



GCU Harvard: Referencing Guide

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This guide provides examples of the Harvard style of referencing for widely used materials and sources of information as given in the British Standard (BS ISO 690:2010). It covers citing sources and compiling a list of references.

We cannot cover every type of source and we do not make a judgement on whether a type of reference is appropriate for you to use. If you are in any doubt about what is expected always check your module handbook or with your lecturer. Where a variation is possible we have followed the guidance given in the British Standard.

If the type of material you want to reference is not included find a similar resource and follow as closely as you can, however, if you think it should be added please let us know and we will consider adding it to a future guide.

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

You are responsible for checking your references and correcting errors even if you are using a referencing software tool.

Harvard Referencing

Academic Integrity

Citing and referencing sources acknowledges the ideas, work and opinions of authors or organisations and how they have influenced your work. It helps differentiate between your work and opinions and those of the authors you have read and used in the text. It shows your reader that you have read the relevant resources and that your work is built on solid academic evidence.

Plagiarism is using or passing off another person's work as your own. Using anyone's words, ideas or images in your course work and not acknowledging it, even unintentionally, is a serious breach of the [Student Code of Conduct](#).

Good note keeping and using reference management software like RefWorks can help keep you on track.

You must include a citation whenever you use a quote, summarise a piece of writing or rewrite an idea in your own words (known as paraphrasing). This avoids confusion for the reader and protects you from plagiarising another's work.

Please note that formatting and punctuation should follow the examples laid out in the guide.

Always check your module handbook for the preferred style of your lecturer.

Compiling your reference list

Reference list or bibliography?

The reference list allows a reader to find and read the sources used. There is an example at the end of the guide. List all your citations in alphabetical order by author. If an author has more than one work then list them by oldest first. A reference list is the most commonly used.

A **reference list** is a list of all the items directly cited in your work.

A **bibliography** is everything you have cited plus anything which could be considered to have influenced your work, for example, an article read during your research but not directly cited.

Abbreviations and acronyms

You must use the long form of an organisation's name or common abbreviation the first time you use it, after this you can use the abbreviation or acronym, including in the citation:

The World Trade Organisation (WTO) first introduced the Information Technology Agreement in 1996 (WTO, 1997).

Troubleshooting

Missing information

Where information is missing from a source you should make it clear to the reader.

No date?

If there is no date say that in the citation (Barnet Council, no date) and in the reference list Barnet Council, [no date] ... If you can guess the approximate date you can use 'c.' (means 'circa') - Barnet Council (c.2010) introduced this planning process...

No author?

If no personal author or organisation can be identified use the title in italics (*Who governs a country's airspace?* 2020) as the citation. If the author's name has been intentionally concealed use 'Anon' (for Anonymous) for both the citation and the reference list.

No page, volume or issue numbers?

Almost all journals are published online now and often have no page numbers. Some eBooks also have no page numbers only chapter headings. You can use the article code in place for example: e12345. You can also say [no pages] in place of the number. Volume/issue may be the month of publication or not present at all.

It is ok to adapt the style to fit new forms of information. It is more important that it is clear for your reader and that you are consistent.

PDF documents

If you only have a pdf of a document, found on the web or in Google Scholar, you should try and track down the source. Search the web using the document title and publisher or organisation. If you can't find it that usually indicates that the source is out of date or has been replaced. It is important that you assess the reliability of the resources you choose to use and that your reader can find them too.

URLs / Web addresses

It is ok to shorten or tidy up a long URL.

Instead of:

http://www.healthcareimprovementscotland.org/our_work/standards_and_guidelines/stnds/hai_standards_2015.aspx

You can use: www.healthcareimprovementscotland.org

Make sure you haven't used a library or database URL with coding in – for more help see our full guide to [choosing the right URL](#).

Editions and Reprints

For all editions use the published date not the reprint date. Reference the source you have in front of you whether online or in person.

Take any information from the edition details not the reprint unless the publisher changes. If the publisher changed then reference it with the edition and updated place and publisher.

Different online and print versions

Sometimes an online resource can evolve differently to the print, it can have a different publisher or format. You should reference the version you are using.

The British National Formulary is a good example of this.

Online reference

JOINT FORMULARY COMMITTEE, 2020. *Paracetamol (Acetaminophen)* [online]. British National Formulary. [viewed 18 November 2020]. Available from: <https://bnf.nice.org.uk/>

Cited as (Joint Formulary Committee (JFC), 2020) the first time and just (JFC, 2020) after that.

Print reference

BRITISH MEDICAL ASSOCIATION & ROYAL PHARMACEUTICAL SOCIETY, 2020. *BNF 78: September 2019 - March 2020*. London: BNF Publications.

Cited as (British Medical Association (BMA) & Royal Pharmaceutical Society (RPS), 2020) then (BMA & RPS, 2020)

Secondary referencing

Where an author is quoted or referred to within another source you can cite that resource and make it clear it is in another work by using the phrase 'cited in':

'18 to 24-year-olds represent 33% of the population but only account for 7% of the voters' (Cregg, 2006 cited in Young, 2015, p.137)

Cregg (2006) cited in Young (2015) asserts that ...

You should *always* try and find the original source and only use a secondary reference if you cannot use the original. For your reference list give the details of the source you have – in this case Young (2015).

Referring to sources (citing) within the text

Citation styles

For a **direct quote** - state the author's surname(s) without initials, year of publication and the page number within brackets. If a quote is more than two sentences you should indent it:

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

When **paraphrasing** (expressing another's work in your own words) you can use an **in text citation** to introduce a discussion of an author's ideas into your work naturally and help with the flow of the writing. Use the author's surname(s) within the sentence and the year of publication in brackets:

Lyman (2011) states that... however Seaborn (2014) challenges this...

It is good to vary the styles used and the words used to introduce ideas. Think about the point of view of the author and whether it agrees with your views.

Bartlett (2014) argues / claims / observes / proposes etc.

According to McGarry (2012) there is no ...

You can also place your citation at the end of the sentence/paragraph, with the author's surname(s) and year of publication in brackets:

Undertaking a literature review is essential within research, to help you justify why you have chosen a specific topic, establish what research has already been carried out and identify a new approach to explore (Moore, 2010).

If you need to cite more than one source you can list the citations together and separate them with a semi-colon (;) begin with the most recent:

Writing a good literature review requires the ability to critically assess resources (Aveyard, 2014; Ridley, 2012).

For citing legal sources see the [Case law and legislation section](#).

Remember - you must include a citation whenever you use a quote, summarise a piece of writing or rewrite an idea in your own words (paraphrasing).

Citation examples

One author

State the author's surname without initials and the year of publication. This example uses a direct quote so the page number is included.

'Critical thinking is learned' (Kleinig, 2016, p.5).

Two or three authors

Include all the surnames .

'Reference methods evolve as technology and preferences alter' (McMillan, Smith and Weyers, 2007, p.199).

Four or more authors

With four or more authors you can use the first author's surname then write 'et al.' (this means 'and others'). Note: this is an example of paraphrasing.

Only teaching students how to run a literature search without ensuring they understand the source of the information and how to use it could be considered inadequate (Jackson et al., 2014).

Use et.al. only in the citation - you must list all the names in the reference list.

Organisation as author (Corporate author)

If no person is stated to be the author use the **organisation's name** for the citation and the reference. Common examples of this are government departments and professional bodies.

'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).

Chapter authors / Edited books

Where a book has chapters written by different authors the chapter author(s) should be cited.

[See page 12](#) for how to reference a chapter in an edited book.

Authors with the same name or an author with more than one work in the same year

The different dates will show they are different sources. In the reference list start with the oldest to most recent for authors with the same name.

If the **name and date is the same** use a lower case letter after the date starting with a then b, c

‘Edinburgh has long been a rite of passage for actors’ (Smith, 2014a).

Smith (2014b) makes the argument that the recent presence of a Chinese dance production in London reflects an international outlook.

No author – see the section on [missing information](#).

Citing Tables and Figures

Table or Figure?

Tables can contain text or numbers organised in rows and columns. Columns may also have headings. A table is used to display data.

Figures are illustrations, bar charts, pie charts, graphs etc.

If you use information from another source and it is not entirely your own work – you must provide a reference for it. You can find lots of [help with referencing](#) on the GCU library website.

Citing and Referencing Tables

This table is taken from National Records of Scotland’s website.

Give any tables you use a number in the order of use – this is our first table so it is number one.

Underneath the table give a short description. You must also state if it is only part of the whole or you have adapted it.

Boys			Change in Ranking	Girls			Change in Ranking
Rank ¹	Name	Number	2019-2020	Rank ¹	Name	Number	2019-2020
1	Jack	354	no change	1	Isia	347	2 ▲
2	Noah	299	6 ▲	2	Olivia	334	-1 ▼
3	James	292	no change	3	Emily	300	-1 ▼
4=	Leo	274	3 ▲	4	Freya	284	5 ▲
4=	Oliver	274	-2 ▼	5	Ava	276	1 ▲
6	Harris	268	-1 ▼	6	Sophie	275	-2 ▼
7	Rory	258	3 ▲	7	Ella	267	-2 ▼
8	Alexander	252	3 ▲	8	Grace	261	no change
9	Finlay	247	12 ▲	9	Amelia	254	-2 ▼
10	Archie	244	9 ▲	10	Lily	208	6 ▲

Table 1: Extract from the National Records of Scotland top 100 baby names 2020

To cite in text

To refer to the table in your work you need the author and date of publication.

According to the National Records of Scotland (2021) Jack remained the most popular baby name for boys born in Scotland in 2020.

The most popular name given to baby girls born in Scotland in 2020 was Isla (National Records of Scotland, 2021).

Reference list example

NATIONAL RECORDS OF SCOTLAND, 2021. *Babies' First Names 2020* [online]. National Records of Scotland. [viewed 24 May 2021]. Available from: <https://www.nrscotland.gov.uk>.

Citing and Referencing Figures

A figure refers to any image or illustration you use in your work.

If the figure is taken from any other source you must provide a citation and a reference.

If the figure shows your own work you do not need a reference only a number and description – for example a graph or chart which details the results of your own research, own artwork or a photograph that you have taken.

All figures are given a number in order of use and a description.

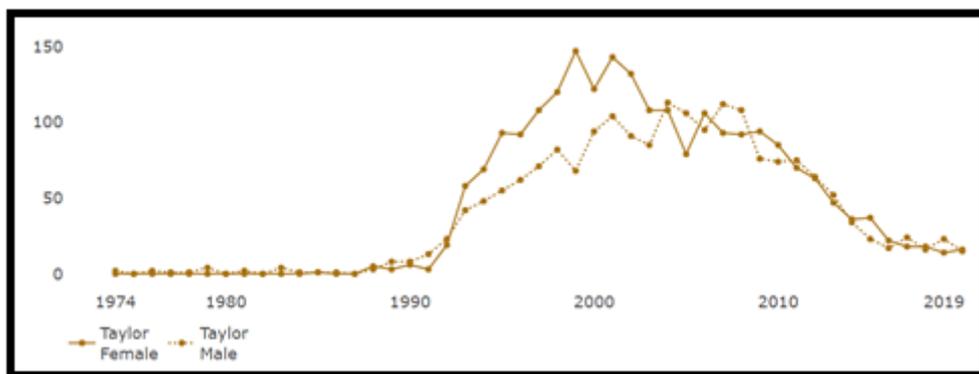


Figure 1: Popularity of the name Taylor by year of birth from National Records of Scotland (2020).

To cite in text

Don't restate the information shown in the figure but let your readers know the key points.

Figure 1 taken from the National Records of Scotland (2020) shows the name Taylor was most popular for girls born in 1999 and for boys in 2004.

Figure 1 shows us that the name Taylor is used for both girls and boys (National Records of Scotland, 2020).

Reference list example

NATIONAL RECORDS OF SCOTLAND, 2020. *Babies' First Names* [online]. National Records of Scotland. [viewed 24 May 2021]. Available from: <https://scotland.shinyapps.io/nrs-baby-names/>

Notes

If you have a lot of tables or figures in your work you may want to provide a list after your table of contents.

Remember – any tables and figures created by you, based on your own data or work, are not included in the reference list. Tables and Figures copied whole, part or adapted from more than one source must be referenced.

Choosing the right link for online references

If you have used an online resource you need to include a link to it in your reference. You will need to decide which link to include – if you can see a DOI choose that first:

DOI (Digital Object Identifier)

An address to a single article that doesn't change.

Example: <http://dx.doi.org/10.1016/j.tranpol.2016.07.014>

URL (Uniform Resource Locator)

The address of a resource on the Internet.

Example: NICE, 2014. *Head injury: assessment and early management Clinical guideline [CG176]* [online]. NICE. [viewed 02 May 2020]. Available from: www.nice.org.uk/guidance/cg176

Ebooks (e.g. O'Reilly, VLE, MyiLibrary)

When you are logged into an ebook through the library the URL in the address bar of your browser is temporary and cannot be used again, so for ebooks use the beginning of the address.

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

Websites (e.g. newspaper articles, reports, organisational publications etc.)

Copy the URL in the address bar of your browser. If you are downloading publications the URL for the PDF document is also fine to use.

Example: <https://www.theguardian.com/environment/electric-cars>

From a library database or a publisher's website (e.g. ejournal articles, theses etc.)

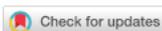
Don't cut and paste a link from the address bar as you are logged in and it will give anyone else an error message.

Look for a **DOI** or a permanent link in the entry for the article - here are some examples:

The Digital Architectures of Social Media: Comparing Political Campaigning on Facebook, Twitter, Instagram, and Snapchat in the 2016 U.S. Election

Michael Bossetta 

First Published March 28, 2018 | Research Article



<https://doi.org/10.1177/1077699018763307>

ARTICLE
British National Formulary: Instant interactions online
 Mehdizadeh, A
 British dental journal, 2018-10-12, Vol.225 (7), p.580-580
 PEER REVIEWED OPEN ACCESS

Read Article [Available Online](#) >
 View Issue Contents

PERMALINK REFERENCE EMAIL REWORKS ENDNOTE EXPORT RIS EXPORT BIBTEX

https://discover.gcu.ac.uk/permalink/44GLCU_INST/h3pn8n/cdi_proquest_miscellaneous_2119919516

Reference Examples

Articles (Journals: Print and Online)

Note that the British Standard (BS ISO 690:2010) requires the journal volume is in **bold text**.

Article from an ejournal (also an example of one author)

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>

Online only journals

There are some journal articles that don't fit the template they may be online only, pre print, early online etc. They may have a volume and an article number, just an article number or no issue or page numbers. In these cases you may adapt the style to reflect the information available. Contact your librarian for help if needed.

Article from a print journal (also an example of two or three authors)

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*. **Volume number** (Part or Issue or Month), Page Number(s).

Example: NIEMI, H., HARJU, V., & KUOKKANEN, A., 2014. Digital storytelling for 21st-century skills in virtual learning environments. *Creative Education*. **5**(9), pp.657-671.

Article – 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. 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/>

Books

Take the information for your reference from the title page inside the book. The wording and spelling of the title should be the same as the original source. If a book has an edition number always include it in your reference.

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.

Book - Corporate author / Organisation as author

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

Example: ROYAL INSTITUTE OF CHARTERED SURVEYORS (RICS), 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>

Computer Games, Programs and Apps

Computer Games

CREATOR SURNAME, First Name or Initials. or ORGANISATION NAME, Year of creation. *Title of game* [computer game]. Publisher. [downloaded date]. Available from: <https://...>

Example: BLIZZARD ENTERTAINMENT, 2007. *World of Warcraft* [computer game]. Blizzard Entertainment. [downloaded 18 June 2018]. Available from: <http://us.blizzard.com/en-us/games/wow/>

Computer program

CREATOR SURNAME, First Name or Initials. or ORGANISATION NAME, Year of creation. Title of program (Version No.) [computer program]. Publisher. [downloaded date]. Available from: <https://...>

Example: TECHSMITH CORPORATION, 2012. *Camtasia Studio* (Version 3) [computer program]. TechSmith Corporation. [downloaded 18 June 2018]. Available from: <http://www.techsmith.com/download.html>

App

CREATOR SURNAME, First Name or Initials. or ORGANISATION NAME, Year of creation. *Title of app* (Platform Version No.) [mobile app]. Publisher. [downloaded date]. Available from: <https://...>

Example: KING, 2012. *Candy Crush* (Android Version 1.127.0.2) [mobile app]. King. [downloaded 18 June 2018]. Available from: <https://play.google.com/store/apps/details?id=com.king.candycrushsaga>

Conference proceedings

AUTHOR(S) SURNAME, First Name or Initials., Year of Publication. Title of paper [online]. *Title of conference proceedings*. Location of conference, Date of conference. [viewed on date]. Available from: web address.

Example: AKMAL, H. & COULTON, P., 2019. The internet of things game: illuminating data interactions within the internet of things [online]. *Living in the Internet of Things (IoT 2019)*. London, 1-2 May 2019. [viewed on 26 May 2020]. Available from: <https://doi.org/10.1049/cp.2019.0156>

Conversations and Interviews

You should seek permission from the parties you are quoting. If permission is refused you may anonymise the reference. See the example below. You should also consider the appropriateness of conversations as a source. Consider whether the person you have spoken to is an expert on the subject or offers particular insights. What value do they add to your understanding of the topic?

YOUR SURNAME, First Name or Initials., Year. *Conversation or interview with name of person with whom you spoke*. Location of conversation/ interview, day month.

SMITH, J., 2018. *Conversation with Robert Jones*. Glasgow, 1 June.

Anonymised: SMITH, J., 2018. *Conversation with HR manager*. Location withheld, 1 June.

Emails

Personal 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]. *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.

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.

Images, Graphs and Tables

From a book or journal

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

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

Online images

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.

For more help go to the [Citing Tables and Figures](#) section.

Leaflets and Pamphlets

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

Example: NHS Health Scotland. 2018. *How to stop smoking and stay stopped* [leaflet]. Edinburgh: NHS Health Scotland.

Example: NHS Health Scotland. 2018. *How to stop smoking and stay stopped* [online leaflet]. Edinburgh: NHS Health Scotland. [viewed 17 April 2018]. Available from: <http://www.healthscotland.com/documents/312.aspx>

Lectures, Talks and Presentations

Attended in person

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.

Viewed or participated 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: ROY, E., 2015. *When we design for disability, we all benefit* [lecture online]. 25 September. [viewed 23 Sept 2016]. Available from: https://www.ted.com/talks/elise_roy_when_we_design_for_disability_we_all_benefit

Legal sources (Case Law and Legislation)

If you need to reference Acts of Parliament, other legislation or case law follow the examples given. There is no case law or legislation style given in the British Standard. Law students would normally use a different style called OSCOLA. We have used this to give you examples to follow.

Legislation – UK and Scotland

Acts of the Scottish Parliament

Example of in text citation: Victim and Witnesses (Scotland) Act 2014

For Acts of the Scottish Parliament you can provide the asp number in brackets after the year.

Title of the Act and Year, asp number (in italics) [online]. [viewed date]. Available from: <https://...>

Example: *Victim and Witnesses (Scotland) Act 2014 (asp 1)* [online]. [viewed 18 February 2016]. Available from: www.westlaw.co.uk

Acts of UK Parliament

Cite an act by its short title and year using capital letters for the major words and without a comma before the year: Criminal Justice and Courts Act 2015

To reference an Act give the website or database where you found it.

Title of the Act and Year, Chapter number (in italics) [online]. [viewed date]. Available from: <https://...>

Example: *Criminal Justice and Courts Act 2015, c.2* [online]. [viewed 18 February 2016]. Available from: www.legislation.gov.uk/ukpga/2015/2/contents

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.

Title of the SI or SSI (in italics), SI or SSI number [online]. [viewed date]. Available from: <https://...>

Example: *Anti-social Behaviour, Crime and Policing Act 2014 (Commencement) (Scotland) Order*, SSI 2014/221 [online]. [viewed 18 November 2016]. Available from: www.westlaw.co.uk

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

Case Law

If you can you should use the Session Cases law reports – the authoritative series of law reports in Scotland and you should cite these where possible. Session Cases includes 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* refer to another report series.

For English cases, you should cite the *Law Reports* if you can. 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* then any other law report.

Follow the legal format given in the resource used.

Cases from Scotland - published cases

Case name, Year REPORT ABBREVIATION First page number

Example: Doogan v Greater Glasgow and Clyde Health Board, 2015 SC (UKSC) 32

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 number

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

Unreported / unpublished cases

In the first instance look for the ‘neutral citation’ made up of the abbreviation for the court and date: [2016] EWHC 2793 (QB)

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

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 judgment 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 judgment or a page in a case report

A pinpoint is a reference to a specific part of a case report or judgment. When citing a paragraph in a judgment 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

For more information on OSCOLA go here: www.law.ox.ac.uk/publications/oscola.php.

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>

Music

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

Example: PURPLE PLANET MUSIC, 2016. Happy Days [music]. [viewed 22 Sept 2016]. Available from: www.purple-planet.com/upbeat/4583971257

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: 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.

Podcasts, YouTube and Videos

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>

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

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 IBISWorld 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: IBISWORLD, 2016. *Airports in the UK* [online]. London: IBISWorld. [viewed 22 Sept 2016]. Available from: <http://www.ibisworld.co.uk>

Internal report from an organisation:

AUTHOR (S) SURNAME, First Name or Initials. or ORGANISATION NAME, Year of Publication. Title. Internal document. Unpublished.

Example: MOSS, D., 2015. Focus group report. Internal document. Unpublished.

Confidential report:

ANONYMISED NAME OF AUTHOR, year of publication. Title of document. Confidential document. Unpublished.

Example: COMPANY A, 2016. Recruitment criteria for non-technical grades. Confidential document. Unpublished.

or NAME WITHHELD, 2015. Biopsy protocol. Confidential document. Unpublished.

Sacred texts

The Bible

Book of the Bible chapter: verse, Holy Bible (Not in italics) and version of the Holy Bible.

Example: Mathew 5: 3-12, Holy Bible. New International Edition.

Example of in text citation: (Mathew 5: 3-12)

The Torah

Torah (Not in italics), Book chapter: verse

Example: Torah. Shemot 3:14

Example of in text citation: (Shemot 3:14)

The Qur'an

Qur'an (Not in italics), Surah: verse (year of publication) Translated by. Place of publication.

Example: Qur'an 20:26 (2010) Translated by Abdel Haleem, M.A.S. Oxford University Press

Example of in text citation: (Qur'an 20: 26)

Sources not in English

You should provide the title of the item in the original language (for titles not in the Latin alphabet you should transliterate the title). This may be followed by an English translation of the title in square brackets. At the end of the reference you may provide the name of the original language in round brackets.

AUTHOR(S) SURNAME, First Name or Initials. Or ORGANISATION NAME, Year of publication. Title in original language [English translation of title]. Place of publication: Publisher. (Original language).

Example: MAC A'GHOBHAINN, I., 1991. *An t-Aonaran [The hermit]*. Glasgow: Roinn nan Canan Ceilteach. (In Gaelic).

AUTHOR(S) SURNAME, First Name or Initials. Or ORGANISATION NAME, Year of page creation or last update. Title of page in original language [English translation of title] [online]. Organisation. [viewed date]. Available from: www... (Original language).

Example: DAS BUNDESARCHIV, 2018. *Behördengeschichte der DDR [The history of GDR administrative bodies]* [online]. Das Bundesarchiv. [viewed 1 June 2018]. Available from: <http://www.bundesarchiv.de/DE/Content/Artikel/Finden/Epochen/finden-epochen-ddr-behoerdengeschichte.html> (In German).

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: www.gcu.ac.uk/library

Systematic reviews and Trials

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

We have amended the Cochrane Collaboration recommended reference format, 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. [viewed date] 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. [viewed 8 June 2015] 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://dx.doi.org/10.1016/j.infsof.2013.01.008>

Trial

Where the number of authors or contributors is very large you can use the name of the trial group instead.

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

Example: CONSENSUS TRIAL STUDY GROUP, 1987. Effects of Enalapril on mortality in severe congestive heart failure. Results of the Cooperative North Scandinavian Enalapril Survival Study (CONSENSUS). *The New England Journal of Medicine* [online], **316**(23), pp.1429–1435. [viewed 18 March 2018]. Available from: <https://doi.org/10.1056/NEJM198706043162301>

Television and Radio Programmes

Television

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

Example: *An hour to save your life.* On the Edge. BBC 2. 11 March 2014, 21:00.

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.

Theses and Dissertations

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>.

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.

Websites, Forums, Blogs and Tweets

Website

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/

Forum

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

Example: liam_dev, 2020. *What have your gaming experiences been as blind or visually impaired?* [forum]. AudioGames.net. [viewed 25 October 2020]. Available from: <https://forum.audiogames.net/>

Blog

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

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* [@SocietyGuardian](http://gu.com/p/4xb7n/tw) [Twitter]. 09 September. [viewed 13 September 2014]. Available from: <https://twitter.com/guardian/status/509301452175867904>

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.

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/>.

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

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

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*

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#>

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.

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>

ROY, E., 2015. *When we design for disability, we all benefit* [lecture online]. 25 September. [viewed 23 Sept 2016]. Available from: https://www.ted.com/talks/elise_roy_when_we_design_for_disability_we_all_benefit

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

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>

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.

GCU library subscribes to and 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 Quick Cite and the RCM add in for Word allow you to add citations, footnotes and bibliographies to the essay or article as you're writing.

Save to RefWorks imports a website directly from the browser as a reference.

The RefWorks pages on the library website include help with setting up a RefWorks account and learning how to use RefWorks

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

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

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:

Library@gcu.ac.uk

<http://www.gcu.ac.uk/library/>