Introductory Guide to Harvard Referencing using Cite Them Right
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Introduction

Achieving successful marks for your assignments, essays, reports or your dissertation depends on many things including the citing and referencing of all the sources you have consulted. Be thorough with your referencing by keeping an accurate record of your information sources and following an accepted referencing system. The majority of academic study programmes use the Harvard referencing style and at the University Centre at Blackburn College, the Cite Them Right referencing guide should be used to help you.

This is not intended as a comprehensive guide so students should make use of:


An electronic version of *Cite Them Right* can be found by clicking on the link: https://www.citethemrightonline.com/. It can be found via the libraries section of your moodle page and copies of the book are also available in the UCBC library. It can also be found in the University Centre Study Skills section on moodle by clicking on the UCBC tab.
What is Referencing?

It is important to acknowledge and give credit to other people’s work and their ideas when using them within your own assignments or research. The person reading or marking your work can then locate your sources quickly and check the validity of your arguments and the evidence upon which they are based. It will allow you to demonstrate wider reading skills and show that you have not plagiarised or stolen someone else’s material.

Referencing is done in two parts:

- Citations which appear in the text of your work
- References which are placed within an alphabetically arranged Reference List (and/or a bibliography) at the end of your work. The terms ‘Bibliography’ and ‘Reference List’ are often used interchangeably, however a Reference List only includes sources you have cited in your text, whereas a Bibliography also includes the background readings or other material that you may have read but not actually cited. Your tutors will provide further guidance regarding which one they require.

What and When to Reference

Each time you refer to someone else’s work or ideas, you should reference. This rule applies to all of your work, including presentations, assignments, essays, dissertations and other types of research or academic documents.

All sources used should be referenced including books, e-books, journal articles, conference papers, newspaper articles, government publications, and when information has been located on the internet. This guide does not provide an exhaustive list of the material you could be required to reference and depending on the type of subject you are studying, there may be many other sources on which you might rely for information. Please refer to the Cite Them Right book, Cite Them Right online, or ask tutors for further assistance if what you need to cite or reference is not contained in this guide.
Plagiarism

Plagiarism occurs when other sources have been used within your work yet the author has not been acknowledged. This is a serious academic offence however; it is relatively easy to avoid when good practice is adhered to. The following are all examples of plagiarism:

- Presenting someone else’s work as your own and failing to acknowledge through in text citations and references
- Using a source of information word for word (without quotation marks)
- Recycling your own work from previous assignments (self-plagiarism)
- Citing and referencing sources that you have not used
- Even if you change words or sentences by placing them in a different order, you are still plagiarising

How to Avoid Plagiarism

- Maintain clear records of where you obtained your sources, particularly when note taking
- Reference your work wherever you have used someone else’s information or idea
- Make it clear when you are including direct quotations by using appropriate referencing protocols
- Ensure that your own words are sufficiently different from the original source being used
- Be organised and allow enough time to proof read your final draft and check that your in text citations have a corresponding entry in your reference list and vice versa
Setting Out Citations (in-text)

Citations should include the following elements:

- Author/editor’s surname or the name of the organisation/corporate body
- Year of publication (in brackets)
- Page number(s) if required (they are always required for direct quotations)

Citing one author/editor

Cottrell (2019) suggests that…

Citing two authors/editors:

Both are listed
Recent educational research (Lewis and Jones, 2012)…

Citing three authors/editors:

All three are listed
In an important study of the subject (Hill, Smith and Reid, 2014)…

Citing four or more authors:

Cite the first author followed by *et al.*

New research exploring physical activity interventions (Howlett *et al.* 2019)…

**N.B** *et al.* is written in italics followed by a full stop and you would use *et al.* in your reference list rather than listing all the authors involved in the publication.
Setting Out Illustrations

If an image is included in your main text as a visual reference it should be referred to as Fig. 1, with further images labelled Fig.2, Fig. 3 etc. See page 22 for further guidance.

List of Illustrations

This is a list of all images that appear in your submitted work in the order that they appear, Figure 1, 2, 3 and so on. It is not organised in alphabetical order like the reference list or bibliography.

Setting Out Quotations

Whilst quotations are acceptable, your tutors will prefer you to show your ability to paraphrase or summarise as it demonstrates your understanding. You should also bear in mind that direct quotations are included in the total word count for your assessment.

Short direct quotes are placed within your text in quotation marks (either single or double but be consistent). You should provide the author, date and page number(s) that the quotation was taken from. e.g. ‘Good thinkers are self-reflective: they think about thinking while they think’ (Greetham, 2019, p. 233).

Long quotations of generally more than four lines should be included as a separate, indented paragraph without quotation marks. Include the citation at the end.

N.B. When citing direct quotations from sources without pagination (for example, e-books, online journal articles, web pages), use the information that you have to help the reader locate the quotation. For example, you may use a paragraph number if provided, or you can count down paragraphs from the beginning of the document.
Paraphrasing and Summarising

**Paraphrasing** is the ability to express someone else’s viewpoints in your own words without the need to use direct quotations from their text. By doing this however, you must stay true to the original meaning of that author’s work and still cite the source of information using the author, date and page number. Paraphrasing can be a good alternative to using a direct quote. You should significantly restructure the original text whilst keeping to a similar length as the original writing. You might paraphrase short sentences, paragraphs of text or tables and charts which can be found on a specific page.

e.g. Belbin’s description of the ‘Monitor Evaluator’ suggests that this person can play an important role in decisions about the work of the team (Belbin, 1981, p.65)

**Summarising** allows you to provide a brief summary of the main points of an article, web page, or book by only including main topics rather than any detailed information. When citing a summary, use the author and date only. You should ensure the meaning of the work is the same however, the summary would be shorter in length than the original text. You might summarise one or more paragraphs, an entire article, chapter or complete work, or a combination of work with similar ideas.

e.g. One important study (Harrison, 2007) looks closely at the historical and linguistic links between European races and cultures over the past five hundred years.
The Reference List/Bibliography

Your reference list is constructed alphabetically by author or organisation. Unlike in-text citations it is not included in your overall word count. You should be consistent in your approach to referencing and ensure that either italics or underlining is used for the titles of those sources used; do not use a combination of both. Please consult your tutors or the Cite Them Right guide for information on referencing any sources which are not contained here.

Books and Journals

Books

In text use the author’s surname followed by date of publishing in round brackets. In your reference list/bibliography:

- Surname followed by the initial of the author(s)/editors or organisation responsible for writing the book (remember to use *et al.* for four or more authors). Check where commas and full stops are placed between the authors surname and initial(s)
- The abbreviation (ed.) in brackets where the book has an editor(s) not an author
- Year of publication in round brackets
- Title and subtitle (in italics or underlined – remember to be consistent). Follow with a full stop
- Edition number if not the first edition e.g. 5th edn. Follow with a full stop
- Place of publication followed by a colon
- Publisher followed by a full stop

**e-books**

When an e-book appears the same as a printed book i.e. with publication details and pagination, reference as though it is a printed book (see above). Where an e-book is downloaded onto a personal device such as a Kindle, it is helpful to inform tutors that the text is locatable on that device.

In text use the author’s surname followed by date of publishing in round brackets. In your reference list/bibliography:

- Author/editor surname followed by initials
- Year of publication (in round brackets)
- Title of book (in italics or underlined)
- Available at: provide URL (see website section below)
- (Downloaded: date)

   e.g. Tolkien, J.R.R. (1937) *The Hobbit*. Available at: http://www.amazon.co.uk/kindle-ebooks (Downloaded: 14 May 2017).
Chapters/sections of edited books

There may be instances where the book you are sourcing information from involves various authors. It is therefore important to check the author of the chapter you are using within the book as this is the person you should firstly acknowledge. In text use the author’s surname (for the chapter you are using) followed by date of publishing in round brackets.

In your reference list/bibliography:

- Author of the chapter (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter (in single quotation marks)
- ‘in’ plus author/editor of the book
- Title of book in italics or underlined
- Place of publication followed by a colon
- Publisher followed by a comma
- Page number(s) of the chapter followed by a full stop


N.B. When writing the title of an article (see below) or chapter, the first letter of the first word should be capitalised, all other words are lower case. When writing the title of the publication (which should be in italics or underlined), capitalise the first letter of every word except for linking words.
Secondary Referencing

You might want to cite a piece of work mentioned or quoted within another author’s work. This is known as secondary referencing as you have not actually seen the original source. Whenever possible, you should cite and reference the primary source but on occasion, this might be difficult to locate. If you cannot locate the primary source, you cannot include it in your reference list and can only include it in your text. In text, you should cite both sources and use the phrase ‘quoted in’ or ‘cited in’ depending on whether the author of the secondary source is directly quoting or summarising from the primary source.

**e.g. Secondary citing of a quotation**

Smith (2004, quoted in Jones, 2007, p.63) provides a useful viewpoint on different research philosophies when he explains that, 'Whichever philosophical position is taken, it is crucial to have a good understanding of our own assumptions and prejudices'.

**e.g. Secondary citing of a summary**

White’s views on genetic abnormalities in crops (2014, cited in Murray, 2015) support the idea that…

Journal Articles

The majority of journal articles will be sourced online through various databases. As long as you provide enough information for the article to be located by the reader the URL should not be required.

In text use the author’s surname followed by date of publishing in round brackets. In your reference list/bibliography:

- Author (surname followed by initials)
- Year of publication (in round brackets)
- Title of article (in single quotation marks) followed by a comma
- Title of journal (in italics or underlined) followed by a comma
- Issue information – firstly you will insert the volume number (unbracketed) and, where applicable the part number, month or season (in round brackets)
- Page numbers (if available)
- Digital Object Identifier or doi (if available). Print journals will not require this.

Government Reports and Publications

Command Papers including Green and White Papers

In text, you should cite the government department which has been responsible for producing the paper and the year of publication in round brackets. When referencing in your reference list/bibliography:

- Department
- Year of publication (in round brackets)
- Title of report or consultation paper in italics or underlined
- Command Paper number (in round brackets)
- Place of publication: Publisher OR if accessed online:
- DOI or Available at: URL (Accessed: date)


Bills: House of Commons and House of Lords

In text you would cite the title of the Bill followed by the year e.g. (Bat Regulation Bill, 2015).

In your reference list/bibliography:

- Title in italics or underlined
- Year of publication (in round brackets)
- Parliament: House of Commons or Lords
- Bill number
- Place of publication: publisher

UK Statutes or Acts of Parliament

For all Acts you should use the short title of the Act, with the year in which it was enacted. Most Acts and parts of Acts are now available as PDFs or web pages to be viewed online, so reference the website where you located the Act.

**N.B.** as the date appears in the title of the Acts, there is no need to repeat the date in round brackets after the title.

In text you would cite the title of the Act followed by the year e.g. (Data Protection Act, 2018).

In your reference list/bibliography:

- Title of Act including year and chapter number (in italics)
- Available at: URL
- (Accessed: date)


Publications of International Organisations

Organisational reports are cited and referenced in the same way as a book (see page 6).

Digital and Internet

Websites

Remember to use websites sparingly and to evaluate the credibility of what you are sourcing. Aim to avoid .com websites, including Wikipedia. Wikipedia may be useful in providing a starting point when researching information but it should never be used as an in text citation or reference. Use .co.uk websites with caution along with .org websites as these can be used by anyone however, it does not necessarily mean that they are unreliable; websites ending in .org might also be used by international organisations which are trustworthy sources.

Addresses which end with .ac.uk, .edu or .gov.uk are educational or government websites so are usually reliable. If in doubt about the reliability of your internet sources, ask your tutors for guidance.

The main difference in referencing websites is the inclusion of the Uniform Resource Locator (URL).

In text use the author’s surname or organisation name followed by date of publishing in round brackets.

In your reference list/bibliography:

- Author (surname followed by initials) or organisation
- Year that the site was published or last updated (in round brackets). This can usually be located at the bottom of the web page or it may be part of a separate article. If there is no obvious date of publication use (no date).
- Title of the web page (usually the main heading on the page) in italics or underlined
- Available at: insert the URL
- The date you accessed the web site (Accessed: date). The date should be written plainly and without punctuation marks, as in the example below.


Blogs

Blogs (weblogs) and vlogs (video logs) are produced by individuals and organisations to provide updates on issues of interest or concern. Be aware that because blogs/vlogs are someone’s opinions, they may not provide objective, reasoned discussion of an issue. Use blogs/vlogs in conjunction with reputable sources. Note that due to the informality of the internet, many authors give first names or aliases. Use the name they have used in your reference.

In text use author’s surname and date in round brackets.

In your reference list/bibliography:

- Author of message
- Year that the site was published/last updated (in round brackets)
- Title of message (in single quotation marks)
- Title of internet site (in italics)
- Day/month of posted message
- Available at: URL (Accessed: date)


Facebook

You should not use content from personal Facebook pages as they will not be retrievable by your tutors.

In text provide the author’s surname (or the title of the page if the surname is unavailable) followed by the date in round brackets.

In your reference list/bibliography:

- Author (if available; if not, use title)
- Year that the page was published/last updated (in round brackets)
- Title of page (in italics)
- [Facebook]
- Day/month of posted message
- Available at: URL (Accessed: date)

**Instagram**

In text use author’s surname and date in round brackets.

In your reference list/bibliography:

- Author (Instagram account holder/poster)
- Year posted (in round brackets)
- Title of post (in single quotation marks)
- [Instagram]
- Day/month of posted message
- Available at: URL (Accessed: date)

**Snapchat**

- Author (if available; if not, use title)
- Year that the page was published/last updated (in round brackets)
- [Snapchat]
- Day/month of posted message

**WhatsApp**

- Author (if available; if not, use title)
- Year that the page was published/last updated (in round brackets)
- [WhatsApp]
- Day/month of posted message
Twitter

In text use author’s surname and date in round brackets.
In your reference list/bibliography:

- Author
- Year tweet posted (in round brackets)
- Full text of tweet (unless it is very long, then use ellipsis to shorten)
- [Twitter]
- Day/month tweet posted
- Available at: URL (Accessed: date)

e.g. BBC News NI (2019) Belfast International rated as ‘worst UK airport’ in consumer magazine @WhichUK survey [Twitter] 09 September. Available at: bbc.in/34HEKps (Accessed: 10 September 2019).

CD-ROMS or DVD-ROMS and Computer Games

These may be physically purchased games (played on platforms such as PlayStation, Xbox and smartphones/tablets), apps, or other programs downloaded directly from the internet. For audio CDs see the Media and Art section.

In text use the Company/Developer name followed by the year of release in round brackets.

In your reference list/bibliography:

- Company/individual developer
- Release year (in round brackets)
- Title of game (in italics and capitalise initial letters – include edition if relevant)
- [Video game]
- Publisher

If accessed online:

- DOI or Available at: URL (Accessed: date)


Mobile Apps

In text use the name of the developer of the app if available. If not available, use the title of the app and the year of release in round brackets.

In your reference list/bibliography:

- Developer
- Year of release/update (in round brackets)
- Title of app (in italics and capitalise initial letters)
- Edition and/or version number (in round brackets)
- [Mobile app]
- (Accessed: date)

Media and Art

Newspaper Articles

Newspaper articles may be in the form of print copies; regional newspapers and online newspapers.

In text use the author surname (or the title of the article if no author is given) followed by the year of publication in round brackets.

In the reference list/bibliography:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Edition if available (in round brackets)
- Day and month
- Page reference (if available) OR:

If accessed online:

- DOI or Available at: URL (Accessed: date)

Where no author is given, use the following citation order:

- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Day and month
- Page reference OR DOI number/URL

Audio or video downloads (audio files)

Music downloads are available from a range of different services including iTunes, Amazon, Spotify and the band’s or artist’s website.

In text use the artist/singer/author name followed by the year of distribution in round brackets.

In your reference list/bibliography:

- Author/singer/artist (if available; if not use title first)
- Year of distribution (in round brackets)
- Title of recording/video (in italics)
- Available at: URL
- (Downloaded: date)

**Book illustrations, Figures, Diagrams and Tables**

In text, start with the source in which the illustration appeared, so the author of the source followed by the year of publication in round brackets. Then add any caption number that will help to identify the illustration, using the terminology in the book or article (for example, illus./fig./diagram/logo/table).

e.g. Holbein’s painting illustrated the prelate’s ornate mitre (Strong, 1990, p. 62, fig. 12). The GDP data for the UK (James, 2018), p. 12, table 2)…

In your reference list/bibliography:

- Author
- Year of publication (in round brackets)
- Publication information for book or article


If you are also placing a visual reference of the illustration / picture / drawing / sculpture / photograph / poster in your work, you should label it as follows:

![Image of Holbein's painting](image.png)

Fig.1 Hans Holbein the Younger *The Dance of Death* (1523 – 1525)
**Pictures and Drawings**

In text use the surname of the artist and the year the painting was produced (if available).

In your reference list/bibliography:

- Artist
- Year (if available)
- Title of the work (in italics)
- Medium (in square brackets)
- Institution or collection that houses the work, followed by the city OR

If accessed online:

- DOI or Available at: URL (Accessed: date)

  e.g. Botticelli, S. (1485 ca) *The birth of Venus* [tempera on canvas]. Uffizi, Florence.

**Sculptures**

In text use the surname of the artist and the year the sculpture was produced (if available).

In your reference list/bibliography:

- Sculptor
- Year (in round brackets)
- Title (in italics)
- Sculpture
- Gallery or name of collection OR

If accessed online:

- DOI or Available at: URL (Accessed: date)

  e.g. Michelangelo (1501 - 1504) *David* [sculpture] Galleria dell’Accademia, Florence
Photographic prints or slides

Students often become confused when referencing works of art they have photographed. They are often unsure whether to reference themselves as the image maker or to reference the work itself. The answer is clear: you reference what it is you are referring to (i.e. your photograph or the work of art). Thus, if you wish to discuss the way you photographed a sculpture by Rodin, you would reference yourself, following the examples below (omitting, if necessary, place of publication and publisher). If, however, you photographed Rodin's sculpture in a gallery and you are discussing the sculpture itself, you would follow the guidelines for Sculpture.

Therefore, in text, you would also reference yourself using your surname and the year in which the photograph was taken (in round brackets).

In your reference list/bibliography:

- Photographer
- Year (in round brackets)
- Title of photograph (in italics)
- [Photograph]
- Place of publication: Publisher (although this may not be applicable)

Photographs from the internet

In text use photographer’s surname (or the title of the photograph if no author’s name is given) and date in round brackets.

In your reference list/bibliography:

- Photographer
- Year of publication (in round brackets)
- Title of photograph (in italics)
- Available at: URL (Accessed: date)
**Posters**

In text use the surname of the artist (or the title if no author's name is given) and the year the poster was produced.

In your reference list/bibliography:

- Artist (if known, or use title)
- Year (in round brackets)
- Title (in italics)
- [Poster]
- Exhibited at location and date(s) of exhibition
- Dimensions (if relevant and available)

  e.g. Chagall, M. (no date) *Le violiniste* [Poster]. 84cm x 48cm/33” x 19”.


**Radio**

In text use the title of the programme followed by the year of broadcast in round brackets.

In your reference list/bibliography:

- Title of programme (in italics)
- Year of transmission (in round brackets)
- Transmission channel
- Date of transmission (day/month), time of transmission* (add the URL if you listen online after the original transmission)

  e.g. *Today* (2018) BBC Radio 4, 15 August, 06:00.

*You may listen to radio programmes live online, or days after the original transmission through radio catch-up services such as the BBC’s Sounds. If available, specify the full date of the original broadcast as well as the date you accessed the programme.
Television programmes

This does not apply for television programmes viewed via video streaming. In text use the title of the TV programme (in italics) followed by the year of broadcast in round brackets.

In your reference list/bibliography:

- Title of programme (in italics)
- Year of transmission (in round brackets)
- Transmission channel
- Date of transmission (day/month), time of transmission

**e.g. University Challenge (2019) BBC Two, 09 September, 20:30.**

**To quote something someone has said:**

In text:

‘You’re fired!’ (Sugar, 2017)...

In your reference list/bibliography:


Episodes of television programmes

In text use the title of the episode in single quotation marks followed by the date in round brackets. If placing the whole citation in brackets, single quotation marks should still be used.

**e.g. Some Daleks were mad and bad (‘Asylum of the Daleks’, 2012).**

In your reference list/bibliography:

- Title of episode (in single quotation marks) if known; if not, use series title
- Year of transmission (in round brackets)
- Title of programme (in italics)
- Series and episode numbers
- Transmission channel
- Date of transmission (day/month), time of transmission

**e.g. ‘Asylum of the Daleks’ (2012) Doctor Who, Series 33, episode 1. BBC One Television, 1 September, 18.00.**
Programmes viewed via streaming services

These can include catch-up services such as Box of Broadcasts, BBC iPlayer, ITV Hub, All 4, My5 and subscription services such as Netflix, Amazon Prime Video and Now TV. In text use the title of the TV programme (in italics) followed by the year of broadcast in round brackets.

In your reference list/bibliography:

- Title of programme (in italics)
- Year of original broadcast (in round brackets)
- Name of transmitting channel
- Date and time of transmission (if available)
- Available at: Name of streaming service (Accessed: date)


Online video sharing platforms e.g. YouTube

If you wish to refer to a specific time within a video, use a time code in your in-text reference, with the format minutes: seconds.

In text use the name of the person/organisation posting the video followed by the year in which the video was posted (in round brackets).

In your reference list/bibliography:

- Name of person/organisation posting video
- Year video posted (in round brackets)
- Title of film or programme (in italics)
- Date uploaded (if available)
- DOI
- OR Available at: URL or name of streaming service/app (Accessed: date)

**Podcasts**

In text use the surname followed by the year the site was published or last updated in round brackets.

In your reference list/bibliography:

- Author/presenter
- Year that the site was published/last updated (in round brackets)
- Title of podcast (in italics)
- [Podcast]
- Day/month of posted message
- DOI or Available at: URL (Accessed: date)


**Films viewed at the cinema**

In text use the title of the film in italics followed by the year of distribution in round brackets.

In your reference list/bibliography:

- Title of film (in italics)
- Year of distribution (in round brackets)
- Directed by
- [Feature film]
- Place of distribution: Distributor

Films viewed via streaming services

In text use the title of the film in italics followed by the year of distribution in round brackets.

In your reference list/bibliography:

- Title of film (in italics)
- Year of distribution (in round brackets)
- Directed by
- DOI or Available at: Name of service
- (Accessed: date)


Interviews

For all interview sources (newspaper, television, internet), in text use the interviewee’s surname and date in round brackets.

In your reference list/bibliography:

- Name of person interviewed
- Year of interview (in round brackets)
- Title of the interview (if any) (in single quotation marks)
- Interview with Interviewee
- Interviewed by Interviewer’s name
- for Title of publication or broadcast (in italics)
- Day and month of interview, page numbers (if relevant) OR

If accessed online:

- DOI or Available at: URL (Accessed: date)

Example of a Basic Reference List / Bibliography

Remember to place all of your sources in alphabetical order and ensure that you cross reference them with all of your in-text citations. Your reference lists should be far more extensive than the example given below and tutors will provide guidance on how many references they expect to see within your work. Aim to develop your reference list as you go along rather than leaving it until after you have written your main piece of text.


