

Referencing

A crucial part of your academic studies will often include reading extensively around your subject and integrating other people's research and opinions with your learning. You need to use 'evidence' from the literature to support your arguments and answer questions. As part of this process you need to make sure the reader knows where you are getting your information and how it relates to your own ideas and conclusions.

When using ideas, research, data, evidence, facts, diagrams etc. from other sources they need to be clearly distinguished from your own ideas. They must be carefully acknowledged to give credit to the authors and allow the reader of your work to trace the original resources if they wish to. Referencing will help you in this process.

Acknowledge the sources you have used by citing them within the text of your work and also in a list of references at the end of your assignment.

There are many different referencing styles and you must use the style recommended by your School or Module.

Keep a note of all the sources that you use as you go along so that it is easy to acknowledge them in your work. You might wish to keep your references in referencing software such as '[RefWorks](#)' (which is free for all students to use). You can use RefWorks to produce your reference list or bibliography in the style required by your School or Module.

Important points to remember (unless the style your School uses, tells you otherwise.):

- Always check your handbook or ask your tutor which referencing style you need to use for each module.
 - You may have to adopt different referencing styles for different modules (using RefWorks makes this process easier).
- Be consistent with the style used in any piece of work
 - Do not start using Harvard and then switch to MLA or APA for example.
- Be clear and consistent
 - You must add as much information as is required. Make sure the details are correct, so that someone else can find your sources.
- Different types of material are presented differently
 - Make sure you know which information is needed for different types of references e.g. internet sources often need the URL (web address) and date accessed; journal articles need volume and often issue number.

Harvard Stirling University Referencing Style (HSU)

The School of Applied Social Science recommend using the Harvard Stirling University referencing style (HSU).

The following brief information will help you to get started using HSU but you should consult the [Harvard Stirling University Guide](#) on the Library web pages (<http://libguides.stir.ac.uk/Harvard-Stirling>) for more detailed guidance, additional reference types and updates .

How to Cite References in the Text of Your Work

To acknowledge a paraphrased idea put the reference information in brackets next to the idea used.

For example:

There is some evidence (Smith 1995) that these figures are incorrect.

OR

Smith (1995) has provided evidence that these figures are incorrect.

Multiple Authors: If a reference has two authors include both e.g. (Smith and Richardson 2013) but if it has more than two authors give only the first name followed by et al. e.g. (Johnston et al. 2012).

Page Numbers: when quoting sections of text or referring to particular sections of a document you must give the page numbers with your reference. Include the page numbers after the date within the brackets and use a comma to separate the date and page numbers. Abbreviations include: page (p.) pages (pp.) section (s.) and sections (ss.). If no page number is available (for example it has been taken from a web page use (n.p.)

For example:

It has been argued that “many C++-programmers still hesitate to implement the ET technique” (Härdtlein *et al.* 2010, p. 59).

OR

Härdtlein *et al.* (2010, p. 59) argue that “many C++-programmers still hesitate to implement the ET technique”.

Citing Personal Communication, Lecture Notes etc.

Many students ask how to cite personal communications such as tutor comments or emails, letters, lectures, tutorials, meetings with supervisors etc.

Citing personal communication is generally discouraged and some modules/lecturers do not allow you to cite lectures or tutorials. If you think it is important to refer to course material, ask your module tutor whether this is permitted. If this is allowed, you will find examples in the [Harvard Stirling University](http://libguides.stir.ac.uk/Harvard-Stirling) Guide on the Library Web pages: <http://libguides.stir.ac.uk/Harvard-Stirling>.

What is the Difference Between a Reference List and a Bibliography?

A ‘Reference List’ includes the details of only the sources you have referred to in your work.

A ‘Bibliography’ may include additional sources that you have consulted but not actually mentioned or referred to in your work.

Most undergraduate and taught postgraduate work requires a ‘reference list’ only and should not contain additional references that are not cited. However, requirements vary between modules and you should always check your module handbook or ask your module tutor if you are uncertain what to do.

RefWorks Tip: RefWorks uses the term ‘Bibliography’ for creating any list of references whether it is a ‘reference list’ or ‘bibliography’ as defined above.

Harvard Stirling University Reference List

How to Use this Guide

The following table provides examples of different references and is followed by an example reference list/bibliography. If you don't find an example of the reference type you need check for more examples at <http://libguides.stir.ac.uk/Harvard-Stirling> or contact library@stir.ac.uk for help.

Ref Type = This is the type of material to reference e.g. book, journal article etc.

RefWorks = This is the reference type within RefWorks that you should use for different references e.g. use Report for clinical guidelines. [Click the RefWorks link for an example of how to enter the information in RefWorks.](#)

In Text = This gives an example of how to cite the reference within your text.

Reference List or Bibliography = This gives examples of how your references should appear in your list of references or bibliography and gives hints on what information you need if creating your references manually instead of using RefWorks.

Ref Type	RefWorks	In Text	Reference List or Bibliography
Book	Book, Whole	(Johnson and Scholes 2010)	Author name, Initials. (Year) <i>Book title</i> . Edition. Place of Publication: Publisher. Johnson, G. and Scholes, K. (2010) <i>Exploring strategy: text and cases</i> . 9th ed. Harlow: Financial Times.
Book Chapter	Book Section	(Roberts 2003)	Chapter author name, Initials. (Year) Chapter title. In: Initials. Editor name eds. <i>Title of book</i> . Edition. Place of Publication: Publisher, page numbers. Roberts, I. (2003) Sociology and industrial relations. In: P. Ackers and A. Wilkinson eds. <i>Understanding work and employment: industrial relations in transition</i> . Oxford: Oxford University Press, pp. 31-42.
Book, Edited	Book, Edited	(Gilmore and Williams 2009)	Editor name, Initials. Eds. (Year) <i>Book title</i> . Edition. Place of Publication: Publisher. Gilmore, S. and Williams, S. eds. (2009) <i>Human resource management</i> . Oxford: Oxford University Press.
Conference Presentation	Conference	(Mynot and Bonser 2013)	Author, Initials. (Year) Conference paper/presentation title. <i>Conference Title</i> . Place conference held, date conference held. Available: Web address/URL [Accessed: Date – day month year]. Mynot, G. and Bonser, C. (2013) Visual literacy in teaching and learning. <i>LILAC</i> . University of Manchester, 25th - 27th March. Available: http://www.lilacconference.com/WP/past-

			conferences/lilac-2013/ [Accessed: 8 January 2014].
Dissertation	Dissertation/Thesis	(Colvin 2008)	Author name, Initials. (Year) <i>Dissertation title</i> . University and Department if known. Colvin, M. (2008) <i>Healthy travel : can social marketing make the journey to work more healthy?</i> MBA., University of Stirling, Department of Management & Organisation.
DVD	Video/DVD	(The Hobbit: an unexpected journey 2013)	<i>Film Title</i> (Year) [DVD] Directed by First name Surname. Place of publication/distribution: Distributer/Studio/Publisher. <i>The Hobbit: an unexpected journey</i> (2013) [DVD] Directed by Peter Jackson. Los Angeles: Warner Bros. Pictures.
Ebook – Specific ebook reader	Book, Whole	(Radcliffe 2012)	Author name, Initials. (Year) <i>Ebook title</i> . [Ebook Reader] Place of Publication: Publisher. Available: web address/URL of main web site [Accessed: date – day month year] Radcliffe, S. (2012) <i>Leadership: plain and simple</i> . [Kindle ebook] London: FT Publishing International. Available: http://www.amazon.co.uk [Accessed: 30 July 2014].
E-Journal Article – only use this format if the article has only published online. For articles with print equivalent, see journal article below	Journal Article, Electronic	(Anderson and Klofstad 2012)	Author Name, Initials. (Year) Article title. <i>Journal Title</i> , Volume if present (Issue if present), article number, page number or other article reference if present. Available: doi if present or web address/URL [Accessed: date – day month year]. Anderson, R.C. and Klofstad, C.A. (2012) Preference for leaders with masculine voices holds in the case of feminine leadership roles. <i>Plos One</i> , 7 (12), e51216. Available: http://www.plosone.org/article/info%3Adoi%2F10.1371%2Fjournal.pone.0051216 [Accessed: 30 July 2014].
Government Web Page	Web Page	(Scottish Government 2011)	Government Department (Year) <i>Web page title</i> . Government Department/Publisher. Available: web address/URL [Accessed: Date – day month year]. Scottish Government (2011) <i>Economic strategy: transition to a low carbon economy</i> . Scottish Government. Available: http://www.scotland.gov.uk/Topics/Economy/EconomicStrategy/LowCarbon [Accessed: 28 March 2012].
In Press Article	Journal Article, Electronic	(Hatfield 2014 In Press)	Author name, Initial. (Year if present In Press) Article title. <i>Journal Title</i> , doi: if present or Available: web address/URL [Accessed: Date – day month year]. Hatfield, B.E., Lower, J.K., Cassidy, D.J. and Faldowski, R.A. (2014 In Press) Inequities in access to quality early care and education: associations with funding and community context. <i>Early Childhood Research Quarterly</i> , doi: 10.1016/j.ecresq.2014.01.001 [Accessed: 3 June 2014].
Journal Article – if article only exists as a web based article use electronic journal referencing style above	Journal Article	(Gordon et al. 2010)	Author Name, Initials. (Year) Article Title. <i>Journal title</i> , Volume (Issue), page numbers. Gordon, R., Moodie, C., Eadie, D. and Hastings, G. (2010) Critical social marketing - the impact of alcohol marketing on youth drinking: qualitative findings. <i>International Journal of Nonprofit & Voluntary Sector Marketing</i> , 15 (3), pp. 265-275.

Journal Article – if article only exists as a web based article use electronic journal referencing style above	Journal Article	(Kaiser and Snyder 2012)	Author Name, Initials. (Year) Article Title. <i>Journal title</i> , Volume (Issue), page numbers. Kaiser, M.J. and Snyder, B. (2012) Modeling the decommissioning cost of offshore wind development on the U.S. Outer Continental Shelf. <i>Marine Policy</i> , 36 (1), pp. 153-164.
Newspaper Article – from Library Database	Newspaper Article	(Fleming 2011)	Author Name, Initials. (Year) Article title. <i>Newspaper Title</i> , Date - day month, page numbers. Available: Name of Library Database [Accessed: Date -day month year]. Fleming, S., Charter, D. and Pangalos, P. (2011) Greece 'may quit euro to escape debts'. <i>The Times (London)</i> , 7 May, p. 3. Available: NexisUK [Accessed: 26 January 2013].
Newspaper Article – Internet	Newspaper Article	(Monaghan 2013)	Author Name, Initials. (Year) Article title. <i>Newspaper Title</i> , Date – day month. Available: web address/URL [Accessed: Date – day month year]. Monaghan, A. (2014) PMI figures show UK manufacturing growth slowing amid fears for exports. <i>The Guardian</i> , 1 August. Available: http://www.theguardian.com/business/2014/aug/01/growth-britain-factories-slows-fears-exports [Accessed: 1 August 2014].
Newspaper Article with no author – from Library Database	Newspaper Article	(Anonymous 2013)	Anonymous (Year) Article title. <i>Newspaper Title</i> , Date – day month. Available: web address/URL [Accessed: Date – day month year]. Anonymous (2013) Obama urges Northern Ireland to compromise for peace. <i>The Daily Telegraph (London)</i> , 30 December, p.2. Available: NexisUK [Accessed: 25 January 2014].
Podcast	Sound Recording	(White 2013)	Author, Initials. (Year published or updated) Individual Podcast title. <i>Podcast series title or Website title</i> [Podcast] Studio/Distributor/Publisher, Date – day month. Available: web address/URL [Accessed: Date – day month year]. White, P. (2013) Finding a voice. <i>Disability: a new history</i> . [Podcast] BBC Radio 4, 31 May. Available: http://www.bbc.co.uk/podcasts/series/r4disability [Accessed: 5 April 2014].
Report	Report	(Wood et al. 2009)	Author, Initials. (Year) <i>Title of report</i> . Report series title. Report number. Place of Publication: Publisher. Available: web address/URL [Accessed: Date – day month year]. Wood, M., Hales, J., Purdon, S., Sejersen, T. and Hayllar, O. (2009) <i>A test for racial discrimination in recruitment practice in British cities: a report of research carried out by the National Centre for Social Research on behalf of the Department for Work and Pensions</i> . Department for Work and Pensions research report. No. 607. Norwich: HMSO. Available: http://research.dwp.gov.uk/asd/asd5/report_abstracts/rr_abstracts/rra_607.asp [Accessed: 28 July 2010].
Thesis	Dissertation/Thesis	(Viteva 2012)	Author, Initials. (2012) <i>Thesis title</i> . Award e.g. PhD., University and department if known. Available: web address/URL [Accessed: Date – day month year]. Viteva, S. (2012) <i>The informational efficiency of the European carbon market</i> . PhD., University of Stirling. Available: http://hdl.handle.net/1893/11204 [Accessed: 22 April 2014].
TV Broadcast –	Video/DVD	(Amazon's retail	<i>Programme title</i> (Year) Series title, episode title [Television Broadcast]

Episode in Series		revolution 2014)	Distributor/Studio/Publisher, Date – day month, time of broadcast. <i>Amazon's retail revolution</i> (2014) Business Boomers, Episode 3 of 4 [Television Broadcast] BBC 2, 28 May, 9am.
TV Broadcast – One Off Programme	Video/DVD	(Creating the Kelpies 2014)	<i>Programme title</i> (Year) [Television Broadcast] Distributer/Studio/Publisher, Date – day month. <i>Creating the Kelpies</i> (2014) [Television Broadcast] BBC 2 Scotland, 6 May.
Video – Online	Video/DVD	(Power of Sport 2013)	<i>Video title</i> (Year) [Online Video] Distributer/Studio/Publisher. Available: web address/URL [Accessed Date – day month year] <i>Power of sport</i> (2013) [Online Video] SportScotland. Available: http://www.sportscotland.org.uk/power_of_sport/ [Accessed: 3 January 2014].
Video Cassette	Video/DVD	(From faking it to making it: one to one coaching in the real world 2005)	<i>Video title</i> . (Year) [Video Cassette] Place of publication/distribution: Studio/Distributer/Publisher. <i>From faking it to making it: one to one coaching in the real world</i> (2005) [Video Cassette] London: Video Arts.
Webpage	Web Page	(Flanders 2013)	Author, Initials. (Year last updated) <i>Webpage title</i> . Publisher. Available: web address/URL [Accessed: Date – day month year] Flanders, S. (2011) <i>Eurozone crisis: Europe choice to punish or protect</i> . BBC. Available: http://www.bbc.co.uk/news/business-15057004 [Accessed: 29 September 2011].
Website	Web Page	(Chartered Institute of Accountants in Scotland 2011) OR (ICAS 2014)	Organisation or Website Name (Year last updated) Available: web address/URL [Accessed: Date – day month year]. Institute of Chartered Accountants in Scotland (2011) Available: http://www.icas.org.uk/icas/ [Accessed: 23 May 2011]. OR ICAS (2013) Available: http://icas.org.uk/default.aspx [Accessed: 1 February 2014].
Website with organisation and title	Web Page	(CIPD 2014)	Organisation name (Year) Website title. Available: web address/url [Accessed: Date – day month year]. CIPD (2014) <i>Championing better work and working lives</i> . Available: http://www.cipd.co.uk/ [Accessed: 30 July].

Harvard Stirling University

Selected Applied Social Science examples

Example bibliography / reference list

Book

Barrick, A.L. (2008) *Bathing without a battle: person-directed care of individuals with dementia*. 2nd ed. New York: Springer.

Book with more than one author

Moniz-Cook, E. and Manthorpe, J. (2009) *Early psychosocial interventions in dementia: evidence-based practice*. London: Jessica Kingsley.

Edited book

Whitman, L. ed. (2009) *Telling tales about dementia: experiences of caring*. London: Jessica Kingsley.

Chapter in edited book

Baines, P. (2011) Art therapy and dementia care. In: H. Lee and T. Adams, eds. *Creative approaches in dementia care*. Basingstoke: Palgrave-MacMillan., pp. 110-129.

Report - print

Alzheimer's Disease Society (2008) *Dementia: out of the shadows*. London: Alzheimer's Society.

Report - online

Scottish Government (2011) *Promoting excellence: a framework for all health and social services staff working with people with dementia, their families and carers*. Edinburgh: Scottish Government. Available: <http://www.scotland.gov.uk/Resource/Doc/350174/0117211.pdf> [Accessed: 9 September 2014].

Websites

DSDC (2012) *Virtual Care Home*. Stirling: DSDC. Available: <http://dementia.stir.ac.uk/design/virtual-environments/virtual-care-home> [Accessed: 9 September 2014].

Social Care Institute for Excellence (no date) *Dementia Gateway: Difficult Situations - Aggressive Behaviour*. Social Care Institute for Excellence. Available: <http://www.scie.org.uk/publications/dementia/difficult/aggressive.asp> [Accessed: 3 September 2014].

Journal article with print and electronic versions and full bibliographic data (for electronic only articles see table above)

McCrae, N. and Banerjee, S. (2011) The challenge of evaluating mental health services for older people. *International Journal of Geriatric Psychiatry*, 26 (6), pp. 551-557.

PhD dissertation

Oteniya, L. (2008) *Bayesian belief networks for dementia diagnosis and other applications: a comparison of hand-crafting and construction using a novel data driven technique*. PhD., University of Stirling.

Example bibliography / reference list

Unless otherwise advised, references should be listed alphabetically, rather than by format as above.

Alzheimer's Disease Society (2008) *Dementia: out of the shadows*. London: Alzheimer's Society.

Baines, P. (2011) Art therapy and dementia care. In: H. Lee and T. Adams, eds. *Creative approaches in dementia care*. Basingstoke: Palgrave-MacMillan., pp. 110-129.

Barrick, A.L. (2008) *Bathing without a battle: person-directed care of individuals with dementia*. 2nd ed. New York: Springer.

DSDC (2012) *Virtual Care Home*. Stirling: DSDC. Available: <http://dementia.stir.ac.uk/design/virtual-environments/virtual-care-home> [Accessed: 9 September 2014].

McCrae, N. and Banerjee, S. (2011) The challenge of evaluating mental health services for older people. *International Journal of Geriatric Psychiatry*, 26 (6), pp. 551-557.

Moniz-Cook, E. and Manthorpe, J. (2009) *Early psychosocial interventions in dementia: evidence-based practice*. London: Jessica Kingsley.

Oteniya, L. (2008) *Bayesian belief networks for dementia diagnosis and other applications: a comparison of hand-crafting and construction using a novel data driven technique*. PhD., University of Stirling.

Scottish Government (2011) *Promoting excellence: a framework for all health and social services staff working with people with dementia, their families and carers*. Edinburgh: Scottish Government. Available: <http://www.scotland.gov.uk/Resource/Doc/350174/0117211.pdf> [Accessed: 9 September 2014].

Social Care Institute for Excellence (no date) *Dementia Gateway: Difficult Situations - Aggressive Behaviour*. Social Care Institute for Excellence. Available: <http://www.scie.org.uk/publications/dementia/difficult/aggressive.asp> [Accessed: 3 September 2014].

Whitman, L. ed. (2009) *Telling tales about dementia: experiences of caring*. London: Jessica Kingsley.

RefWorks

RefWorks or other bibliographic software can help you to record and manage your references and produce a 'reference list' or 'bibliography' in the style required for your module. The accompanying 'Write-N-Cite' software helps you to cite your references within your Word document.

[Login](http://libguides.stir.ac.uk/refworks) to RefWorks or find out more about it at <http://libguides.stir.ac.uk/refworks>.