC Radio 4. 4 March 2006.

Example: *Today*. BBC Radio 4. 2 February 2015.

Example: BENNETT, N., 2015. Discussion. In *Any questions?* BBC Radio 4. 28 February 2015.

Television Programmes

Series title and episode number. Episode name. Broadcasting organisation and Channel. Full date and if necessary, time of transmission.

Example: *Yes, Prime Minister, Episode 1*. The Ministerial Broadcast. BBC 2. 16 January 1986.

Example: *News at Ten*. ITV. 27 January 2006. 22:00.

Example: THATCHER, M., Interview. In: *Six O'Clock News*. BBC 1. 29 January 1986. 18:23.

Video

AUTHOR SURNAME, First Name or Initials. OR BROADCASTER, Year of release. *Programme title*, Series Title (if relevant) [type of medium]. Date of transmission. [viewed date]. Available from: <http://www....>

Example: NHS Health Scotland, 2015. *NHS Scotland Smokefree Grounds TV Advert* [video]. 2 March 2015. [viewed 27 April 2015]. Available from: <https://www.youtube.com/watch?v=p5Jbxpg7cAY>

Example reference list

Some of the references used in this guide have been drawn together to form an example reference list. Please note for legal material you would normally be required to provide separate lists of cases and legislation.

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Using Reference management software

Reference management software helps you to keep track of your research, create bibliographies or reference lists and share these with others. There are many different reference management products available both free and paid for, however GCU library provides support for RefWorks.

Main features of RefWorks

- RefWorks allows you to import references from most online databases, organise these using folders and create bibliographies for use in your research.
- RefWorks Write-N-Cite allows you to add citations, footnotes and bibliographies to the essay or article as you're writing.
- RefGrab-It works with your web browser to capture bibliographic information from webpages giving you the option to import that data into your RefWorks account.
- RefShare allows you to share your folder of references with others - great for collaborative working.

The RefWorks pages on the library website include help with setting up a RefWorks account, learning how to use RefWorks, information on using Write-N-Cite and also support for Alumni access to RefWorks.

Please note: When generating a bibliography or reference list using RefWorks make sure you choose the output style for **Harvard British Standard 2010 GCU Library**.

For further help with using RefWorks come to a library drop-in or contact a librarian
<http://www.gcu.ac.uk/library/subjecthelp/contactyourlibrarian/>

Generating references via other methods

Some databases and search engines allow users to generate references in a variety of styles at the click of a button. Proquest, the library's Discover search and Google Scholar all have this functionality however you must choose Harvard British Standard 2010 if this style is available. Alternatively you may use a more generic style such as Harvard but be prepared to make significant changes to the reference to bring it in line with the guidance available in this guide.

Library contact information:

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