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 retransmission 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.


i.e. where 1st edition:

where 3rd edition:

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:


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.:  


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.


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.


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.


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


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


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.


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:


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


Journal articles


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


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


(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.


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.


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.


**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.


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.)

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


**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.


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


- **DIGITAL SOURCES**

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


*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.


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

**Blog**

**Forum**


**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.


**Social Media (Facebook, Twitter)**

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


**Apps**

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


**Video Games**

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


*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).


For a film:


**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.


**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.


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


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


For a broadcast obtained through Box of Broadcasts:


**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).


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


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:


In-text: (O’Malley 2010, 55).
The full reference:

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.

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.


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.


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.


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.


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.


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


Lyrics
Lyricist surname, inititials., year. Title of song. Place of distribution (if known): distribution company.
**CDs or Vinyl**

**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:


  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:

- **REFERENCES WITH MISSING DETAILS**

Where there is no obvious publication date, check the content and references to work out the earliest likely date:

  ca. 1995

Occasionally it may not be possible to identify an author, place or publisher. This applies particularly to what is known as ‘grey literature’, such as some government documents, leaflets and other less official material.

  Anon author anonymous
  s.l. no place of publication (Latin: *sine loco*)
  s.n. no named publisher (Latin: *sine nomine*)
  n.d. no date

Information such as place and publisher not found on the document, but traced from other sources, should be placed in square brackets. You should, however be very cautious about using as supporting evidence material where you cannot identify the authorship, date or source.