

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.

Different ways to reference within your assignments

If you read the following sentence: "Students often find it difficult to understand what 'strict relevance' really means in academic writing." in this book:

Haggis, T. (1998) *Knotty problems in English*. London: Penguin.

There are four possible ways of using this text in an assignment:

- i) Students experience a number of specific problems with academic English. One of these problems is understanding the idea of relevance (Haggis 1998).
- ii) Students experience a number of specific problems with academic English. Haggis (1998) suggests that one of the problems is understanding the idea of relevance.
- iii) Students experience a number of specific problems with academic English. For example, "students often find it difficult to understand what 'strict relevance' really means in academic writing" (Haggis 1998, p. 20).

- iv) Students experience a number of specific problems with academic English. For example, Haggis (1998, p. 20) suggests that "students often find it difficult to understand what 'strict relevance' really means in academic writing".

i) and ii) are examples of paraphrasing. The original idea (from Haggis 1998) has been used but the student has written the text in their own words. The source of the original idea has been acknowledged.

iii) and iv) are direct quotations. The student has quoted the exact original words, taken directly from Haggis 1998 and so uses quotation marks “ ”. The author of the original words must also be acknowledged.

Longer direct quotations

Long direct quotations are usually included as a separate statement and indented. For example:

This report will explore the issues around the use of drugs to treat bacterial infections. Rang et al. (1999, p. 4) suggest that:

During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease has been dramatically reduced.

Be careful to avoid "stitching together" lots of direct quotes from different sources. This may show that you have gathered a range of ideas relevant to your essay, but it cannot demonstrate your own writing abilities or show that you have any understanding of the subject. You should always use quotes sparingly.

Secondary referencing

Sometimes you may come across a mention of another author's work in the source you are reading, which you would like to make reference to in your own document; this is called secondary referencing. For example you might read the following sentence in the 1998 book above by Haggis:

Jordan (1997) has discussed how study skills are not acquired instinctively but must be learned.

In your assignment you could write:

Jordan (1997 cited in Haggis 1998, p. 25) writes that study skills need to be learned because they are not innate.

Or

It has been noted (Jordan 1997 cited in Haggis 1998, p. 25) that study skills need to be learned because they are not innate.

The reference list at the end of your document should only contain works that you have read yourself. So your reference list would only contain the details of the work by Haggis:

Haggis, T. (1998) *Knotty problems in English*. London: Penguin.

If you are considering citing a secondary reference it is recommended that instead you read the original work for yourself rather than rely on someone else's interpretation. However, sometimes you will not be able to get a copy of the original work and so occasionally it may be necessary.

FAQs about referencing

How do deal with a source with 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).

How should I deal with page numbers? How should I cite a source without 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.)

What should I do if I have two or more sources by the same author?

If the sources which you wish to reference are from different years you must ensure that you include the date in the in-text citations. For example in the text:

According to Shaw (1994) ... This was further echoed by Shaw in a later work (2007) ...

In the bibliography enter the two items by the same author.

If you have two or more sources from the same author, from the same publication year, the convention is to add lower case letters after the publication date to distinguish the sources. For example, in the text:

This argument was proposed by Cairney (2013a) ... According to Cairney (2013b) ...

In the bibliography enter as follows:

Cairney, P. (2013a) Book Review: Comparing Devolved Governance. *Parliamentary Affairs*, 66 (3), pp. 677-684.

Cairney, P. (2013b) What is evolutionary theory and how does it inform policy studies? *Policy & Politics*, 41 (2), pp. 279-298.

Can I cite personal communications (e.g. emails) or lecture notes?

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 Referencing Style (HSU)

The School of Health Sciences 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](http://libguides.stir.ac.uk/Harvard-Stirling) on the Library web pages (<http://libguides.stir.ac.uk/Harvard-Stirling>) for more detailed guidance, additional reference types and updates .

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.

Reference Examples

Ref Type	RefWorks	In-text	Reference List or Bibliography
Abstract	Abstract	(Smelley 2013)	Author name, Initials. (Year) Article title. <i>Journal Title</i> , Volume (Issue), page numbers. Abstract only from Database Name or other source. [Accessed: Date – day month year]. Smelley, R.C. (2013) The value of a coaching philosophy. <i>Track Coach</i> , (204), pp. 6506-6513. Abstract only from SPORTDiscus. [Accessed: 3 January 2014].
Act – Scottish Parliament	Laws/Statutes	(Housing (Scotland) Act 2014)	<i>Act Title Year</i> , asp number. Available: Database name or web address/URL [Accessed Date – day month year] <i>Housing (Scotland) Act 2014</i> , asp 14. Available: http://www.legislation.gov.uk/ukpga/2014/17/2014-05-14 [Accessed: 24 October 2014].
Act – UK, (citing section number)	Laws/Statutes	(Children Act 2004, s. 3)	<i>Act Title Year</i> . Available: Database name or web address/URL [Accessed Date – day month year]. <i>Children Act 2004</i> . Available: http://www.legislation.gov.uk/ukpga/2004/31/section/1 [Accessed: 24 October 2014].
Bill – Scottish Parliament	Bills/Resolutions	(Aquaculture and Fisheries (Scotland) Bill [as amended at stage 2] 2007)	<i>Bill title [printing i.e. bill stage]</i> (Year) SP Bill number, Session. Available: Database name or Web address/URL [Accessed Date – day month year]. <i>Aquaculture and Fisheries (Scotland) Bill [as amended at stage 2]</i> (2007) SP 67A, Session 2.

			Available: http://www.scottish.parliament.uk/parliamentarybusiness/Bills/23651.aspx . [Accessed: 18 November 2014].
Bill – UK	Bill/Resolutions	(Anti-terrorism, Crime and Security Bill 2001)	<i>Bill title</i> (Year) House [abbreviated e.g. HC for House of Commons, HL for House of Lords] Bill number, Session. Available: Database name or web address/URL [Accessed Date – day month year]. <i>Anti-terrorism, Crime and Security Bill</i> (2001) HC Bill 49, 2001-02. Available: http://www.publications.parliament.uk/pa/cm200102/cmbills/049/2002049.htm [Accessed: 02 October 2014].
Bill Summary	Web Page	(SPICe 2007)	Author (Year) <i>Title</i> Place of Publication: Publisher. Available: web address/URL [Accessed: Date – day month year]. SPICe (2007) <i>Aquaculture and Fisheries (Scotland) Bill [Summary]</i> . Edinburgh: The Scottish Parliament Information Centre. Available: http://www.scottish.parliament.uk/parliamentarybusiness/Bills/23651.aspx [Accessed: 18 November 2014].
Blog	Online Discussion Forum/Blog	(Leech 2013)	Author name, Initials. (Year) Blog post or message title. <i>Blog or Forum Title</i> , Date posted – day month. Available: web address/URL [Accessed: Date – day month year]. Leech, D. (2013) Art meets science: both win. <i>BTO Bird Ringing 'Demog Blog'</i> , [Blog], 31 October. Available: http://btoringing.blogspot.com/2013/10/art-meets-science-both-win.html [Accessed: 26 January 2014].
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 – see also Wiley + example below	Book Section	(Roberts 2003) (Tortora 2013)	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. To reference a chapter in the Wiley + online learning tool in Succeed: Tortora, G. (2013) Homeostasis: maintaining limits. In: G. Tortora, <i>Introduction to the human body</i> . 9 th ed. John Wiley. Available: http://edugen.wileyplus.com/edugen/lti/main.uni [Accessed: 6 November 2015].
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.
Cases / Law Reports – no	Case/Court Decisions	(Douglas v Hello! 2001)	<i>Title i.e. Party Names</i> (Year) Law report series abbreviation First page number. Available:

volume number			Database name or web address/URL [Accessed Date – day month year]. <i>Douglas v Hello! Ltd</i> (2001) QB 967. Available: Westlaw [Accessed: 24 November 2014].
Cases / Law Reports – with volume number	Case/Court Decisions	(R v Peter Bayliss Kite 1996)	<i>Title i.e. Party Names</i> (Year) Volume if appropriate Law report series abbreviation First page number. Available: Database name or web address/URL [Accessed Date – day month year]. <i>R v Peter Bayliss Kite</i> (1996) 2 Cr App R (S) 295. Available: Westlaw [Accessed: 24 November 2014].
Cases / Law Reports – Court Transcript of judgements not included in the published law reports (Neutral Citation)	Case/Court Decisions	(Schuh v Shh... Ltd 2011)	<i>Title i.e. Party Names</i> (Year) Court name abbreviation Judgement (i.e. Case) number. Available: Database name or web address/URL [Accessed Date – day month year]. <i>Schuh v Shh... Ltd</i> (2011) CSOH 123. Available: Westlaw [Accessed: 24 November 2014].
Cases / Law Reports – unreported case prior to 2001 (E&W) or 2005 (Scotland)	Case/Court Decisions	(R V OLL Ltd 1994)	<i>Title i.e. Party Names</i> (Year) Court [unreported]. Give additional information if available e.g. full date that the judgment was made. <i>R v OLL Ltd</i> (1994) Winchester CC [unreported].
Clinical Guidelines	Report	(NICE 2006)	Organisation (Year) <i>Guideline/report title</i> . Guideline/report series. Guideline/report number. Place of publication if available: Publisher. Available: web address/URL [Accessed: Date – day month year]. NICE (2006) <i>Dementia: supporting people with dementia and their carers in health and social care</i> . NICE clinical guideline. No. 42. Manchester: National Institute for Health and Care Excellence. Available: http://www.nice.org.uk/guidance/CG42 [Accessed: 14 January 2014].
Clinical Guidelines	Report	(SIGN 2013)	Organisation (Year) <i>Guideline/report title</i> . Guideline/report series. Guideline/report number. Place of publication if available: Publisher. Available: Web address/URL [Accessed: Date – day month year]. SIGN (2013) <i>Management of chronic pain: a national clinical guideline</i> . SIGN guideline. No. 136. Edinburgh: Scottish Intercollegiate Guidelines Network. Available: http://www.sign.ac.uk/pdf/SIGN136.pdf [Accessed: 14 January 2014].
Clinicalskills.net tutorial	Not possible in RefWorks	(Miles 2015)	Author name, Initials (year) Title of procedure. Publisher. Available: name of library database [Accessed: Date – day month year]. Miles, G. (2015) Spirometry. Clinicalskills.net. Available: Clinicalskills.net [Accessed: 7 March 2016].
Cochrane Library	Journal, Electronic	(Jepson et al. 2012)	Author name, Initials. (year) Review title. <i>Cochrane Database of Systematic Reviews</i> , (issue number), article number. doi [Accessed: date, month, year]. Jepson, R.G., Williams, G. and Craig, J.C. (2012) Cranberries for preventing urinary tract

			infections. <i>Cochrane Database of Systematic Reviews</i> , (10), CD001321. doi: 10.1002/14651858.CD001321.pub5 [Accessed: 24 April 2013].
Command Paper – citing a chapter number	Report	(Scotland Office 2014, ch. 1)	Department, Committee etc. (Year) <i>Title of paper</i> . Type of Paper (optional), Command Paper number. Available: Database name or web address/URL [Accessed: Date – day month year]. Scotland Office (2014) <i>Proposals for further devolution of powers to Scottish Parliament</i> . Cm 8946. Available: https://www.gov.uk/government/publications/proposals-for-further-devolution-of-powers-to-scottish-parliament [Accessed: 25 November 2014].
Conference Paper in a Conference Proceedings	Conference Proceedings	(Bohrer and Freiburg 1995)	Author name, Initials. (Year) Conference paper title. In: Initials. Editor name, eds. <i>Conference Proceedings Title</i> . Place conference held, date conference held. Place of publication: Publisher, page numbers. Bohrer, S. and Freiburg, V. (1995) Integrated obstacle detection framework for intelligent cruise control on motorways. In: J. Smith, ed. <i>IEEE Intelligent Vehicles Symposium</i> . Detroit, 29th to 30th November 1994. Piscataway: Cambridge University Press, pp. 276-281.
Conference Presentation	Conference Proceedings	(Mynot and Bonser 2013)	Author name, 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/lilac-archive/lilac-2013 [Accessed: 8 January 2014].
Dissertation	Dissertation/Thesis	(Colvin 2008)	Author name, Initials. (Year) <i>Dissertation title</i> . Award e.g. MSc, University. Colvin, M. (2008) <i>Healthy travel : can social marketing make the journey to work more healthy?</i> MBA, University of Stirling.
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.
DynaMed Plus article	Not possible in RefWorks	Rae-Grant et al. 2014)	Author name, Initials (year) Title of feature in DynaMed Plus. Record number. Place of publication: Publisher. Available: DynaMed Plus [Accessed: Date – day month year]. Rae-Grant, A., Shaughnessy, A. and Ehrlich, A. (2014) Migraine in adults. Record number 114718. Ipswich, Massachusetts: EBSCO Information Services. Available: DynaMed Plus [Accessed: 7 March 2016]. Note: not all features in DynaMed Plus have authors, if no authors are listed please use Anonymous instead. To see the record number scroll to the very end of the feature under the heading 'How to Cite'.
Ebook – Specific ebook reader	Book, Whole	(Keneally 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]. Keneally, T. (2012) <i>The daughters of Mars</i> . [Kindle eBook] London: Sceptre. Available:

			http://www.amazon.co.uk [Accessed: 10 April 2014].
E-Journal Article – if no printed equivalent exists	Journal Article, Electronic	(Gargouri et al. 2010)	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]. Gargouri, Y., Hajjem, C., Lariviere, V., Gingras, Y., Carr, L., Brody, T. and Harnad, S. (2010) Self-selected or mandated, open access increases citation impact for higher quality research. <i>Plos One</i> , 5 (10), e13636. Available: http://dx.doi.org/10.1371%2Fjournal.pone.0013636 [Accessed: 20 May 2014].
E-journal Article with no issue number – if no printed equivalent exists	Journal Article, Electronic	(Song et al. 2014)	Author name, Initials. (Year) Article title. <i>Journal Title</i> , Volume if present, article number if present. Available: doi if present or web address/URL [Accessed: date – day month year]. Song, B., Zhu, J., Wu, J., Zhang, C., Wang, B., Pan, B. and Guo, W. (2014) Determination of carbohydrate-deficient transferrin in a Han Chinese population. <i>BMC Biochemistry</i> , 15, 5. Available: http://www.biomedcentral.com/1471-2091/15/5 [Accessed: 20 May 2014].
Email / Discussion List	Online Discussion Forum/Blog	(Horton 2013)	Author name, Initials. (Year) Blog Post title. <i>Name of Forum/Blog</i> , Date – day month. Available: web address/URL [Accessed: date – day month year]. Horton, A. (2013) Model contracts and VLEs. <i>LIS-Business: The Business Librarians Association Mailing List</i> , [Mailing list], 8 July. Available: http://www.jiscmail.ac.uk/LIS-BUSINESS [Accessed: 7 January 2013].
Email message	Personal Communication	(Kevill 2014)	Author name, Initial. (Year) <i>Email message heading</i> . [Email to Recipient Initial. Recipient Name] Personal communication, Date – day month. Kevill, S. (2014) <i>Using CINAHL for nursing research</i> . [Email to C. Allan.] Personal communication, 8 January.
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 Journal Article	Journal Article, Electronic	(Hatfield 2014 In Press)	Author name, Initials. (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	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	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.
Lecture	Personal Communication	(Stewart 2013)	Lecturer Name, Initials. (Year) <i>Lecture title</i> . [Lecture to – Give details of what course or group the lecture was given and the name of the university or organization] Personal communication, Date – day month. Stewart, A. (2013) <i>Introduction to Datastream</i> . [Lecture to MSc Investment Analysis, module INVP07, University of Stirling] Personal communication, 3 March.
Listen Again	Sound Recording	(Grayston 2014)	Lecturer/Presenter Name, Initials. (Year) Title of lecture/presentation. <i>Title of Lecture Series</i> . [Listen Again Podcast] Name of University, Date – day year, time. Available: web address/URL [Accessed: Date – day month year]. Grayston, S. (2014) Discussions, blogs and wikis. <i>Teaching Bites</i> . [Listen Again Podcast] University of Stirling, 2 April, 1230pm. Available: http://listenagain.stir.ac.uk/media/keep/tbites/listenagain.php [Accessed: 7 April 2014].
Module or Course handout/notes	Unpublished Material	(Dawkins 2013)	Author name, Initials. (Year) <i>Handout/Notes Title</i> . [Give details of the material e.g. lecture notes and who/what it is intended for e.g. university module or course] Available: http://succeed.stir.ac.uk or relevant location [Accessed: Date – day month]. Dawkins, R. (2013) <i>Figures of primate attributes</i> . [Lecture handout for MSc Evolutionary Origins, module BIOP07, University of Stirling] Available: Succeed http://succeed.stir.ac.uk [Accessed: 8 January].
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	(Syal 2013)	Author name, Initials. (Year) Article title. <i>Newspaper Title</i> , Date – day month. Available: web address/URL [Accessed: Date – day month year]. Syal, M. (2013) Now is the time to defeat dementia. <i>The Guardian</i> , 11 December Available: http://www.theguardian.com/commentisfree/2013/dec/11/defeat-dementia-g8-summit [Accessed: 30 December 2013].
Newspaper Article – Print			Author name, Initials. (Year) Article title. <i>Newspaper Title</i> , Date - day month, page numbers. Pickover, E. (2014) Over-50s fear dementia more than cancer. <i>The Herald</i> , 4th August, p.11.
Newspaper Article with no author – from Library Database	Newspaper Article	(Anonymous 2013)	Anonymous (Year) Article title. <i>Newspaper Title</i> , Date – day month, page numbers. 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].
Nursing Reference Center	Not possible in RefWorks	(Smith and Schub 2015)	Author name, Initials. (Year) Title of entry in Nursing Reference Center. Place of Publication:

Plus article			<p>Publisher. Available: Name of Library Database [Accessed: date – day month year].</p> <p>Smith, N and Schub, T. (2015) Communication: establishing nurse-patient relationships. Ipswich, Massachusetts: Cinahl Information Systems. Available: Nursing Reference Center Plus [Accessed 7 March 2016].</p>
Podcast	Sound Recording	(White 2013)	<p>Author name, 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].</p> <p>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].</p>
Report	Report	(Francis 2013)	<p>Author name, 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].</p> <p>Francis, R. (2013) <i>Report of the Mid Staffordshire NHS Foundation Trust Public Inquiry Volume 1: Analysis of evidence and lessons learned (part 1)</i>. HC 898-1. London: The Stationery Office. Available: http://webarchive.nationalarchives.gov.uk/20150407084003/http://www.midstaffspublicinquiry.com/sites/default/files/report/Volume%201.pdf [Accessed: 16 November 2015].</p>
		(Wood et al. 2009)	<p>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://webarchive.nationalarchives.gov.uk/20130125093816/http://research.dwp.gov.uk/asd/asd5/report_abstracts/rr_abstracts/rra_607.asp [Accessed: 28 July 2010].</p>
Secondary Reference	<p>Book, journal or other source as appropriate to the reference you have read</p> <p>In this example it is a book by Workman and Reader.</p>	<p>(Darwin 1872 cited in Workman and Reader 2008)</p> <p>Or alternatively:</p> <p>(Workman and Reader 2008 citing Darwin 1872)</p>	<p>Workman, L. and Reader, W. (2008) <i>Evolutionary psychology: an introduction</i>. Cambridge: Cambridge University Press.</p>
Statutory Instrument – UK	Laws/Statutes	(The National Minimum Wage (Amendment) (No. 3)	<p><i>Title Year SI number</i>. Available: Database name or web address/URL [Accessed Date – day month year].</p> <p><i>The National Minimum Wage (Amendment) (No. 3) Regulations 2014</i>, SI 2014/2832. Available:</p>

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Tutorial/Lecture	Personal Communication	(Dawkins 2013)	Tutor name, Initials. (Year) <i>Tutorial title</i> . [Tutorial for – Give details of what course or group the tutorial was for and the name of the university or organization] Personal communication, Date – day month. Dawkins, R. (2013) <i>Figures of primate attributes</i> . [Tutorial for MSc Evolutionary Origins course, module BIOP07, University of Stirling] Personal communication, 8 January.
TV Broadcast – Episode in Series	Video/DVD	(Micromonsters with David Attenborough 2014)	<i>Programme title</i> (Year) Series title, episode title [Television Broadcast] Distributer/Studio/Publisher, Date – day month, time of broadcast. <i>Micromonsters with David Attenborough</i> (2014) Series 1, Episode 3, Courtship [Television Broadcast] Sky 3D. Repeat, 6 May, 9pm.
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.
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Wiley Plus online resource in Succeed	See example above for a book chapter	(Tortora 2013)	Author name, Initial. (Year last updated) Chapter title. In: Initial. Author Name, <i>Title of Wiley Plus book</i> . edition. Publisher. Available: web address [Accessed Date – day month year]. Tortora, G. (2013) Homeostasis: maintaining limits. In: G. Tortora, <i>Introduction to the human body</i> . 9 th ed. John Wiley. Available: http://edugen.wileyplus.com/edugen/lti/main.uni [Accessed: 6 November 2015].

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Selected Health examples

Book – one author, no edition statement (i.e. first edition of the book)

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Baughan, J. and Smith, A. (2009) *Caring in nursing practice*. Harlow: Pearson Education.

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Butler, G. and Hope, T. (2007) *Manage your mind: the mental fitness guide*. 2nd ed. Oxford: Oxford University Press.

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Example bibliography / reference list

Unless otherwise advised references in a bibliography / reference list should be entered alphabetically rather than by format.

Andrews, G., R. (2001) Promoting health and function in an ageing population. *British Medical Journal*, 322 (287), pp. 728-729.

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