Style Sheet for Authors

This style sheet is based on the guidelines for citations and formatting of the Harvard Style, and made use of the detailed explanation of the Harvard Style by the Library of Anglia Ruskin University.
Please use endnotes (as opposed to footnotes) where needed. Each submission must include a detailed and complete bibliography of all works cited.

- **CITING REFERENCES IN-TEXT**

Any in-text reference must include the authorship and the year of the work. Depending on the nature of the sentence/paragraph that is being written, references to sources must be cited in the text as described below.

Author's name cited in the text
When making reference to an author's whole work in your text, it is sufficient to give the name followed by the year of publication of their work:

> When writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported by Cormack (1994).

However, where you are mentioning a particular part of the work, and making direct or indirect reference to this, a page reference should be included:

> Cormack (1994, 32-33) states that "when writing for a professional readership, writers invariably make reference to already published works".

> According to Cormack (1994, 32-33), writers should be encouraged to reference published research when addressing professional readership.

For more examples, see *page numbers*.

Author's name not cited directly in the text
If you make reference to a work or piece of research without mentioning the author in the text then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

> Making reference to published work appears to be characteristic of writing for a professional audience (Cormack 1994).

More than one author cited in the text
Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

> Smith (1946) and Jones (1948) have both shown …

Two or three authors for a work
When there are two or three authors for a work, they should be noted in the text:

>   White and Brown (2004) in their recent research paper found …

>   Recent research (White and Brown 2004) suggests that ...

>   During the mid-nineties research undertaken in Luton (Slater and Jones 1996) showed that …

>   Further research (Green, Harris and Dunne 1969) showed …

When there are two or three authors for a work they should all be listed (in the order in which their names appear in the original publication), with the name listed last preceded by an 'and'.

Four or more authors for a work
Where there are several authors (four or more), only the first author should be used, followed by et al.:

>   Green et al. (1995) found that the majority …

>   Recent research (Green et al. 1995) has found that the majority of …

More than one author not cited directly in the text
List these at the relevant point in the sentence or at the end of the sentence, putting the author's name followed by the date of publication and separated by a comma, within brackets.
Where several publications from a number of authors are referred to, then the references should be cited in chronological order (i.e. earliest first):

>   Further research in the late forties (Jones 1946, Smith 1948) led to major developments …

>   Recent research (Davies 1998, Brown 2001, Collins 2008) shows that …

Several works by one author in different years
If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

>   … as suggested by Patel (1994, 1996) who found that …

>   … research in the nineties (Patel 1994, 1996) found that …

Several works by one author in the same year
If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

>   Earlier research by Dunn (1993a) found that…but later research suggested again by Dunn (1993b) that …

If several works published in the same year are referred to on a single occasion, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above):

>   Bloggs (1993a, 1993b) has stated on more than one occasion that …

Chapter authors in edited works
References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author, not the editor of the whole work.

>   In his work on health information, Smith (1975) states …

No author
If the author cannot be identified use 'Anonymous' or 'Anon.' and the title of the work and date of publication. The title should be written in italics. Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

Marketing strategy (Anon. 1999)

No date
The abbreviation 'n.d.' is used to denote this:

Smith (n.d.) has written and demonstrated …

Earlier research (Smith n.d.) demonstrated that …

Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.
For further advice see **References with missing details.**

Page numbers
Including the page numbers of a reference will help readers trace your sources. This is particularly important for quotations and for paraphrasing specific paragraphs in the texts:

Lawrence (1966, 124) states "we should expect …"

This is to be expected (Lawrence 1966, 124) …

Quoting portions of published text
If you want to include text from a published work in your essay then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as:

the author states that "…….."

the author writes that "…….."

On the topic of professional writing and referencing Cormack and Brown (1994, 32) have stated…

"When writing for a professional readership, writers invariably make reference to already published works…"

In order for a reader to trace the quoted section it is necessary to give the number of the page where the quotation was found. The quotation should also be emphasized (where it is about 50 words or more) by indenting it and enclosing it in quotation marks. This clearly identifies the quotation as the work of someone else, and should end with the author, date and page reference:

"Outside the UK, the BBC World Service has provided services by direct broadcasting and re-transmission contracts by sound radio since the inauguration of the BBC Empire Service in December 1932, and more recently by television and online. Though sharing some of the facilities of the domestic services, particularly for news and current affairs output, the World Service has a separate Managing Director, and its operating costs have historically been funded mainly by direct grants from the UK government." (Jones 1967, 27)

Secondary sources (second-hand references)
You may come across a summary 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.

A direct reference:

Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett 1986, 142) found that …

In this example, Brown is the work which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown's work.

If referred to indirectly:

(Brown, 1966 cited in Bassett 1986, 142)

It is important to realize that Bassett may have taken Brown's ideas forward, and altered their original meaning. If you need to cite a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work. For this reason it is best to avoid using secondary referencing.

Tables and diagrams
When using selected information from a table or diagram, or reproducing an entire table or diagram, a reference must be made to the source.
If you quote from a table in the text of your essay - treat as secondary referencing:

> Historical figures demonstrate that only sixty percent of households had televisions in Britain by the 1970s (National Statistics Office 1985 cited in Brown 2005, 267).

If you reproduce the table in your article, replicate the whole table, and add a citation below the table to acknowledge where the table was found.

Websites
When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organization or a company.

> As it has been proven (NHS Evidence 2003) …

- **CITING REFERENCES IN THE BIBLIOGRAPHY**

Books with one author
Use the title page, not the book cover, for the reference details. Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition.

> Gamer, X., 2014. *Title of book*. edition. (only include this if not the first edition) City: Publisher.

i.e. where 1st edition:
> Baron, D. P., 2008. *Business and the organization*. Chester: Pearson.

where 3rd edition:
> Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

An in-text reference for the above examples would read:

> Organizations have been found to differ (Baron 2008) when there is …

> Leading social scientists such as Redman (2006) have noted …

Books with multiple authors
For books with multiple authors, all the names should be included in the order they appear in the document. Use an 'and' to link the last two multiple authors.
Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place: Publisher.

A direct reference:

> Adams, R. J., Weiss, T. D. and Coatie, J. J., 2010. *The World Health Organization, its history and impact*. London: Perseus.

> Barker, R., Kirk, J. and Munday, R. J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

An in-text reference for the above examples would read:

> Leading organizations concerned with health (Adams, Weiss and Coatie 2010) have proved that …

A new theory (Barker, Kirk and Munday 1988) has challenged traditional thinking …

Books which are edited
For books which are edited, give the editor(s) surname(s) and initials, followed by ed. or eds.:

Gamer, X. X. and Zocker, K. K., eds., 1990. *Title of book*. Beverly Hills: Sage.
Allouche, J., ed., 2006. *Corporate social responsibility, Volume 1: concepts, accountability and reporting*. Basingstoke: Palgrave Macmillan.

Chapters of edited books
For chapters of edited books the required elements for a reference are chapter author(s) surname(s) and initials., Year of chapter. Title of chapter followed by 'In': Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Gamer, X., 2014. Title of chapter. In: Smith, J., ed. *Title of book*. City: Publisher, 1-20.

An in-text reference for the above example would read: (Gamer 2014).

Multiple works by the same author
Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the date.
Remember that this must also be consistent with the citations in the text.
Author, Initials., Year followed by letter. *Title of book.* Place: Publisher.

Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.
Soros, G., 1966b*. Beyond the road to serfdom*. Chicago: University of Chicago Press.

Works by the same author should be displayed in the order referenced in your assignment, earliest first (as above).

An in-text reference for the above example would read: (Soros 1966a) (Soros 1966b).

This also applies if there are several authors with the same surname.

Where there are several works by one author, published in different years, these should be arranged in chronological order, with the earliest date first.

Books – translations/imprints/reprints
For works which have been translated, the reference should include details of the translator, the elements for such references being:
Author, Initials., Year. *Title of book*. Translated from (language) by (name of translator, initials first, then surname). Place of publication: Publisher.

Canetti, E., 2001. *The voices of Marrakesh: a record of a visit*. Translated from German by J. A. Underwood. San Francisco: Arion.

For major works of historic significance, the date of the original work may be included along with the date of the translation:

Kant, I., 1785. *Fundamental principles of the metaphysic of morals*. Translated by T. K. Abbott, 1988. New York: Prometheus Books.

For works in another language which have not been translated into English, please provide a translation of the title in square brackets:

Krotz, F., 2007. *Mediatisierung: Fallstudien zum Wandel von Kommunikation. [Mediatization: Case Studies on the Transformation of Communication.]* Wiesbaden: VS.

For works which are reprints of classic original works, the reference should include details of the original date of the work and reprinting details, the suggested elements for such references being:

Author, Initials., Original Year. *Title of book*. (Imprint/reprint and then year). Place of publication: Publisher.

> Keynes, J. M., 1936. *The general theory of employment, interest, and money*. Reprint 1988. London: Palgrave Macmillian.

An in-text reference for the above example would read: (Keynes 1936).
For classical works which have been abridged or introduced by a noted writer:

> Leakey, R. E., 1979. *The illustrated origin of species*. Reprint of On the Origin of species by Charles Darwin, 1859. Abridged and introduced by Richard E. Leakey. London: Faber and Faber.

An in-text reference for the above example would read: (Leakey 1979).
With a recommendation to mention Darwin and the original date in text, but including Leakey as the citation.

E-books and articles only available through an University Library
For e-books accessed through a password protected database from an University Library:
Author, Initials., Year. *Title of book*. [type of medium] Place of publication: Publisher. Available through Anglia Ruskin University Library website http://libweb.anglia.ac.uk, accessed date.

E-Books

> Fishman, R., 2005. *The rise and fall of suburbia*. [e-book] Chester: Castle Press. Available through Anglia Ruskin University Library website http://libweb.anglia.ac.uk, accessed 12 May 2010.

> Carlsen, J. and Charters, S., eds., 2007. *Global wine tourism*. [e-book] Wallingford: CABI Pub. Available through Anglia Ruskin University Library website http://libweb.anglia.ac.uk, accessed 9 June 2008.

Journal articles

> Boughton, J. M., 2002. The Bretton Woods proposal: an in depth look. *Political Science Quarterly*, [e-journal] 42(6). Available through Ruskin University Library website http://libweb.anglia.ac.uk, accessed 12 June 2005.

Print journal articles
Author, Initials., Year. Title of article. *Full Title of Journal,* Volume number (Issue/Part number), Page number(s).

> Gamer, X., 2014. Title of article. *Name of journal*, 1(1), 1-20.

> Cox, C., Brown, J. T. and Trumpington, W. T., 2002. What health care assistants know about clean hands. *Nursing Today,* Spring Issue, 647-85.

> Perry, C., Reading, J. L., Williams, T. Y., Andrews, K. S. and Wilson, P. R., 2001. What health care assistants know about clean hands. *Nursing Times,* 25 May, 97(22), 63-64.

Newspaper articles
Author, Initials., Year. Title of article or column header. *Full Title of Newspaper*, Day and month before page number and column line.

> Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep., 4b.

(In the page reference, 4b - "4" indicates that the article is on the fourth page of the newspaper, columns of print on a page are labelled left to right alphabetically, so in this example "b" indicates that this is the second column of newsprint across the page from left to right.)

An example of corporate authorship where the newspaper article authorship is not stated:

Times, 2005. Corporate manslaughter: responses from the legal profession (Editorial comments), *The Times*, 8 Sep., 4b.

Online newspaper articles

Author or corporate author, Year. Title of document or page*. Name of newspaper,* additional date information. Available at URL, accessed date.

Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: Targetitis ails NHS. *Times Online,* [online] 1 June. Available at http://www.timesonline.co.uk/tol/news/uk/scotland/art1138006.ece, accessed 17 March 2005.

An in-text reference for the above example would read: (Chittenden, Rogers and Smith 2003).

Please remember that it is necessary to archive any web page you use.

- **OTHER SOURCE TYPES**

There are other types of documents which you may wish to include in your reference list or bibliography, which do not have an obvious author and date pattern.

Conference report and papers
The required elements for a conference report are:
Authorship, Year. *Full title of conference report*. Location, Date. Place of publication: Publisher.

UNDESA (United Nations Department of Economic and Social Affairs), 2005. *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

The required elements for a conference paper are:
Author, Initials., Year. Full title of conference paper. In: editor or name of organization, *Full title of conference*. Location, Date. Place of publication: Publisher.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), *6th Global forum on reinventing government: towards participatory and transparent governance*. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

Interviews
Where you are conducting the interview, it is important to confirm with the person being interviewed that they will be in agreement with a publication of their citations and/or transcript of the interview being publicly made available:
Interviewee's name (or pseudonym in case of anonymized interviews). Year of interview. *Title of interview*. Interviewed by …name. [type of medium] Location and exact date of interview.

Where you are using an interview from a source such as a television program:
Interviewee name, Initials., Year of Interview*. Title of Interview. (or Interview on ..name of program)* Interviewed by …name(first name and surname). [type of medium] Name of Channel, Date of transmission, time of transmission.

Ahern, B., 1999. *Interview on Morning Ireland.* Interviewed by John Boyd. [radio] RTE Radio 1, 15 February 1999, 08:30.

An in-text reference for the above example would read: (Ahern 1999).

Press release
These may be print or electronic.
For a print press release:
Author respectively corporate author of press release, Year. *Title.* [type of medium] date.
(A "corporate author" is an organization, for instance government departments, universities and companies. Use and cite the name of the organization like an individual author.)

RCN, 2009. *RCN praises health care staff as infections continue to fall*. [press release] 18 June 2009.

For an electronic press release:
Author respectively corporate author of press release, Year. *Title.* [type of medium] date. Available at web address, accessed date.

RCN, 2009. *RCN praises health care staff as infections continue to fall.* [press release] 18 June 2009. Available at http://www.rcn.org.uk/newsevents/news/article/uk/rcn_praises_health_care_staff_as_infections_continue_to_fall, accessed 23 June 2009.

Reference from a dictionary
When you are quoting a definition from a dictionary, use the publisher as the author: (Publisher Year) (Chambers 2010)

Dictionary publisher, Year. *Full title of dictionary.* Place of publication*:* Publisher.

Chambers, 2010. *Chambers paperback dictionary thesaurus*. London: Chambers Harpers Publishers Ltd.

Encycopaedia Britannica, 2012. *Encyclopædia Britannica Online.* [online] London: Encyclopædia Britannica (UK). Available at encyclopaediabritannica.co.uk/intro, accessed 12 June 2011.

Computer Program
Authorship/Organization, Year. Title of program. (Version). [type of medium] Distributor/Publisher. (if available) Available at web address/URL, accessed date.

Adobe Systems Incorporated, 2013. Adobe Air (3.8 beta). [computer program] Adobe Labs. Available at http://labs.adobe.com/technologies/flashruntimes/air/, accessed 30 August 2013.

- **DIGITAL SOURCES**

Website
Authorship or Source, Year. *Title of web document or web page*. Available at URL*, accessed date.

NHS Evidence, 2003. *National Library of Guidelines*. Available at http://www.library.nhs.uk/guidelinesFinder, accessed 10 October 2009.

*URL means Uniform Resource Locator - an address identifying the location of a file on the Internet
If a URL is exceedingly long, or the result of a personal search on a website, you can give the website's home page address-with the routing or web path - showing your reader how to get from the home page to the specific page you have referenced.

Please remember that it is necessary to archive any web page you use.

Publications available from websites
Author or corporate author, Year. *Title of document*. Place: Producer/Publisher. Available at URL, accessed date.

Defoe, D., 1999. *The fortunes and the misfortunes of the famous Moll Flanders.* Champaign, Illinois: Project Gutenberg. Available at http://www.gutenberg.org/etext/370, accessed 18 November 2005.

Please remember that it is necessary to archive any web page you use.

Blog
Author, Initials., Year. Title of individual blog entry. *Blog title,* [type of medium] Blog posting date. Available at URL, accessed date.

Whitton, F., 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog,* [blog] 18 June. Available at http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground, accessed 23 June 2009.

Forum

Author, Initials., Year. Title/number of individual forum entry; title of forum thread. *Forum title*, [type of medium] Forum posting date. Available at URL, accessed date.

Tannox64, 2015. #4; Searching for games of which you forgot the name. *gamesforum.com,* [forum] 20 February 2015. Available at http://www.gamesforum.com/showthread.php?t=65883, accessed 30 April 2015.

Comments (for instance on Let's Plays / gaming videos)

Author, Initials., Year if available. Comment on *Title of Let's Play / gaming video*. [type of medium] uploading date if available. Available at URL, accessed date.

JoJoMadara. Comment on *Happy Wheels – Part 1 – PewDiePie Let's Play*. [comment on gaming video] Available at https://www.youtube.com/all_comments?v=claAbj4RYLk, accessed 22 December 2014.

Social Media (Facebook, Twitter)

Author, Initials., Year. *Title of page,* [type of medium] posting date. Available at URL, accessed date.

Andrews, A., 2012. *Customer Focus Group,* [Facebook] 11 November 2012. Available at www.facebook.com/andrews, accessed 11 November 2010.

Author, Initials., Year. *Full text of tweet,* [Twitter] posting date. Available at URL, date accessed.

Big Red Corporation. 2013. *New products for cars,* [Twitter] 17 May 2013. Available at https://twitter .com/ bigredcorporation/promotions, accessed 13 November 2010.

Apps

Authorship, Year. Full text of app, [type of medium] posting date. Available at URL, accessed date.

Flipboard Inc., 2014. On the red couch with Quartz publisher Jay Lauf. Flipboard: your social news magazine, [mobile app] 17 April 2014. Available at http://inside.flipboard.com/2014/06/11/on-the-red-couch-with-cnns-brian-stelter/, accessed 3 July 2014.

Video Games

Full title, Year. [type of medium] (Platforms) Developer, Publisher.

Asura's Wrath, 2012. [video game] (PS3, Xbox 360) CyberConnect2, Capcom.

- **VIDEOS, LET'S PLAYS, BROADCASTS, IMAGES, MAPS**

DVD, video or film

Full title of DVD or video. Year of release. [type of medium] Country of origin: Film studio or maker. (Other relevant details).

Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s. 2005. [DVD] New York: Warner Brothers.

Health for all children 3: the video. 2004. [video] London: Child Growth Foundation. (Narrated by D. B. M. Hall).

For a film:
Title. Year of release. [type of medium] Director. Country of origin: Film studio.

Macbeth, 1948. [film] Directed by Orson Welles. USA: Republic Pictures.

Let's Plays, gaming and online videos
Author, Initials., Year. *Title of Let's Play or gaming or online video*, [type of medium] (uploading date if known). Available at URL, accessed date.

> PewdiePie, 2012. *Happy Wheels – Part 1 – PewDiePie Let's Play*, [Let's Play] Available at https://www.youtube.com/watch?v=XW99sBf4BUI&list=UU-lHJZR3Gqxm24_Vd_AJ5Yw, accessed 30 April 2015.

Broadcasts
For a broadcast where you would like to refer to a **named episode**:
Episode name, Year of broadcast. Series title and number (if relevant). [type of medium] Broadcasting organization and Channel, date and time of transmission.

> *The day of the Doctor, 2014.* Doctor Who, 50th anniversary episode series. [TV program] BBC, BBC 1, 23 November 2013.

If the **episode is not named**, the elements should include:
Series title, Year of broadcast. Series and episode number (if known). [type of medium] Broadcasting organization and Channel, date and time of transmission

> *Little Britain*, 2006. Series 3 episode 1. [TV program] BBC, BBC2, 30 January 2006 20.00.

For a **broadcast series**: *Series Title*, Year of broadcast. [type of medium] Broadcasting organization and Channel, date and time of transmission.

> *Little Britain*, 2006. [TV program] BBC, BBC2, 30 January 2006 20.00.

For a **broadcast obtained through Box of Broadcasts:**

> *Little Britain*, 2006. [TV program recording] BBC, BBC2, 30 January 2006 20:00. Available through Box of Broadcasts database, accessed 12 August 2011.

Pictures, images and photographs
Artist/Photographer's name (if known), Year of production. *Title of image.* [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

> Beaton, C., 1956. *Marilyn Monroe.* [photograph] (Marilyn Monroe's own private collection).

> Beaton, C., 1944. *China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu.* [photograph] (London, Imperial War Museum Collection).

For an electronic reference:
Artist/Photographer's name, Year of production. *Title of image.* [type of medium] Available at web site address, accessed date.

> Dean, R., 2008. *Tales from Topographic Oceans.* [electronic print] Available at http://rogerdean.com/store/product_info.php?cPath=4&products_id=88, accessed 18 June 2008.

When using an image, from a book or journal article, an in-text reference must be included within the article text, and a full reference included at the end of the article.

In-text: (Terrasse 1972, 1).
The full reference:
> Degas, E., 1883. Dancers on Stage. Reproduced in: Terrasse, A. 1972. *Degas.* London: Thames and Hudson.

In-text: (O'Malley 2010, 55).
The full reference:
> [Bee image] 2010. Reproduced in: O'Malley, M. 2010. *The Wisdom of Bees.* London: Portfolio.

Electronic images

For images found on the Internet and only if you have the copyright for this:
Author, Year (image created). *Title of work*. [type of medium] Available at URL, accessed date.

> Pepsi, 2009. *Pepsi can designs.* [image online] Available at
> http://www.pepsi.co.uk/MaxYourPepsi.aspx, accessed 19 June 2009.

> Van Vechten, C., 1934. *Man Ray.* [image online] Available at
> http://en.wikipedia.org/wiki/File:Man_Ray_1934.jpg, accessed 04 October 2009.

An in-text reference for the above examples would read: (Pepsi 2009) and (Van Vechten 1934).

Maps - Print Maps and Google Earth

Map publisher (origin), Year of issue. Title of map. *Map series,* Sheet number, scale. Place of publication: Publisher.

> Ordnance Survey, 2006. Chester and North Wales. *Landranger series*, Sheet 106, 1:50000.
> Southampton: Ordnance Survey.

The suggested elements for Google Earth are:
Google Earth version (if applicable), Year data released. *Image details - location, co-ordinates, elevation*. Data set (if applicable). Available at URL, accessed date.

> Google Earth 6.0, 2008. *Hylands House and Estates 51°42'39.17"N, 0°26'11.30"W, elevation 60M*. 3D Buildings data layer. Available at http://www.google.com/earth/index.html, accessed 31 August 2011.

Podcast and archived TV program

Broadcaster/Author, Year. *Program title*, Series Title (if relevant). [type of medium] date of transmission. Available at web site address, accessed date.

> National Gallery, 2008. *Episode Seventeen (March 2008),* The National Gallery Monthly Podcast. [podcast] March 2008. Available at http://www.nationalgallery.org.uk/podcasts, accessed 23 June 2009.

- **MUSIC SOURCES**

Sound Recordings- General

Surname name, Initials(s) (of originator/composer), Year. *Title*. [type of medium] Name of recording artist. Place of recording: Label.

> Tippett, M., 1993.*Symphony no. 4* . [Sound recording] Performed by the Bournemouth Symphony Orchestra conducted by Richard Hickox. Colchester: Chandos Records.

> *Im Abendrot* from Strauss's Four last songs, 2002. [Sound recording] performed by Kiri te Kanawa and the London Symphony Orchestra, conducted by Andrew Davis. London: Sony Entertainment UK.

> *Revolver*, 1966. [Sound recording] Performed by The Beatles, remastered 2009. Hayes: EMI.
> Lennon-McCartney, 1966.

> *Yellow submarine* [Sound recording] Performed by The Beatles on the album Revolver, remastered 2009. Hayes: EMI.

> Mercer, J. and Bloom, R., 1963. *Fools rush in* reissued 2002 [Sound recording] Performed by Rick Nelson on the album Rick Nelson Greatest hits. US: Capitol Records, Inc.
> Gallagher, N. 1994.

> *Live forever*. Oasis. Definitely maybe. [CD]. Manchester: Creation Records.

Lyrics

Lyricist surname, inititals., year. *Title of song*. Place of distribution (if known): distribution company.

CDs or Vinyl
Artist, year. *Title of recording*. [CD] resp. [Vinyl] Place of distribution (if known): distribution company.
Downloads
Artist, year. *Title of recording*. [Download] Available at URL, accessed date.

Song on a compilation album
Individual song as chapter in a book compilation
Artist, Year. Title of song. In: Artist, Year if different, *Title of recording* [format] Place of Distribution (if known): distribution company.

Complete album
Name of recording artist. Year. *Title of album*. [type of medium]. Place of recording: Label.

- **UNPUBLISHED WORKS**

Unpublished works
You may occasionally have access to a document before it is published and may therefore not be able to provide full details:

> Pattison, J., (forthc.) *A new book that I have written*. London: Vanity Press.

> Woolley, E. and Muncey, T., (forthc.) Demons or diamonds: a study to ascertain the range of attitudes present in health professionals to children with conduct disorder. *Journal of Adolescent Psychiatric Nursing.*

Informal or in-house publications
For informal publications, such as class handouts and leaflets, provide what details you can:
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