



**MARBELLA
INTERNATIONAL
UNIVERSITY
CENTRE**

Citing and referencing your sources with Harvard Style

**Academic year 2025/2026
MIUC Library**

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CITING AND REFERENCING YOUR SOURCES

What is a citation?

A citation is a specific source that you mention in-text of your literacy or academic work.

What is a reference?

A reference is a full description of the cited source, allowing the reader to locate it.

Basic elements of citation and reference

- Essential bibliographic elements such as author, title, year and so on, depending on the type of source.
- Sequence of the elements.
- Punctuation marks.

How to cite and reference using Harvard referencing style

The Harvard style implicates two tasks:

- Referencing to other authors in the body text of your text (in-text citation).
- Compiling a list of reference sources at the end of your text (reference list).

Important points to consider for citing and referencing your sources

- For citing and referencing a source with no date use the phrase **no date**.
- For citing and referencing a source with four or more authors/editors in academic assignments, you should cite and reference the first name listed followed by *et al.* (meaning ‘and others’) ...
- For citing and referencing a source with no author/editor use the title (in italics).
- For citing multiple sources at the same time, these can be separated by semicolons (;).

- The publications should be cited in chronological order (with the earliest date first). If more than one work is published in the same year, they should be listed alphabetically

A number of environmental studies (Karlhofer, 2018. p.255; Town, 2018, p.13; Barkhov *et al.*, 2019, p.54; Fujiwara, 2021, p.653) considered ...

by author/editor. The citation would look like this:

- For citing and referencing sources published in the same year and by the same author, allocate lower-case letters in alphabetical order after the publication date to distinguish between the items in the text and in the reference list. Please have a look at the example below.

In-text citation

In his study of the work of Rubens, Miller (2006a, p.43) emphasised the painter's mastery of drama. However, his final analysis on this subject (Miller, 2006b, p.155) argued that ...

Reference list

Miller, S. (2006a) *Rubens and his art*. London: Killington Press.
Miller, S. (2006b) *The Flemish masters*. London: Phaidon Press.

- The reference list is arranged alphabetically by author or organisation name.
- Do not use bullet points or indent your reference list or bibliography.

References

- Bacanu, H. (2016) 'Globalisation of cultural circuits. The case of international awards fiction', *European Review of Applied Sociology*, 8(11), pp. 19-30.
- Bandura, A. (2009) 'Social cognitive theory of mass communication', in Bryant, J. and Oliver M.B. (eds) *Media effects: advances in theory and research*. New York: Routledge 94-124.
- Beauvoir, S. De (1966) *Les belles images*. Paris: Gallimard.
- Berger, J. (2013) *Contagious: why things catch on*. New York: Simon & Schuster.
- Beamumont, P., Borger, J. and Shuttleworth, K. (2016) 'Netanyahu 'told New Zealand backing UN vote would be declaration of war'', *The Guardian*, 28 December. Available at: <https://www.theguardian.com/world/2016/dec/28/netanyahu-told-new-zealand-backing-vote-would-be-declaration-of-war> (Accessed: 28 December 2016).
- Butler, J. (2008) [Facebook] 13 June. Available at: https://www.facebook.com/permalink.php?story_fbid=67392233129&id=1611730812 (Accessed: 28 December 2016).
- Cook, D. (2014) 'Developing franchised business in Scotland', *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs, p. 136.
- European Commission (2004) *First report on implementation of the internal marketing strategy 2003-2006*. Luxembourg: Office for Publication of the European Communities.



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1. Books

1.1. Books including e-books, comics, and motions books and graphic books

In-text citation:

(Author's last name, year, page number)

Reference list:

Author's last name/editor, INITIAL(S). (Publication year) *Title of the book in italics*. Edition (if not first edition). Place of publication: Publisher. Series and volume number.

1.1.1. Book with one author

In-text citation

According to Berger (2013, p.109) the most important aspect of consumer behaviour is ...

OR

The most important aspect in consumer behaviour is emotions (Berger, 2013, p.109)

Reference list

Berger, J. (2013) *Contagious: why things catch on*. New York: Simon & Schuster.

1.1.2. Books with two or three authors

In-text citation

Tolbert and Hall (2009, p.66) suggested ...

OR

Internal and external cultural influences are considered ideational factors in organizational structure (Tolbert and Hall, 2009, p.66).

Reference list

Tolbert, P.S. and Hall, R.H. (2009) *Organizations: structure, processes, and outcomes*. 10th edn. Upper Saddle River: Pearson.

1.1.3. Books with four or more authors

In-text citation

Vollmann *et al.* (2005, p. 55) state that the four fundamental of sales and operations planning are...



OR

Fundamentals of sales and operations planning are: demand supply, volume, and mix (Vollmann *et al.*, 2005, p. 55).

Reference list

Vollmann, T.E. *et al.* (2005) *Manufacturing planning and control systems for supply chain management*. 5th edn. New York: McGraw-Hill.

1.1.4. Book with an editor

In-text citation

The collection edited by Thussu (2010) ...

Reference list

Thussu, D.K. (ed.) (2010) *International communication: a reader*. New York: Routledge.

NOTE. When a book has two or more editors, editors have to reference as (eds). Please have a look at the example below:

Pecht, M. and Kang, M. (eds) (2018) *Prognostics and health management of electronics: fundamentals, machine learning, and the Internet of things*. Hoboken, NJ: John Wiley & Sons.

1.1.5. Books in languages other than English

In-text citation

Her depiction of middle-class lifestyles (Beauvoir, 1966, p.53)...

Reference list

Beauvoir, S. De (1966) *Les belles images*. Paris: Gallimard.

Give the title exactly as shown in the book

1.1.6. Translated book

In-text citation

The shattering situation described by Saramago (2013, p.33)...

Reference list

Saramago, J. (2013) *Blindness*. Translated by Giovanni Pontiero. London: Vintage Books.

Reference the translation that you have read instead of the original work

1.1.7. Reprint editions

In-text citation

The most important aspect of obfuscation (David, 1968, p.28) ...

Reference list

David, M. (1968) *Towards honesty in public relations*. Reprint, London: B.Y. Jove, 1990.

1.2. Chapters from an edited book

In-text citation:

(Author's last name, year, page number)

Reference list:

Author of the chapter - surname followed by initial. (Publication year) 'Title of chapter', in Editors' name (ed./eds) *Title of the book in italics*. Place of publication: Publisher, First + last page of chapter.

NOTE. "in" is always included.

Include "and" between 2 editors, or between the last two if there are three or more.

Example

In-text citation

Bandura (2009, p.95) points out ...

OR

External influences affect behaviour (Bandura, 2009, p.95).

Reference list

Bandura, A. (2009) 'Social cognitive theory of mass communication', in J. Bryant and M.B. Oliver (eds) *Media effects: advances in theory and research*. New York: Routledge, pp. 94-124.

1.3. Ebooks

When an e-book looks like a printed book, with publication details and pagination, you should reference it as a **book** (see **Section 1.1.**). If not, please follow the below citation order:

In-text citation:

(Author's last name, year, page number)

Reference list:

Author's last name/Editor, INITIAL(S). (Publication year) *Title of the book in italics*. Available at: DOI or URL (Accessed: date).

Example

In-text citation

According to Griffiths, O'Callaghan and Roach (2014, p.54) international relations are ...

OR

International relations are defined as ... (Griffiths, O'Callaghan and Roach, 2014, p.54).

Reference list

Griffiths, M., O'Callaghan, T. and Roach S.C. (2014) *International relations: the key concepts*. Available at: <https://www.amazon.co.uk/kindlebooks> (Accessed: 24 May 2022).

1.4. Reference sources, including encyclopaedias, dictionaries and thesauri

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of entry', in author/editor's name (ed./eds) *Title of the book in italics*. Place of publication: publisher, page reference. Available at: DOI or URL (Accessed: date).

Example 1. Reference source with author

In-text citation

Virginia Woolf was an English writer whose novels exerted influence on the genre (Beresford, 2004).

Reference list

Beresford, G. (2004) 'Woolf, (Adeline) Virginia (1882–1941)', in *Oxford Dictionary of National Biography*. Available at:

<https://www.oxforddnb.com/view/10.1093/ref:odnb/9780198614128.001.0001/odnb-9780198614128-e-1003284> (Accessed: 14 December 2022).

Example 2. Reference source with editor and section author

In-text citation

Hippocampus was described as ... (Mackay, 2011).

Reference list

Mackay, D.G. (2011) 'Hippocampus', in P.C. Hogan (ed.) *The Cambridge encyclopedia of the language science*. Available at: <https://www.scribd.com/doc/308000674/The-Cambridge-Encyclopedia-of-Language-Sciences-pdf> (Accessed: 14 December 2022).

Example 3. Reference source with no author

In-text citation

Soft power is defined as "the ability to achieve one's goals without force, esp by diplomacy, persuasion, etc." ('Soft power', no date).

Reference list

'Soft power' (no date) *Collins English Dictionary*. Available at:

<https://www.collinsdictionary.com/dictionary/english/soft-power> (Accessed: 14 December 2022).

2. Periodicals: journal, magazine and newspaper articles

2.1. Journal articles

In-text citation:

(Author's last name, year, page number)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of article', *Journal title in italics - capitalise first letter of each word in title, except for linking words such as and, of, the, for*, volume(issue number), page numbers. Available at: DOI or URL (Accessed: date).

Example 1. Print article

In-text citation

In their review of literature (Bacanu, 2016, p.21) ...

OR

Bacanu (2016) suggested ...

Reference list

Bacanu, H. (2016) 'Globalisation of cultural circuits. The case of international awards for fiction', *European Review of Applied Sociology*, 8(11), pp. 19-30.

Example 2. Electronic article with doi

In-text citation

Co-word maps of Nanoscience an Nanotechnology field (Muñoz-Écija, Vargas-Quesada and Chinchilla-Rodríguez, 2017, p.62) ...

Reference list

Muñoz-Écija, T., Vargas-Quesada, B. and Chinchilla-Rodríguez, Z. (2017) 'Identification and visualization of the intellectual structure and the main research lines in nanoscience and nanotechnology at the worldwide level', *Journal of Nanoparticle Research*, 19(2), pp. 62. Available at: <https://doi.org/10.1007/s11051-016-3732-3>

Example 3. Electronic article with URL

In-text citation

A case mentioned by Dutta and Marjit (2016, pp. 120-121) ...

Reference list

Dutta, M. and Marjit, S. (2016) 'Intracountry technology transfer', *Indian Economic Review*, 51(1/2), new series, pp. 117-127. Available at: <http://www.jstor.org/stable/44376239> (Accessed: 2 September 2021).

Example 4. Electronic article with no print equivalent (URL and no doi)

In-text citation

Isac and Radulescu's study (2014, pp.57) ...

OR

Customer' satisfaction for the enterprise is a tool to improve product quality (Isac and Radulescu, 2014, pp.57).

Reference list

Isac, N. and Radulescu, M. (2014) 'Analysis of the consumer' satisfaction for quality of Dacia' cars', *Science Bulletin: Economic Science* 13(1), pp. 55-61. Available at: http://economic.upit.ro/repec/pdf/2014_1_7.pdf (Accessed: 23 December 2016).

Example 5. Electronic article with article number instead of page numbers

In-text citation

Díaz-Faes, Bowman, and Costas (2019) suggested ...

OR

Social media metrics around science can also be used to characterize these communities (Díaz-Faes, Bowman, and Costas, 2019)

Reference list

Díaz-Faes, A.A., Bowman, T.D. and Costas, R. (2019) 'Towards a second generation of 'social media metrics': Characterizing Twitter communities of attention around science', *PLOS ONE*, 14(5), e0216408. Available at: <https://doi.org/10.1371/journal.pone.0216408> (Accessed: 2 October 2021).

2.2. Newspaper articles

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of article', *Newspaper title in italics* - capitalise first letter of each word in title, except for linking words such as and, of, the, for, Publication day and month, page number. Available at: DOI or URL. (Accessed: date).

Example 1. Print articles

In-text citation

Financial incentives were offered (Mansell and Bloom, 2012)

Reference list

Mansell, W. and Bloom A. (2012) '£10000 carrot to tempt physics expert', *The Guardian*, 20 June, p. 5.

Example 2. Online articles

In-text citation

Obama administration and Palestinian officials supposed to have coordinated positions (Beaumont, Borger and Shuttleworth, 2016).

Reference list

Beaumont, P., Borger, J. and Shuttleworth, K. (2016) 'Netanyahu 'told New Zealand backing UN vote would be declaration of war'', *The Guardian*, 28 December. Available at: <https://www.theguardian.com/world/2016/dec/28/netanyahu-told-new-zealand-backing-un-vote-would-be-declaration-of-war> (Accessed: 28 December 2016).

2.3. Magazine articles

In-text citation:

(Author's last name, year, page number)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of article', *Newspaper title in italics* - capitalise first letter of each word in title, except for linking words such as and, of, the, for, Publication day and month, page number. Available at: DOI or URL. (Accessed: date).

Example

In-text citation

Kim (2021, p. 9) quoted worrying statistics

Reference list

Kim, S. (2021) 'Child COVID cases are highest in these states', *Newsweek* (5 May). Available at: <https://www.newsweek.com/coronavirus-stateshighest-child-covid-caseschildren-1588815> (Accessed: 20 September 2021).

3. Conferences

3.1. Full conference proceedings

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) *Title of conference in italics*. Location and date of conference. Place of publication: publisher. Available at: DOI or URL (Accessed date).

Example

In-text citation

The conference (Jones, 2015) ...

Reference list

Jones T. (ed.) (2015) *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs.

3.2. Published conference papers or posters

In-text citation:

(Author's last name, year, page number)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of paper', *Title of the conference in italics*. Location and date of conference. Place of publication: publisher, page reference for the paper. Available at: URL or DOI if available (Accessed: date).

Not required
when doi used

Example

In-text citation

The groundbreaking study (Cook, 2014, pp.129) ...

Reference list

Cook, D. (2014) 'Developing franchised business in Scotland', *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs, pp. 127-136.

4. Theses and dissertations

In-text citation:

(Author's last name, year, page number)

Reference list:

Author's last name, INITIAL(S). (Submission year) *Title of thesis in italics*. Degree statement. Degree-awarding body. Available at: DOI or URL (Accessed: date).

Example

In-text citation:

A recent thesis (Wilson, 2015, page number) ...

Reference list

Wilson, S.L. (2015). *Antecedents to business succession planning in small relationship-dependent service businesses*. PhD thesis. Oklahoma State University. Available at: http://media.proquest.com/media/pq/classic/doc/4134124991/fmt/ai/rep/NPDF?_s=LjlHSMDD0CYOc0ZaL6yXiKttxcB0%3D (Accessed: 17 January 2017).

5. Websites

5.1. Websites and web pages with authors

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year/last updated) *Title of the website web page in italics*. Available at: URL (Accessed: date).

Example 1. Web page with individual author

In-text citation

The Pirate Party earned 10 out of 63 seats in Iceland's Parliament (Vazquez, 2016).

Reference list

Vazquez, L. (2016) *Would pirates make good politicians? Iceland's about to find out.* Available at: <http://bigthink.com/laurie-vazquez/would-pirates-make-good-politicians-icelands-about-to-find-out> (Accessed: 28 December 2016).

Example 2. Specific web page within website

In-text citation

Verlet researches anion formation (Verlet, 2021).

Reference list

Verlet, J.R.R. (2021) *Dynamics of anion formation.* Available at: <http://www.verlet.net/edc.html> (Accessed: 19 September 2023).

5.2. Websites with organisation as author

In-text citation

UNICEF has received 7 million euros from the European Union (United Nations, 2016).

Reference list

United Nations (2016) *EU commits additional 7 millions euros to support UNICEF in Iraq.* Available at: <http://www.un.org/apps/news/story.asp?NewsID=55877#.WGPWHrbhBGM> (Accessed: 28 December 2016).

5.3. Web pages with no authors

In-text citation

Illustration of the houses can be found online (*Palladio's Italian villas*, 2005)

Reference list

Palladio's Italian villas (2005) Available at: <http://www.boglewood.com/palladio/> (Accessed: 28 December 2016).

5.4. Web pages with no dates

In-text citation

Visual tools may be useful for compression (Flixel, no date)

Reference list

Flixel (no date) *Magical tools for visual storytelling.* Available at: <https://flixel.com/company/> (Accessed: 1 June 2022).

6. Blogs/vlogs

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of the message', *Title of Internet site in italics*, Publication day and month of posted message. Available at: URL (Accessed: date).

Example

In-text citation

Scientists have to know the audience and clarify the message to communicate effectively (Leeming, 2016)

OR

According to Leeming (2016) to know the audience...

Reference list

Leeming, L. (2016) 'You are a designer – act like one', *Naturejobs blogs*, 28 December. Available at: <http://blogs.nature.com/naturejobs/2016/12/28/youre-a-designer-act-like-one/#more-11621> (Accessed: 28 December 2016).

7. Social media posts (Facebook, Twitter, Weibo, TikTok and others)

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Year posted) 'Title of the description of posted in single quotation marks' [Name of platform] Day and month posted. Available at: URL (Accessed: date).

Example

In-text citation

All sexual norms are tenuous, not just heterosexuality (Butler, 2008).

Reference list

Butler, J. (2008) 'Quotes' [Facebook] 13 June. Available at: https://www.facebook.com/permalink.php?story_fbid=67392233129&id=16117308129 (Accessed: 28 December 2016).

8. Wikis

In-text citation:

(Author's last name, year)

Reference list:

'Title of article in single quotation marks' (Year the entry was published/last update). *Title of the wiki site in italics*. Available at: URL (Accessed: date).

Example

In-text citation

Hedy Lamarr is considered the mother of the WiFi ('Hedy Lamarr', 2022).

Reference list

'Hedy Lamarr' (2022) *Wikipedia*. Available at: https://en.wikipedia.org/wiki/Hedy_Lamarr (Accessed: 19 September 2022).

9. Generative AI

In-text citation:

(Name of AI, year)

Reference list:

Name of AI (Year). *Title of the work in italics* [Medium]. Available at: URL (Accessed: date).

Example 1. AI

In-text citation

The AI-generated flower (Shutterstock AI, 2023)...

Reference list

Shutterstock AI (2023) *Photo of pond with lotus flower* [Digital art]. Available at: <https://www.shutterstock.com/image-generated/photo-pond-lotus-flower-2252080005> (Accessed: 31 March 2023).

Example 2. ChatGPT

In-text citation

The Treaty of Versailles was one of the main factors that caused the tension (OpenAI, 2024)...

Reference list

OpenAI (2024) 'How did the Second World War start?', *ChatGPT* [Large language model]. Available at: <https://chatgpt.com/share/6745b4b3-ab74-800e-b51a-3697ec64dcec> (Accessed: 26 November 2024).

*Note: personal communication

If the AI's end product is only available to you, cite this as a personal communication and include a description of the AI generated material in your in-text citation. Consult your tutor in case they require you to provide a copy of the AI work as an appendix to your work:

Reference list

Name of AI (Year of communication) Medium of communication Receiver of communication, Day/month of communication.

Example 3. Personal communication

In-text citation

When prompted by the author, DeepAI responded with a 'definition of academic integrity' (DeepAI, 2024). A copy of this response is in Appendix 1.

Reference list

DeepAI (2024) DeepAI response to John Stephens, 2 October.

10. Personal and virtual learning environments (NEOlms, Blackboard, Moodle, etc.)

10.1. Tutor lecture notes

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of item'. *Module code: module title in italics*. Institution or venue. Available at: URL (Accessed: date).

Example

In-text citation

The need of referencing (Florenzano, 2016) ...

Reference list

Florenzano, M. (2016). 'Week 5: Citing and referencing your sources'. *AS: Academic skills*. Marbella International University Centre. Available at:
https://miuc.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_1765_1&content_id=_37442_1&mode=reset (Accessed: 12 January 2017).

10.2. Presentations: PowerPoint, Prezi, etc.

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) 'Title of presentation' [Presentation slides]. *Module code: module title in italics*. Institution or venue. Available at: URL (Accessed: date).

Example

In-text citation

The presentation about plagiarism (Florenzano, 2016) shows...

Reference list

Florenano, M. (2016) 'Plagiarism' [Presentation slides]. *AS: Academic skills*. Marbella International University Centre. Available at:
https://miuc.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_1765_1&content_id=_37443_1&mode=reset (Accessed: 12 January 2017).

10.3. Recorded lectures

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Year) 'Title of communication' [Medium in square brackets]
Module code: module title in italics. Institution or venue. Day/month. Available at: URL
(Accessed: date).

Example

In-text citation

Points of interest from the lectures about plagiarism (Florenzano, 2016) ...

Reference list

Florenano, M. (2016) 'Plagiarism' [Recorded lecture]. *AS: Academic skills*. Marbella International University Centre. 22 December. Available at: https://miuc.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_1765_1&content_id=_37443_1&mode=reset (Accessed: 12 January 2017).

11. Audiovisual material

11.1. Film on DVD/Blu-ray

In-text citation:

(Title of the film, year)

Reference list:

Title of film in italics (Distribution year) Directed by name of the director [DVD] or [Blu-ray].
Place of distribution: distribution company.

Example

In-text citation

Movies that show acrophobia (*Vertigo*, 2003) ...

Reference list

Vertigo (2003) Directed by Alfred Hitchcock [DVD]. U.K.: Universal.

11.2. Online video sharing platforms, including YouTube, Vimeo, IGTV, Dailymotion, TED

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S) or organisation posting video. (Year video posted) *Title of video in italics*. Date uploaded if available. Available at: DOI or name of the streaming service/app or URL (Accessed: date).

Example

In-text citation

The different methods for teaching academic vocabulary (Yaris, 2012) allow ...

Reference list

Yaris, G. (2012) *Teaching academic vocabulary*. 16 January. Available at: <https://youtu.be/vGTXe4uCFnU> (Accessed: 11 January 2017).

12. Visual sources

12.1. Photographs/images

12.1.1. Print

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) *Title of photograph in italics* [Photograph].
Place of publication: publisher.

Example

In-text citation

His beautiful photograph (Thomas, 2017)...

Reference list

Thomas, T. (2017) *Redevelopment in Byker* [Photograph]. Newcastle upon Tyne: Then & Now Publishing.

12.1.2. Images available online

In-text citation:

(Author's last name, year)

Reference list:

Author's last name, INITIAL(S). (Publication year) *Title of image in italics*. Available at: DOI or URL (Accessed: date).

Examples

In-text citation

His beautiful photograph (Kitto, 2013) ...

Reference list

Kitto, J. (2013) *Golden sunset*. Available at:
http://www.jameskitto.co.uk/photo_18277786.html (Accessed: 18 September 2020).

In-text citation

Chunyang Lin's (Solar ikon) recent work (2015)...

Reference list

Lin, C. (2015) *Green Onion*. Available at:
<http://www.flickr.com/photos/chunyang/4004866489/> (Downloaded: 18 September 2020).

In-text citation

Fisher's collection of deconstruction photographs (2016)...

Reference list

Fisher's D. (2016) *deepbody*. Available at: <http://www.instagram.com/deepbody> (Accessed: 18 September 2020).

12.1.3. Images with no author

In-text citation:

(*Title*, year)

Reference list:

Title of photograph in italics (Publication year). Available at: DOI or URL (Accessed: date).

Example

In-text citation

The dancers circled the maypole (*Kernewek Lowender – Copper Coast Cornish Festival*, 2021).

Reference list

Kernewek Lowender – Copper Coast Cornish festival (2021) Available at: <https://www.facebook.com/kernewekcc/photos/a.539234689495962/4033810613371668> (Accessed: 13 June 2021).

12.2. Book and article illustrations, figures, diagrams, logos and tables

If you are citing an illustration, figure, diagram or table, start with the source in which it appeared. In your in-text citation, give the page number and any caption number that will help to identify the illustration, using the terminology in the book or article (for example *illus./fig./diagram/logo/table*). The reference list entry will be for the whole article or book.

In-text citation:

(Author's last name, year, page number, any caption number and the terminology in the book or article to identify the illustration)

Reference list:

Author's last name, INITIAL(S). (Publication year) Publication information for book or article.

Example 1. Book illustration

In-text citation

Holbein's painting illustrated the prelate's ornate mitre (Strong, 1990, p. 62, Fig. 12).

Reference list

Strong, R. (1990) *Lost treasures of Britain*. London: Viking.

Example 2. Article

In-text citation

The GDP data for the UK (James, 2021, p. 12, Table 2) ...

Reference list

James. T. (2021) 'UK economic forecasts 2020–21', *Business Insider*, 6(2), pp. 9–14.

Example 3. Logo

In-text citation

Controversy surrounded the Olympic logo (London2012, 2010, logo)...

Reference list

London2012 (2010) *London2012*. Available at: <http://www.london2012.com> (Accessed: 20 May 2019).

13. Protocols, regulations and guideline

In-text citation:

(Author's last name or organization name, year)

Reference list:

Author or organization name (Publication year) *Title in italics*. Series or publication number.
Place of publication: Publisher. Available at: DOI or URL (Accessed: date).

Examples

In-text citation

Recommendations for implementation of the marketing strategy in European Union countries (European Commission, 2004).

Reference list

European Commission (2004) *First report on implementation of the internal marketing strategy 2003-2006*. Luxembourg: Office for Publication of the European Communities.

In-text citation

Challenges to public finance sustainability faced (European Commission, 2017) ...

Reference list

European Commission (2017) *The debt sustainability monitor 2016*. Available at: http://ec.europa.eu/economy_finance/publications/eeip/pdf/ip047_en.pdf (Accessed: 12 January 2017).

14. Reports

In-text citation:

(Author's last name or organization name, year)

Reference list:

Author or organization name (Publication year) *Title of report in italics*. Place of publication: Publisher. Available at: DOI or URL (Accessed: date).

Example

In-text citation

The company's profits increased (Ford Motor Company, 2015) ...

Reference list

Ford Motor Company (2015) *2015 annual report*. Available at: <http://corporate.ford.com/content/dam/corporate/en/investors/reports-and-filings/Annual%20Reports/2015-Annual-Report.pdf> (Accessed: 12 January 2017).

15. Countries legal sources

15.1. Jurisdictions

If you are citing legislation from more than one jurisdiction, include the country or authority after the title in the reference list.

In-text citation:

(*Legislation title in italics*, year)

Reference list:

Legislation title in italics (Year) *Official Journal in italics* Series initial issue, Page numbers.

Examples

In-text citation

The UK Parliament passed the Fire Safety Act 2021 ...

In Singapore, the Vulnerable Adults Act 2018 ...

Reference list

Fire Safety Act 2021, c.24 (United Kingdom). Available at: <https://www.legislation.gov.uk/ukpga/2021/24/contents/enacted> (Accessed: 14 November 2021).

Vulnerable Adults Act 2018, no. 27 (Singapore). Available at: <https://sso.agc.gov.sg/Act/VAA2018> (Accessed: 24 November 2021).

15.2. Law reports

In-text citation:

(‘Name of parties involved in case in single quotation marks’, year)

Reference list:

‘Name of parties involved in case in single quotation marks’ (Year) Court and case no. *Database or website in italics*. Available at: DOI or URL (Accessed: date).

Example

In-text citation

The case of ‘Humphreys v. Revenue and Customs’ (2012) ...

Reference list

‘Humphreys v. Revenue and Customs’ (2012) United Kingdom Supreme Court, case 18. *BAILII*. Available at: <http://www.bailii.org/uk/cases/UKSC/2012/18.html> (Accessed: 2 May 2021).

15.3. Law Commission reports and consultation papers

In-text citation:

(Law Commission, year)

Reference list:

Law Commission (Year of publication) *Title of report or consultation paper in italics*. (Number of report or consultation paper, Command Paper number if given). Place of publication: publisher. If accessed online DOI or Available at: URL (Accessed: date).

Example

In-text citation

The report (Law Commission, 2001) recommended that retrial after acquittal should be permitted in cases of murder, if new evidence became available.

Reference list

Law Commission (2001) *Double Jeopardy and Prosecution Appeals*. (Law Com No 267, Cm 5048). London: The Stationery Office.

OR

Law Commission (2001) *Double Jeopardy and Prosecution Appeals*. (Law Com No 267, Cm 5048). Available at: <https://www.lawcom.gov.uk/project/double-jeopardy-and-prosecution-appeals/> (Accessed: 17 May 2021).

15.4. Cases analyses

In-text citation:

(Author or organization, year)

Reference list:

Author or organization (Year of publication) ‘Title of case in single quotation marks’. *Title of website or database in italics*. Available at: URL (Accessed: date).

Example

In-text citation

The analysis of the case (Essex Chambers, 2018) ...

Reference list

Essex Chambers (2018) ‘CH v A Metropolitan Council’. *Essex Chambers*. Available at:

https://www.39essex.com/cop_cases/ch-v-metropolitan-council/ (Accessed: 20 September 2022).

16. European Union legal sources

16.1. EU Legislation

In-text citation:

(*Legislation title in italics*, year)

Reference list:

Legislation title in italics (Year) *Official Journal in italics* Series initial issue, Page numbers.

Example

In-text citation

All signatories to the Treaty (*Consolidated Version of the Treaty on European Union*, 2008)...

Reference list

Consolidated Version of the Treaty on European Union (2008) *Official Journal* C 115, 9 May, pp.13–45.

16.2. EU directives, decisions and regulations

In-text citation:

(‘Legislation type’, year)

Reference list:

‘Legislation type, number and title in single quotation marks’ (Year) *Official Journal series in italics* Issue Series initial issue, Page numbers. Available at: DOI or URL (Accessed: date).

Example 1. Directives

In-text citation

The minister highlighted the terms of ‘Council directive 2008/52/EC’ (2008)

Reference list

‘Council directive 2008/52/EC on certain aspects of mediation in civil and commercial matters’ (2008) *Official Journal* L136, p. 3.

Example 2. Regulations

In-text citation

The minister highlighted the terms of ‘Council regulation (EU) 2015/760’ (2015)

Reference list

‘Council regulation (EU) 2015/760 on European long-term investment funds’ (2015) *Official Journal* L123, p. 98.

Example 3. Commission decisions

In-text citation

The minister highlighted the terms of ‘DS Smith/Duropack’ (2015)

Reference list

‘Case M.7558 – DS Smith/Duropack’ (2015) Commission decision. *Eur-Lex*. Available at: https://ec.europa.eu/competition/mergers/cases/decisions/m7558_497_2.pdf (Accessed: 1 May 2021).

16.3. Judgements of the European Court of Justice and General Court

In-text citation:

(‘Legislation type’, year)

Reference list:

‘Case name in single quotation marks’ (Year) Case number; European Case Law Identifier – ECLI. *Publication title in italics*, Issue, Section, page numbers.

Example

In-text citation

Consideration of the Swedish view (‘Commission of the European Communities v Kingdom of Sweden’, 2005) ...

Reference list

‘Commission of the European Communities v Kingdom of Sweden’ (2005) Case no. C-111/03;
ECLI:EU:C:2005:619. *European Court Reports*, I, 08789.

17. United Nations resolutions

In-text citation:

(Organisation, year)

Reference list:

Organisation (Year) *Title in italics*. Resolution number. Available at: DOI or URL (Accessed: date).

For General Assembly resolutions, place A/RES/ before the resolution number, for example A/RES/62/24.

For Security Council resolutions, place S/RES/ before the resolution number, for example S/RES/1801.

Example

In-text citation

The climate change resolution (United Nations General Assembly, 1994) ...

Reference list

United Nations General Assembly (1994) United Nations framework convention on climate change. Resolution A/RES/48/189. Available at:

<https://unfccc.int/sites/default/files/resource/docs/1994/un/eng/ares48189.pdf> (Accessed: 27 May 2022).

18. International treaties, conventions and accords

In-text citation:

(*Title of treaty in italics*, year)

Reference list:

Title of treaty in italics (Year) Treaty number. *Publication title in italics*, volume and page numbers. Available at: DOI or URL (Accessed: date).

Example

In-text citation

Spain supported the Convention Relating to the Status of Refugees (1951) ...

Reference list

Convention relating to the status of refugees (1951) Treaty no. 2545. *United Nations Treaty Series*, 189, pp. 137–221. Available at:
<https://treaties.un.org/doc/Publication/UNTS/Volume%20189/volume-189-I-2545-English.pdf> (Accessed: 10 September 2022).

19. International Court of Justice cases

In-text citation:

(‘Case name’, year)

Reference list:

‘Case name in single quotation marks’ (Year) *International Court of Justice cases in italics*. Publication type and date if required. Available at: DOI or URL (Accessed: date).

Example

In-text citation

The cases of ‘Maritime Dispute (Peru v. Chile)’ (2014) considered ...

Reference list

‘Maritime Dispute (Peru v. Chile)’ (2014) *International Court of Justice cases*. Judgement of 27 January. Available at: <https://www.icj-cij.org/en/case/137> (Accessed: 14 May 2021).

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'Council directive 2008/52/EC on certain aspects of mediation in civil and commercial matters' (2008) *Official Journal* L136, p. 3.

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