Note: There is a separate Harvard Guide for the Faculty of Life & Health Sciences.

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Foreword

This guide is recommended for all Ulster students using Harvard as their citation style, except those from Life & Health Sciences, who have their own version of Harvard.

Law students (other than those taking a single law module as part on their studies) should use the Oxford University Standard for Citation of Legal Authorities (OSCOLA). A brief guide to legal citation, as well as the full OSCOLA document, can be found at: www.law.ox.ac.uk/research-subject-groups/publications/oscola

Other referencing styles are available, e.g. APA, MLA, Vancouver etc., so if you are unsure which is the correct referencing style to follow, always consult your lecturer.

An online version of this guide with citation and referencing examples brought together is available from: http://guides.library.ulster.ac.uk/harvardref/

Also available are short online tutorials and tests to allow you to check your understanding of the principles of referencing.

Other books on referencing and plagiarism are available in the Library, e.g.


These texts do not follow the Ulster version of Harvard but do provide general information and examples of additional types of references not included in this guide. If you wish to use any of these reference types, you must translate the examples into the Ulster version of Harvard or ask your subject librarian for help.

When you submit work for external publication please follow the guidelines for authors issued to you by your publisher. These may differ from the guidelines set out here.
1. Introduction

1.1 Why is referencing so important?

When writing a piece of academic work, you will need to refer in your text to material written or produced by others. It may involve direct quotation of text, or a summary of theories or ideas from another’s work. This referencing procedure is called ‘citing’. Failure to cite your sources correctly implies that what you have written is all your own work, when it is not. This amounts to plagiarism, which is against University Regulations. It doesn’t just apply to the written word. Ulster University says:

“Plagiarism is said to occur when ideas, texts, theories, data, created artistic artefacts or other material are presented without acknowledgement so that the person considering this work is given the impression that what they have before them is the student’s own original work when it is not”.

You can find out more about the University regulations from the Academic Office website: www.ulster.ac.uk/academicoffice/download/Policies/PlagiarismPolicy&Procedures.docx

1.2 Some other examples of plagiarism

• Self-plagiarism: Submitting your own previously assessed work without acknowledgement. You should not normally submit the same work for two separately assessed modules as it is poor academic practice, but if you do need to include something you have previous submitted, you must provide a reference for it. (See section 23.3)

• False citation (cheating) – making references up that do not exist to pad out your reference list, or to provide false authority for points in your essay that you cannot otherwise support.

• Rogeting: The act of modifying a published source by substituting synonyms for key words, to attempt to fool plagiarism detection software.

• Soliciting work from others (e.g. individuals, ‘editors’ or essay banks etc.)

• Copying from other students or permitting other students to copy your work (collusion).

Note about group work: if there is any element of permitted group work in the assignment, you must be very clear about who has done what. You must not claim credit for the work of another member of the group.
2. **The Harvard System (Author/Date Method)**

All statements, ideas, opinions, conclusions etc. taken from another writer’s work - print, online or multimedia, should be cited, whether the work is directly quoted, paraphrased or summarised. Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. Follow the same set of rules each time.

**Referencing is a two-part process:**

1. Citing within the text
2. References at the end of the work

In Harvard, cited publications are referred to in the text by giving the author’s surname/family name and the year of publication (see Citing in the text) and are listed in a reference list or bibliography at the end of the text (see References at the end of a piece of work)

Although both terms are used interchangeably, a reference list specifically comprises only those items you have cited in the text. A bibliography is a complete list of all your references, including materials or sources used in ‘reading around’ the subject, as well as those cited in the text.

It is important to check if you must submit a reference list OR a bibliography OR both. If you must also include a bibliography in addition to a reference list, it should appear as a separate section, with sources listed using the same rules as the Reference section.

2.1 **General guidelines**

2.1.1 **Paraphrasing and Summarising**

Paraphrasing allows you to show that you have read and understand the main thrust of the original author’s ideas and can report them in your own words, rather than including a direct quotation. You must be careful not to alter the author’s original meaning and you must still cite and reference your source of information. While the page number is not essential, it is recommended if the information comes from a specific page in the work.

**e.g.** Bradley (2014, p. 48) reviews the use of multiple sources within an academic presentation and suggests that the dangers of “over citing” is often not fully understood by students. Inclusion of references for their own sake without demonstrating any real comprehension of the material, is likely to be evident in the rest of the written discussion.

Summarising provides a brief statement of the main points of a source. This differs from paraphrasing as it only lists the main topics or headings, with most of the detailed information being left out.
However, Bradley (2014) addresses the writing missteps of novice authors of academic papers…

2.1.2 Identifying the authors or originators

Give the name(s) of the person or organisation shown most prominently in the source as responsible for the published content. This includes editors of works, who may not have written an individual contribution. For web sites, this may be the publisher of the web site if no identifiable individual is found. If an item is the co-operative work of many individuals, none of whom has a dominant role, you may use the title instead.

Do not include author titles and qualifications (Sir, Lady, Professor, Dr, etc.) in the in-text citation or the bibliography, except for reports of public inquiries chaired by a Law Lord. Cite in-text as (Last name, date) and as Last name, Title (e.g. Hutton, Lord) in the bibliography.

If the item is a creative work, e.g., music, theatrical performance or artwork, use the composer, playwright or artist, as appropriate. Where there is no clearly identifiable person/body responsible, begin the citation with the title of the work.

2.1.3 Dates

If an exact year or date is not known, you may use an approximate date preceded by ‘ca.’ e.g. (ca.1940). If no such approximation is possible, use (no date). For web pages, it may be preferable to cite the year in which the page was accessed, e.g. (ca. 2009), rather than (no date). If the production date of the work, e.g. artwork, spans more than one year, give the range of years, e.g. (1520-3)

2.1.4 Person-to-person communications (letters, emails, interviews, WhatsApp, SnapChat, Facebook, Messenger etc.)


- These do not provide recoverable data and so are not included in the reference list.
- Cite personal communications in the text only.
- Give initials as well as the surname and status and/or occupation of the person.
- Provide an exact a date as possible.
- When citing research data and communications that you have collected, it is also advisable to include copies or summaries of source data in Appendices.

According to Professor J.O. Reiss, many designers do not understand the needs of disabled people (personal communication, April 18, 1997, see Appendix 1).
3. Citing within the Text

3.1 Quotations

3.1.1 Quotation length
If the quotation is less than a line, include it in the body of the text in double quotation marks. The quotation is followed immediately with the in-text citation.

e.g. Northern Ireland’s economic development “lies primarily not in the hands of the government but of companies.” (Quigley, 2015, p.43)

Longer quotations should be indented, single-spaced and appear in double quotation marks. If necessary, use an ellipsis, which is three full stops (…) to cut unwanted words from a long quotation and show the reader that text has been omitted.

e.g. “In some regions of the world, CSR is mainly about philanthropy … But the current debate on CSR has tended to emphatically claim that ‘real’ CSR is about more than just philanthropy and community giving, but about how the entire operations of the firm … impact upon society.” (Crane et al., 2014, p.12)

3.1.2 Quotations from plays.
Published plays may contain line numbers, particularly in classic texts such as Shakespeare. If they exist, include them in the format, Act number.Scene number:Line number(s).

e.g. “I prithee do not mock me fellow student” (Shakespeare, 1998, 1.2:177)

3.1.3 Quotations taken from a live performance
Include both the name of the actor/performer and the role/character name (if relevant) in the body of the essay only, along with the quoted line(s). Put single quote marks around the character/role name. Cite the author of the work and the year of the performance after the quotation, e.g.

e.g. The audience laughed warmly as Amy McAllister’s ‘Kes’ complained:

“Wake up and boobs. You know? Like, no one asked me. Just pop up overnight. Like in Alien. The film? With Sigourney Weaver? Only out of my chest. Twice.” (Gregg, 2018)

Reference the author/performance in your full list of references. See section 23.3.1 of this guide.
3.1.4  Inserting your own or different words into a quotation
Put your own words in square brackets [ ].

e.g. “in this field [crime prevention], community support officers…” (Higgins, 2008, p.17)

3.1.5  Spelling or grammatical errors in a quotation
Do not correct the error. Keep the original spelling or grammar and insert [sic] after the word.

e.g. Martins (2011) noted that “there [sic] minds were made up”.

3.1.6  Emphasising part of a quotation
Put the words you want to emphasise in italics and indicate in brackets that the emphasis is yours.

e.g. ‘Minimal numbers of men take up netball’ (Neville, 2013, p. 98, my emphasis).

3.2  Time stamps (Audio-visual sources)
Citing a specific point in an online video, DVD or film is the equivalent of a quotation from a printed text. Include the creator/uploader or work title, as appropriate, the year of creation/upload and then specify how many minutes and seconds into the file that the relevant section starts. Use hours:minutes:seconds in the 24 hour clock format.

e.g. (Busari, 2017, 00:04:51)

3.3  In-text pagination
When citing quotations from particular parts of the document you should give the relevant page number(s) after the year and within the brackets.

e.g. (Jones, 2009, p.4) or (Elliot, 2013, pp.41-42)

If citing from webpages, Library ebook database O'Reilly Learning, or from devices such as Kindle or Kobo, proper pagination may be absent. In this case, use the information you do have, such as chapter, %, loc, etc. However, be aware that % and loc may change with alteration in font size, so if necessary, use paragraphs numbering from start of chapter or named section.

e.g. (Holloway and Brown, 2014, chapter 4, para 6) or (Chevalier et al., 1999, 18%) or (Bryson, 1998, loc 2477)
3.4 Tables, figures, diagrams, illustrations, photographs, film stills or screenshots

If you reproduce any diagrams, figures, images, illustrations or tables from a printed, online or cinematic source, you should provide, underneath, a figure or table number and a caption (brief description), along with an in-text citation acknowledging its source.

For films, include the title of the film in italics, with the director and year in brackets.

For illustrations of art works, include artist's name, with the title of the artwork in italics.

You must include the full details of the source in your reference list in the usual way.

Note: for the purposes of academic work, data in vertical columns and horizontal rows (with headings for each) are labelled as 'Tables'. Maps, diagrams, graphs, illustrations or any type of visual source, are generally labelled as 'Figures'.

e.g.

![Figure 3. Piaget's 'Three Mountains Task' (Boyd and Bee, 2013 p.184)](image)

Table 1. Marginal cost and marginal revenue (Atkins and Johns, 2001 p.28)
Figure 2. The crop duster scene from *North by Northwest* (Hitchcock, 1959)

Figure 5. Gothic mirror, detail from the *Marriage of Giovanni Arnolfini and Giovanna Cenami* by Jan Van Eyck (Kiuper, 2012, p.166)
3.5 Music Notations

Captions are given above the notation and start with the sequential example number (e.g. Example 1, Example 2). Provide the following details as necessary:
Example number: Composer Surname, Title, movement (if appropriate) or section (if appropriate), bar number or numbers.

e.g. Example 1: Schumann, String quartet Op. 41 No. 2, Andante, quasi variazioni, bars 1-3

3.6 Text or script from videos, films or broadcasts

Treat this as though it was a quotation taken from a published work, but without page numbering.

e.g. “In Love with the Groove” (Walkers Snacks Advertisement, 2011)

If the text, quotation or script is from a foreign language film or broadcast, with English subtitles, treat as above but add [subtitles] directly after the quoted text.

3.7 Online sources

When citing material found on a website, you should identify the authorship of the website. This could be an organisation or a company if a personal author is not obvious – the URL (or web address) may provide a guide as to authorship.

Publication dates may be found in a copyright statement or from a date in the headline. As webpages are unlikely to include a specific page reference, this may be omitted.

**Never** insert the URL (web address) in the body of the text as part of the citation.

e.g. A leading supermarket reports that “the ‘big shop’ is dying – consumers want fresh and daily.” (Tesco, 2015).
3.8 Social media hashtags (#)

You should not cite or reference hashtags, other than descriptively, in the body of the text.

3.9 Abbreviations and Acronyms

Names of organisations may be abbreviated once they have been given in full at the first time of use in the text, e.g. Office of National Statistics (ONS, 2010).

You must always give the FULL version of organisation names in the Reference List. However, where the organisation is both author and publisher, you may abbreviate the second appearance of the organisation name.
4. Examples of Citing in the Text

4.1 If the author’s name occurs naturally in the sentence, only the year is given in brackets:

e.g. According to Pritchard (2013), people may have a partiality for one type of learning style over others...

e.g. As Cottrell (2013, p.97) indicates, “your performance as a student is likely to improve if you...reflect on how you learn”, so that you...

Other forms you can use to introduce authors’ names naturally in the text, include words such as X “suggests”, “reasons”, “argues”, “contends” etc.

e.g. Homer (2004) suggests that… or Dobrecki (1967 p.31) argues that...

If the name does not occur naturally in the sentence, both name and year are given at the end of the sentence, in brackets separated by a comma:

e.g. Whether drug companies have created the market for ‘depression’ (Healy, 2005) or merely react to it...

4.2 When more than one source is cited, the sequence of citations should be in chronological order.

e.g. (Smith, 1999; Jones, 2001; Turner, 2006)

4.3 When an author has published more than one cited document in the same year, these are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the brackets:

e.g. Johnson (1994a) discussed the subject...

e.g. (O’Dwyer, 2016; Fáilte Ireland, 2018; NISRA, 2019; Tourism Ireland, 2019a; 2019b; Tourism NI, 2019).

Note: The addition of letters is determined by the order of appearance within the main text, not by the alphabetical sequence of the items themselves.
4.4 If there are TWO authors give the surnames of both:

e.g. Balmer and Swisher (2013) illustrated methods of architectural composition…

4.5 If there are THREE or more authors give only the surname of the first author, followed by et al.

e.g. Discussing the crisis of the welfare state, Alcock et al. (2008) suggest it truly began in the 1970s....

Note: A full set of names should appear in the list of references.

4.6 Author of a specific book chapter or contribution in an edited work: you should only cite the chapter author/contributor(s).

e.g. While questioning may appear to be a straightforward form of communication, it is in fact a more complex and versatile occurrence (Dickson and Hargie, 2006).
See sections 7, 9 and 11 for an explanation of how to list contributions (book chapters, journal articles, conference papers) in the list of references

4.7 If the work is anonymous, use the title, in italics. If the title is long, you may shorten it using ellipses (see 3.1.1).

e.g. In a commentary referring to the global financial collapse (On the edge, 2009) the responsibility of financial regulators was discussed.

If it is a reference to a newspaper article without an author you may use the name of the newspaper in place of the author.

e.g. Although it is believed that the UK economy is growing slowly, others suggest that the economy is on a “plateau” (The Guardian, 2011).

Note: You should use the same style in the list of references.
4.8 Live Performance

4.8.1 Orchestral work: cite the composer and year of performance.

  e.g. (Vivaldi, 2015)

4.8.2 Instrumentalist or Singer: cite the artist(s) surname(s) and year of performance.

  e.g. Boe and Ball (2017) performed to a packed Lincoln Castle audience...

4.8.3 Band: cite the band’s full name and year of performance.

  e.g. Queens of the Stone Age (2013) rocked the Odyssey in Belfast...

4.8.4 Play: cite the playwright’s surname and year of performance.

  e.g. (Friel, 2012)

4.9 Secondary Referencing

You may want to include a reference to work by an author (e.g. Castle) which has been mentioned in another work you have read, (e.g. by Parker). This is called secondary referencing or secondary citing.

You should cite both authors and the dates of their work within the text:

  e.g. A study by Castle (2001, cited by Parker, 2009) showed that...

You should list only the work you have read, i.e. Parker, in your references.

Note: Secondary referencing is not encouraged as you have only read Parker’s interpretation of Castle’s work. Why not source Castle’s original text, read it and cite it in the normal way?

4.10 Secondary Contributions or Quotations

If you refer to a person who has not produced a published work or contributed to one, but who is mentioned or quoted in someone else’s work, you should give the person’s full name in the body of your work and cite the source author who mentions the person or quote.

If quoting, include it in the body of the text in double quotation marks, if less than a line. Longer quotations should be indented, single-spaced and appear within double quotation marks.

  e.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).
e.g. “Advertising will always play on peoples’ desires”, Richard Hammond said in a recent article (Marshall, 1999 p.67).

e.g. Albert Einstein’s suggestion that one should “try not to become a man of success but rather … a man of value”, displays a refreshing view of achievement (Miller, 1955, p.64).

(Give the work that has been published, i.e. Marshal or Miller, in the list of references.)
5. List of References at the End of Your Work

5.1 General guidelines

Only include the reference once in the reference list, regardless of how many times it has been cited in the text.

5.2 Author names / Title Information

In the Harvard style, the references are listed in alphabetical order of authors’ surnames (or family name) or by organisational name, if attributed to an organisation or corporation, e.g. The Economic and Social Research Council.

List M, Mc and Mac names in strict alphabetical order,

e.g. Mable, MacArthur, Macey, MacQuillan, McCall, McLaughlin, McWilliams... Meenan, Mkandla etc.

Title information

Where possible, take reference elements from the title page of the publication.
If quotation marks are present within a book or journal title, use single quote marks.

5.3 Capitalisation of titles

For book titles, book chapter titles, journal article titles, musical works or artworks, only the first word of the title and proper nouns are given a capital letter,

e.g. The complete guide to referencing and avoiding plagiarism.

For journal titles, titles of conference proceedings, quality assessments / appraisal tools, films, TV or radio programmes, each major word is capitalised (not ‘of’, ‘a’, ‘and’ etc.).

e.g. Harvard Business Review, Urban Studies, British Journal of Social Work, 3rd International Conference on Sustainable Tourism, Northern Ireland Single Assessment Tool, Infinity Wars, Game of Thrones, Just a Minute, etc.
5.4 Publishers and Place of Publication

For the publisher’s name, omit superfluous terms such as Publishers, Co., or Inc. Always retain the words Books or Press.

For place of publication, give the city. If more than one town/city is listed give the first one or the location of the publisher’s head office. If the town/city is not well known, you may also add a county, region or state. Note that in the United States of America states are denoted by a two-letter code, for example Hillsdale, NJ.

Where the publisher is a university and the place or location is included in the name of the university, do not include the place of publication.

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited.

6. Books (including those written in languages other than English)

Author’s/Editor’s Surname(s), INITIAL(s). (Year of publication) Title of book. Edition. (only include the edition number if it is not the first) Place of publication: Publisher.

6.1 One author


One editor (if more than one editor, use eds.)


6.2 Two or more authors


Cite ALL authors in your bibliography.
6.3 Multiple works by the same author

Where there are several works by one author, published in the same year, they should be differentiated by adding a lowercase letter after the date and inside the brackets.


Remember that this letter must also be consistent with the citations in the text.

6.4 Lead authors of multiple publications

Where a **lead author has also published jointly with others**, list single author publications first, in publication date order, followed by joint publications in alphabetical order by second or subsequent authors. If joint authors are identical, then list in order of year of publication.


6.5 Translated book

Author’s or Editor’s Surname, INITIAL(s). (Year) Title of book. Edition (if not the first). Translated by First name or INITIAL(s). Surname. Place of Publication: Publisher.

6.6 **Electronic books**

If the e-book has been accessed via the Library catalogue or Library databases, such as IET e-Books, IG Library, JSTOR etc., OR is freely available online AND mimics the pagination of the original print version, you should cite as print, following the guidance above.

### 6.6.1 E-books WITHOUT pagination

Author’s or Editor’s Surname, INITIAL(s). (Year) *Title of book*. Edition (if not the first). Place of Publication: Publisher (if ascertainable). Available from: Core URL [Accessed date].


Place of publication and publisher, if not immediately obvious, may be available on the copyright or title page of the book.

### 6.7 Ebook readers, e.g. Kindle, Kobo, etc.

Author’s/Editor’s Surname, INITIAL (s). (Year) *Title*. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: URL [Downloaded Date].


### 6.8 Audio Book

Author’s/Editor’s Surname, INITIAL(s). (Year or publication or release) *Title*. Edition (if not the first). Narrated by First Name, Last Name. Available from: URL [Downloaded Date].

e.g. Goldacre, B. (2010) *Bad science*. Narrated by Rupert Farley. Available from: [www.audible.co.uk/pd/Bad-Science-Audiobook/B004FTWGP4](http://www.audible.co.uk/pd/Bad-Science-Audiobook/B004FTWGP4) [Downloaded 15 December 2019].
7. Chapter or contribution in an edited work

Contributing author’s Surname, INITIAL(s). (Year of publication) Title of contribution/chapter. Followed by In: Surname, INITIAL(s)., of editor of publication followed by ed. (or eds. if relevant) Title of book. Edition. (if it is not the first) Place of publication: Publisher, Page number(s) of contribution.


8. Encyclopaedia or dictionary entry (without an editor)

Short form title/publisher (Year of publication) Title of contribution. In: Title of source. Edition. (if not the first) Media type (if not print). Place: Publisher.


Encyclopaedia or dictionary entry (with an editor)

Contributing author’s Surname, INITIALS. (Year) Title of contribution. In: Surname, INITIALS of editor of publication followed by ed. or eds. if relevant. Title of book, Volume number (if separate volumes). Edition (if not the first). Place of publication: Publisher, page numbers of contribution.


9. Journal article (Print)

Author’s surname, INITIAL(s). (Year of publication) Title of article. Title of Journal, volume number and (part number) if available, otherwise day and Month, Start and end page numbers of the article.


9.1 Online Journal Articles (from Library database)

If the online article is identical in layout and pagination to the printed version, e.g. it is a pdf file, you should reference it as print using the examples given above.

If not, reference it, using the following options:

9.2 HTML (browser) version of article obtained from a Library Database

Give only the ‘core’ database URL, e.g. www.emeraldinsight.com, www.proquest.co.uk, etc.

Author’s Surname, INITIAL(s). (Year) Title of article. Journal Title, volume (issue), page numbers (if available). Available from: Database ‘core’ URL [Accessed Date].


9.3 Article from a Journal, available online only, with no print equivalent.

A number of journals are published online only. Check the ‘About Us’ or ‘About this journal’ links on the journal homepage. They may be described as electronic only or online only.

Author’s Surname, INITIAL(s). (Year) Title of article. Journal Title, volume (issue), page numbers (if available). Available from: URL [Accessed date].


9.4 Articles with a Digital Object Identifier (DOI)

Follow guidance for online only journal article but omit URL and [Accessed date] and replace with the DOI. The DOI is a permanent, stable address and does not require an accessed date.

9.5 **In Press, Forthcoming or Advanced Access Articles**

Author Surname(s), INITIAL(s). (Year) Title of article. Journal Title, In Press. DOI (if given) or Available from: URL [Accessed date].

*Example 1*


*Example 2*


10. **Newspaper article (print)**

Author’s Surname, INITIAL(s). (or Newspaper Title) (Year of publication) Title of article. *Title of Newspaper, day and month, page number/s.*

*Example 1*


10.1 **Newspaper article from a Library database**

If the newspaper article in a Library database provides a page number, cite it as print. If no page numbers are supplied, give the ‘core’ database URL, e.g. www.nexis.com, www.proquest.co.uk, etc., so:

Author’s Surname, INITIAL(s). or Newspaper Title (Year) Title of article. *Title of Newspaper, Day and Month.* Available from: URL [Accessed date].

*Example 1*


10.2 **Newspaper’s online edition, i.e. webpage, without page numbers**

Author’s Surname, INITIAL(s). (or Newspaper Title) (Year) Title of article. *Title of Newspaper [Online], Day and Month.* Available from: Full URL [Accessed date].

*Example 1*

11. **Conference paper published in an edited work**

Contributing author's Surname, INITIAL(s). (Year of publication) Title of paper. *In: Surname, INITIAL(s).*, editor of proceedings (if applicable) followed by ed. or eds. *Title of Conference*, Date, Place of conference. Place of publication: Publisher, Page numbers of contribution.


11.1 **Online conference paper**

Contributing author’s Surname, INITIAL(s). (Year of publication) Title of paper. *In: Surname, INITIAL(s).*, of editor of proceedings (if applicable) followed by ed. or eds. *Title of Conference* including date and place of conference. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].


11.2 **Unpublished conference paper (including poster presentation)**

Contributing author’s Surname, INITIAL(s). (Year presented) Title of contribution. Followed by Unpublished poster/conference paper presented at: *Title of Conference*, Day(s) and Month, Place of conference.


12. **Thesis or dissertation**

Author’s Surname, INITIAL(s). (Year of publication) *Title of thesis*. Designation, (type). Name of institution to which submitted. (If Ulster, use the name of the University at the time of submission, e.g. ‘University of Ulster’ or ‘Ulster University’)


If desired, where a thesis is available in an online repository, you may add Available from: URL [Accessed date].


13. **Report / Online Report**

Author Surname, INITIAL(s) or Name of Issuing Body (Year of publication) *Title of publication*. Report Number (where relevant). Place of publication: Publisher.


If viewed online add Available from: URL [Accessed date].

13.1 Market or Industry Reports from Library databases

Author Surname, INITIAL(s) or Name of Issuing Body (Year of publication) Title of publication. Report Number (where relevant). Place of publication: Publisher. Available from: ‘Core’ URL [Accessed Date].


14. Company or Financial Reports

Author Surname, INITIAL(s) or Company Name (Year) Title of report. Publisher: Place of publication.


14.1 From a Library financial database, e.g. FAME or Bloomberg.

Organisation Name (Year) Title of report or extract. Available from: Core URL [Accessed date].


14.2 From a Library aggregator database such as Nexis

Publication Source Name (Year) Title of company report or extract. Available from: Core URL [Accessed date].

15. **British, European or International Standards**

Name of authoring authorisation (Year) *Number and Title of standard*. Place of publication: Publisher (if ascertainable). If viewed online, add Available from: URL [Accessed date].


16. **Cochrane Library: Cochrane Database of Systematic Reviews**

Author Surname, INITIALS. (Year) Title of systematic review. *Cochrane Database of Systematic Reviews*, Issue. Art. No.: . doi.


17. **Datasets**

Creator(s) Surname, INITIAL(s). (Year) Title of dataset. *In*: Editor(s) or Compiler(s) Surname, INITIAL(s). *Title of book*. Edition, if more than first. Place of publication: Publisher, Version/Number, if available, page number(s).


17.1 **Online Datasets**

Creator(s) Surname, INITIAL(s). (Year) *Title of dataset*. [Format]. Version/Number, if available. Publisher, Organisation or Repository. DOI or Available from: URL [Accessed date].

18. **Assessments and Quality Assessment Tools**

Author Surname, INITIAL(s) or Organisation Name (Year) *Title of Guidance or Assessment (Acronym, if used).* Edition or version if more than first. Publisher: Place of publication.

*Example:*


- Department of Health, Social Services and Public Safety (20111) *Understanding the Needs of Children in Northern Ireland (UNOCINI) Guidance.* Belfast: DHSSPS.

If viewed online, add Available from: URL [Accessed date].


19. **Appraisal Tools, e.g. CASP**

Appraisal Author/Organisation (Year) *Title of exact Appraisal Tool.* Place of publication: Publisher. If viewed online, add Available from: URL [Accessed date].

*Example:*


20.1 Hansard Debates

UK Parliament at Westminster

Speaker or Author Surname, INITIAL(s). Subject of debate or speech. *HC or HL Deb*
Date of proceedings, vol number, column number.

*Sharma, A. Britain’s place in the world, HC Deb 15 October 2019, vol 666, cols 186-187.*

If viewed online, you may add the URL and [Accessed date].


NI Assembly at Stormont (also called the Official Report)

Speaker or Author Surname, INITIAL(s). Subject of debate or speech. *NIA Deb* Date of proceedings, vol number, page(s).


The Official Report webpage cannot link to the exact page reference. Therefore, it is recommended that you cite as print only.

20.2 Written Questions and Answers/ Written Ministerial Statements

UK Parliament at Westminster

Pre September 2014, written questions, answers or statements were recorded as part of Hansard debates, i.e.

Author Surname, INITIAL(s). Subject of question, answer, statement, *HC or HL Deb*
Date of proceedings, vol number, col number(s)W or WS (if written statement)

*e.g.* Proctor, H. White paper, “Northern Ireland: a framework for devolution”, *HC Deb* 1 July 1982, vol 26, col 377W.

From Sep 2014, these items have been recorded on the Written Questions and Answers and Written Statements database on the Parliament website: www.parliament.uk/business/publications/written-questions-answers-statements/written-questions-answers/

The volume and column details are dropped when using this source.
Author Surname, INITIAL(s). (Year of proceedings) Subject matter. *Parliament: written questions and answers and written statements*, Day and Month, HC or HL question or statement number. Available from: URL [Accessed date].


**NI Assembly Questions and Answers**

Author Surname, INITIAL(s). (Year of proceedings) Subject matter. *Northern Ireland Assembly: questions / answers*, (as applicable) Day and Month, AQO or AQW number. Available from: URL [Accessed date].


**NI Assembly Written Ministerial Statements**

Author Surname, INITIAL(s). (Year of proceedings) Subject matter. *Northern Ireland Assembly: written ministerial statements*, Day and Month. Available from: URL [Accessed date].


**20.3 Parliamentary Committees**

**Great Britain**

House. Name of Committee (Year of publication) *Title*. Place of Publication: Publisher (House Session Years Paper Number).

Northern Ireland

Northern Ireland Assembly. Name of Committee (Year of publication) Title. Place of Publication: Publisher (Report Number).


20.4 Parliamentary Briefing Papers

Author surname, INITIAL(S). (Year of publication) Title, Day and Month, CBP or LBP number. Available from: URL [Accessed date].


20.5 Command papers

These include government policy documents (green papers and white papers); reports from investigative bodies, including Royal Commissions and the Competition Commission; administrative reports and statistics.

Name of Department/Committee/Royal Commission (Year of publication) Title of publication. Place of publication: Publisher (Command Paper Abbreviation and Number).


20.6 Public Inquiries

Public inquiries may have been published as a command paper, in which case cite under the rules for command papers above, otherwise cite as follows:

Chair Surname, INITIALS(s) or Title. Title of the inquiry report. Place of publication: Publisher (Report number).

20.7 Government Departmental Publications

Where names of devolved governmental departments are identical those at Westminster, e.g. Department of Health, the place of publication identifies the precise jurisdiction.

Name of Department (Year) *Title of report.* Place of Publication: Publisher.

If the author and publisher are identical, an abbreviation may be used for publisher instead.


e.g. Department of Health, Social Services and Public Safety (2015) *Adult safeguarding prevention and protection in partnership.* Belfast: DHSSPS.

20.8 Inter-Governmental Organisations

Name of Organisation (and main body, if relevant) (Year) *Title of report.* Place of publication: Publisher.

If viewed online, add Available from: URL [Accessed date].


For other UN documents, e.g. treaties or items with UN document numbers, please refer to OSCOLA’s [Citing International Law Sources](#) guide.
21. **Legal Sources**

21.1 **Legislation**


Short Title Year, section number(sub-section)(paragraph)

e.g. Children and Young Persons Act 2008

e.g. Human Rights Act 1998, s 15(1)(b)

21.1.2 **Northern Ireland Statutes and Orders**

**Acts (passed by NI Parliament or Assembly)**

- Acts of the Northern Ireland Parliament (1921-1972) have (NI) before the Year.
- Acts of the Assembly (1998 onwards) have (Northern Ireland) before the Year.

Short title (NI or Northern Ireland) Year, section number(sub-section)(paragraph)

e.g. Electoral Law Act (NI) 1962, s 108

e.g. Planning Act (Northern Ireland) 2011 s 46(3)(a)

**Orders in Council** (NI legislation issued at Westminster)

Short Title (Northern Ireland) Order Year, art number(paragraph)(sub-paragraph)

e.g. Children (Northern Ireland) Order 1995, art 66

e.g. Mental Health (Northern Ireland) Order 1986, art 12(1)(b)

21.1.3 **EU Treaties, Directives and Regulations**

**Treaties**


e.g. Protocol to the Agreement on the Member States that do not fully apply the Schengen acquis—Joint Declarations [2007] OJ L129/35.
Directives and Regulations


21.1.4 Council of Europe

Convention or Protocol Title (Informal Name of Treaty, if known) Year ETS no art.

e.g. Convention for the Protection of Human Rights and Fundamental Freedoms (European Convention on Human Rights) ETS No.005 art 3.

e.g. Additional Protocol to the Anti-Doping Convention 2002 ETS no 188 art 2b.

21.2 Case Law

21.2.1 Law Reports (cite any law reports from library databases as print)

Party names (separated by a », if appropriate) [Year published] volume number (if relevant) Abbreviation for Law Report series Starting page of case (Court abbreviation, if necessary).

e.g. Nothman v London Borough of Barnet [1979] 1 WLR 67 (HL).

e.g. Re A (conjoined twins) [2000] 4 All ER 961 (CA).

e.g. R v McCullough [1999] NI 39.

21.2.2 Neutral citations

Introduced to identify online judgments independent of any law report series. Cases are numbered consecutively throughout the year.

Party names (separated by a ») [Year heard] Court Abbreviation Case No.

e.g. NI Housing Executive v Healthy Buildings (Ireland) Ltd [2014] NICA 27.

Note: where both a print and neutral citation is available, cite both (neutral citation first). Separate the citations by a comma.

e.g. AR v Homefirst Community Trust [2005] NICA 8, [2005] NI 435.
21.2.3 EU Cases - Judgments of the Court of Justice and General Court

Case number Case name [Year] Report abbreviation first page, paragraph pinpoint (if used)

21.2.4 European Court of Human Rights (Council of Europe)

Cite either the official report (ECHR) or the European Human Rights Reports (EHRR). If unreported, include the Application number (Court abbreviation and the date).
e.g. Osman v UK ECHR 1998-VIII 3124.
e.g. Omojudi v UK (2009) 51 EHRR 10 (ECtHR 4 May 2001).
e.g. Jordan v United Kingdom (App No 24746/94)

For all other legal reference types, see the OSCOLA guide.
22 Film, TV and Radio

22.1 Films (including Shorts and Experimental) by format

*Title of Film* (Year of release) [Medium or Streaming]. Directed by. Place of Production, if known: Distributor.

If viewed via a streaming service add, Available from: URL of the item on the streaming service and the [Viewed date].

**Note:** [Film] denotes a film viewed at a cinema or other public performance.


*e.g.*  *Some Mother’s Son* (2011) [DVD]. Directed by Terry George. London: Warner.


22.2 Film Trailer

*Title of Film* (Year of release) [Trailer]. Directed by. Place of production, if known: Distributor. If accessed online, add Available from: URL [Accessed date].


22.3 Amateur Films

*Title of Film* (Year of production) If not known, use (no date) [Amateur film]. Directed by. If accessed online, add Available from: URL [Accessed date].

22.4  Film Review (Print)

Reviewer Surname, INITIAL(s). (Year) Title of review, if appropriate. Review of *Title of Film*.
Directed by. Distributor. *Title of Journal*, volume number and (part number) or Day and Month of publication. Page numbers of the review.


**Film Review (online)**

Reviewer Surname, INITIAL(s). (Year) Title of review, if appropriate. Review of *Title of Film*. Directed by. Distributor. Available from: URL [Accessed date].


22.5  Film Commentaries on DVD /Blu-ray

Commentator Surname, INITIAL(s). (Year) Director’s commentary, *Title of Film*. [DVD] or [Blu-ray]. Directed by. Place of production, if known: Distributor.


22.6  TV and Radio

**Programmes and series:** give the number and title of the episode, as well as the series title, the transmitting organisation and channel, the full date and time of transmission.

If the programme has been viewed via a catch-up service, include original broadcast date and add Available from: URL [Viewed date].

If the programme has been viewed via a subscription-based streaming service, *omit* channel, date and time of broadcast. Add Available from: ‘core’ URL [Viewed date].

*Programme Title* (Year of broadcast) Series/Season, episode number, *Title of episode*, if known [Medium]. *Name of Channel*, Day and Month of broadcast, Time of broadcast using 24 hour clock.
e.g. *World at One* (2016) [Radio]. BBC Radio 4, 5 February, 13:00 hrs.

e.g. *Evening News* (2016) [TV]. ITV, 15 November, 18:30 hrs.

e.g. *Employable Me* (2017) Series 2, episode 2 [TV]. BBC Two, 4 December, 21:00 hrs. Available from: [www.bbc.co.uk/iplayer/episode/b09h2r2r/employable-me-series-2-episode-2](http://www.bbc.co.uk/iplayer/episode/b09h2r2r/employable-me-series-2-episode-2) [Viewed 21 December 2017].

e.g. *American Gods* (2016) Season 2, episode 3, Muninn [Streaming]. Available from [www.amazon.co.uk/gp/video/detail/B07LCWRYJ4](http://www.amazon.co.uk/gp/video/detail/B07LCWRYJ4) [Viewed 24 March 2019].

### 22.7 Programme Contributions

Individual items within a programme should be cited as contributors.


### 22.8 Standalone media products

Author or Originator, if known (Year of distribution or release) *Title* [Format]. Production details, i.e., Place of distribution: Distributor/Organisation.

23. Performing Arts

23.1 Music

23.1.1 Music Album

Artist Name (Release year) Title of album. [Format] Place of distribution: Distributor:

e.g. Pink Floyd (1973) Dark side of the moon. [Vinyl] London: Harvest Records.

23.1.2 Music track from album

Artist Name (Release year) Title of track. In: Title of album. [Format] Place of distribution, if known: Distributor/Label.


23.1.3 Music track from compilation album

Artist Name (Release year) Title of track. In: Various (Year of release, if different) Title of album. [Format] Place of distribution, if known: Distributor.


23.1.4 Music download, e.g. MP3, iTunes etc.

Artist Name (Year of release) Title of recording. [Download]. Available from: URL [Downloaded date].

e.g. Tom Odell (2013) See if I care. [Download]. Available from: www.amazon.co.uk/See-If-I-Care/dp/B00D3T5IOI [Downloaded 28 November 2017].

23.1.5 Music Streaming/Subscription, e.g. Spotify, Deezer, SoundCloud etc.

If Album is named:

Artist Name (Year of release) Title of track. In: Title of album. Place of distribution, if known: Distributor/Label, if given. Available from: Streaming service [Accessed date].


If album is not given:

Artist name (Year of release) Title of track. Place of distribution, if known: Distributor/Label, if given. Available from: Name of streaming service [Accessed date].


23.1.6 Liner notes

Author Surname, INITIAL(s). (Year) Title of Liner notes. In: Title of recording. [Format liner notes] Place of Distribution: Distributor.


23.1.7 Scores and sheet music

Composer's Surname, INITIAL(s). (Year of Publication) Title of score. [Score] Editor, Arranger or Scorer (if appropriate) First name Surname. Place of Publication: Publisher.


23.1.8 **Score in a collected work.**

Composer’s Surname, INITIAL(s). (Year published) Title of score, *In: Title of collection.* [Score] Editor, Arranger or Scorer, First name Surname. Place of Publication: Publisher.


23.1.9 **Lyrics from songs/hymns**

Lyricist(s) (Year of Distribution) *Title of song.* Place of Distribution: Distributor.


23.2 **Drama**

23.2.1 **Play (Classic texts)**

Classic plays are available in edited editions or series. Include the editor’s name and series.

Playwright’s Surname, INITIAL(s). (Year of Publication) *Title of work.* Edition information. (Series) if relevant. Place of publication: Publisher.


23.2.2 **Single Play in a compilation (no editor)**

Playwright’s Surname, INITIAL(s). (Year of Publication) Title of single work. *In: Title of work.* (Series) if relevant. Place of publication: Publisher.

23.2.3 Single play in an edited compilation.

Playwright’s Surname, INITIAL(s). (Year of Publication) Title of single work. In: Surname, INITIAL(s)., of author or editor followed by ed. or eds. (if relevant) Title of work. Place of publication: Publisher.


23.3 Live Performance

23.3.1 Plays or theatrical works

Author’s Surname, INITIAL(s). (Year of performance) Title of work. Directed by. Performance Company (if appropriate). Location: Venue, Day and Month.


23.3.2 Orchestral Concert or Recital

Composer’s Surname, INITIAL(s). (Year of performance) Title of piece. Performed by First name Surname. Conducted by. Location: Venue, Day and Month.


23.3.3 Dance

Choreographer or Composer Surname, INITIAL(s). (chor. or comp.) (Year of performance) Title of performance/work. Directed by First Name Last Name (if relevant). Performed by First Name Last Name or Name of Dance Company. Location: Venue, Date and Month.


23.3.4 Band or Singer

Artist or Group Name (Year of performance) Location: Venue, Day and Month.

e.g. Absolute Bowie Band (2019) Dublin: Voodoo Lounge, 14 September.

e.g. Adele (2016) Belfast: SSE Arena, 29 February.

23.4 Broadcast / Streaming / Screening of a live performance

For LIVE performances simultaneously streamed or broadcast to other locations (e.g. National Theatre Live, Royal Shakespeare Company productions etc.), cite as follows:

Author Surname and INITIAL(s). (Year of performance) Title of work. Directed by First Name Last Name. Company (if desired) [Live screening] Location: Venue, Day and Month.


Note: Live screenings of performances that are delayed solely because of global time differences, should still be cited with the original performance information.

23.4.1 Encore / Repeat screening of a live performance

If a live performance is recorded and broadcast/streamed at a later date, cite as follows:

Author Surname and INITIAL(s). (Year of original performance) Title of work. Directed by. Company (if desired) [Encore screening] Location: Venue, Day Month Year of streaming.

If you are required to provide the exact date of the original screening:

Author Surname and INITIALS(s) (Year of original performance) *Title of play*. Directed by. Company (if desired). Location: Venue, Day and Month of original performance [Encore screening] Day Month and Year of encore screening.

24 Creative Arts

24.1 Individual art works

Include the medium. Common mediums include oil on canvas, watercolour, etching, acrylic, sculpture, ceramic, textile, photograph, projection etc.

- If the artist is unknown, use Anon. or start with the title of the work.
- If an exact year is not known, you may use an approximate date preceded by ‘ca.’
- If privately owned, give Private collection, in place of Location and Institution.
- If viewed online, add Available from: URL [Accessed date].

Artist’s Surname, INITIAL(s). (Year of production, if known,) Title of artwork [Medium]. Location: Institution or collection housing the artwork.


e.g. Withers, D. (ca. 2012) Greyhound sprint II [Clay]. Private collection.


24.2 Photographs

Photographer/Artist’s Surname, INITIALS. (Year) Title of image. [Format] (Collection details as available).

e.g. Beaton, C. (1944) China 1944: a mother resting her head on a sick child’s pillow in the Canadian Mission Hospital in Chengtu. [Photograph] (Imperial War Museum Collection).

24.3 Artwork or Photograph in a publication

Surname of Artist or Photographer, INITIAL(s). (Year of production) Title of work/image [Medium] (Collection, if relevant). In: Author Surname, (INITIAL(s). (Year) Title of book. Edition, if more than 1st. Place of publication: Publisher, page number.


24.4 Photographs or images accessed online

To obtain the URL and file extension for the image, where available, right click on the image and (depending on your browser), select ‘properties’, ‘copy image address’ or ‘image info’.

Photographer/Artist’s Surname, INITIAL(s). (Year of publication) Title of image [Media type]. Place of publication: Publisher (of image) if known. Available from: URL [Accessed Date].


24.5 Exhibition or Gallery Catalogue

Author or Artist Surname, INITIAL(s). (Year) Title of exhibition. Location or place of publication: Institution/Gallery.

If there is no author or artist, begin with the title of the exhibition.


e.g. Club to catwalk: London fashion in the 1980s (2013) London: V&A.

24.6 Exhibitions, Exhibits and Installations

24.6.1 Whole Exhibition

Artist: Title of exhibition (Year) [Exhibition]. Location: Gallery or Institution. Date(s) of exhibition.

e.g. Ai Weiwei: circle of animals / zodiac heads (2017) [Exhibition]. West Bretton: Yorkshire Sculpture Park. 6 May 2017 – 22 April 2018

If there is no single artist, begin with the Title of exhibition.
24.6.2 Exhibit or Installation

Artist Surname, INITIAL(s) if known (Production date) Title of exhibit/installation [Installation] or [Exhibit]. Location: Gallery or Institution.


If Artist or creator unknown, begin with Title or Description of work (Year) [Exhibit] or [Installation]. Location: Gallery or Institution.

e.g. Black figure pot showing Achilles slaying the Amazon queen Penthesilea (ca. 530–525 BC) [Exhibit]. London: British Museum.
25. Referencing Online Materials

GENERAL NOTES:

If online materials are also available in printed format, then reference these items as print sources regardless of how you have viewed them, e.g.

E-books accessed via the Library catalogue. See section 6

Journal articles downloaded from Library sources, e.g. USearch or database collections, reference as print so long as they are in pdf format. See section 9.

If in doubt, students should reference the material as an online source.

Note: when referencing websites, omit http:// from the URL, unless www is absent.

Lecture/tutorial notes downloaded from Blackboard are not regarded as ‘published’ materials, so students should not reference them in their coursework.

However, scanned material obtained from the module reading list on Blackboard Learn should be referenced as the original print source.

25.1 Web page with a named author

Author's /Editor's Surname, INITIAL(s). Year. Title. Place of publication, if ascertainable: Publisher, if ascertainable. Available from: URL [Accessed Date].


Web page with an organisation as author

Name of Organisation (Year of publication/revision) Title of web page. Place of publication: Publisher, if ascertainable. Available from: URL [Accessed Date].

25.2 Web page without an author

You may use the web page title if neither author nor organisation is identifiable:

*Title of web page* (Year of Publication/revision) Place of Publication: Publisher (if known). Available from: URL [Accessed Date].


Note: If a web page has no identifiable author, organisation or title, students are advised to exercise caution in using such a source in their academic work.

25.3 Podcast, Screencast and Webinar

Although this type of media may be downloaded onto portable devices, you should always reference where they were published or displayed for download.

Author/Presenter’s Surname, INITIAL(s). (Year of production) *Title* [Media type]. Day and Month (if ascertainable). Available from: URL [Accessed Date].


25.4 Online Video files, e.g. YouTube, Vimeo, TED, etc.

Use originator/author if ascertainable, otherwise begin with *Title*.

Author/Originator. (Year) *Title of video or presentation*. Place of publication or production (if ascertainable): Publisher or producer (if ascertainable). Available from: URL [Accessed date].


25.5 Blogs, Vlogs and Wikis

Author’s Surname, INITIAL(s). (Year) Title of entry. Blog, Vlog or wiki name. Day and month of posting. Available from: URL [Accessed date].


25.6 Social Media sites

25.6.1 Twitter

Author’s Surname, INITIAL(s). Twitter handle (Year of posting) Full text of tweet. Twitter. Day, month and time of posting, using 24 hr clock. Available from: URL [Accessed date].

If the real name is not known, begin with the Twitter handle.

e.g. Secker, J. @jsecker (2013) Communication is vital to being cited. Can’t just assume if you write an article then people will read it. Be proactive! #LSENetED. Twitter. 29 May 15:31. Available from: https://twitter.com/jsecker/status/339750857430163456 [Accessed 10 Mar 2016].

If the tweet is very long you may use an ellipsis […] to shorten the text.

25.6.2 Facebook

Author’s Surname, INITIAL(s) or Organisation Name. (Year of posting) Title or short description of post. Facebook/Facebook Messenger. Day, Month and time of posted message, using 24 hour clock. Available from: URL [Accessed date].

25.6.3 Instagram

Author’s Surname, INITIAL(s). Instagram handle (Year of Posting) *Full text of post.* Instagram. Day and Month of posting. Available from: URL [Accessed date].


If the post is very long you may use an ellipsis […] to shorten the text.

**Note:** Do not cite Messenger, WhatsApp or Snapchat posts in your reference list as these are not generally recoverable. Include them only in the body of your work. If desired, you may print out the history of the posts and add them as an appendix.

25.7 Mobile Applications (Apps)

Developer or Author Surname, INITIAL(s). (Year of release) *Title of App* (Version, if 1.1 or above) [Mobile app]. Available from: URL [Accessed date].


25.8 Computer program or software

Author (Year) *Title of Program* (Version, if 1.1 or above) [Computer program]. Location: Distributor (if known).


If downloaded from the internet

Author (Year) *Title of Program* (Version, if 1.1 or above) [Computer program]. Available from: [Downloaded date].

25.9 Computer/Video Games

This includes physical copies of games played on a range of platforms, e.g. Xbox or PS4, or those downloaded from an online site.

Company or Developer (Year released) *Title of Game Version or Edition* (if more than first release or version) [Computer game]. Place of publication or distribution, if known: Distributor. If online, add Available from: URL [Downloaded date].


26. **Plagiarism, Self-Plagiarism, Copyright and RefWorks**

Remember that you must always acknowledge your source every time you refer to someone else’s work. Failure to do so counts as plagiarism which is against University regulations and is treated as a serious offence. The University’s policy and framework of penalties for dealing with plagiarism offences is available from the Academic Office website: [http://www.ulster.ac.uk/academicoffice/download/Policies/PlagiarismPolicy&Procedures.docx](http://www.ulster.ac.uk/academicoffice/download/Policies/PlagiarismPolicy&Procedures.docx)

26.1 **Self-plagiarism**

This occurs when a student’s previously assessed work is presented again for a different piece of coursework without being properly self-referenced. This is also an offence.

Where previously assessed work is used, the in-text citation should take the form, e.g.:

> This issue was discussed in an assignment (Smith, 2013) which addressed…

The full reference should take the format:


For academic staff, the general rule of thumb to avoid self-plagiarism is that, in processing a manuscript for journal publication, it must be 30% different to those submitted elsewhere.

26.2 **Copyright**

You do not have to seek permission to include third party copyright material in your academic work, as long as it is properly referenced. Further information about copyright can be found on notices next to the Library’s copy/printers and on the University’s Copyright page: [www.ulster.ac.uk/copyright/](http://www.ulster.ac.uk/copyright/).

26.3 **Managing your References using RefWorks**

The Ulster-Harvard Style is available as an option to users of the RefWorks bibliographic management software. This software allows you to export, save and organise references found in databases, the library catalogue, Google Scholar, or input references manually, and to automatically produce a reference list in the style of your choice in a matter of seconds.

The Library runs regular RefWorks training sessions. For further information about RefWorks see the Library Guides at: [http://guides.library.ulster.ac.uk/refworks](http://guides.library.ulster.ac.uk/refworks)

Revised May 2020