



# How to do Your Referencing Using the Harvard System

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The Harvard System (also called the **Author - Date System**) is one of several available methods of referencing and is the preferred choice of most departments in the University. However, you should check with your lecturers which system your course requires before you do your first assignment. This help sheet covers the referencing of many different types of materials, both printed and electronic.

## What is a "Reference"?

A **reference** or **citation** is a description of any document from which you have taken information, e.g. a complete book, a chapter from it, a journal, a newspaper article, a web page, or DVD etc.

## What is "Citing"?

"Citing" a reference is the act of recording it. It is made in two places:

1. a brief entry for each source in the text of your work, which then leads your reader to ...
2. your source, in full, at the end of your work.

As the list is in alphabetical order, it is easy to pick out the required author's work.

## Why do I need to do it?

It is required academic practice to provide references to guide your reader to the sources you have used,

- to support the arguments you are making,
- to demonstrate the breadth of your research,
- to credit the established work of others.

## What happens if I don't?

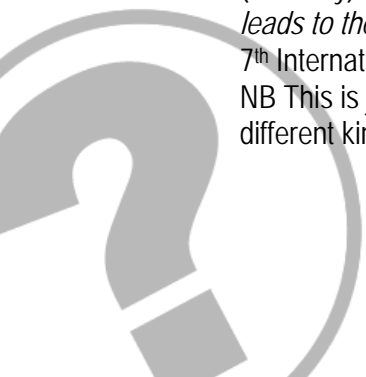
Failure to acknowledge your sources is likely to lead to a suspicion of **plagiarism** – i.e. trying to pass off someone else's work as your own: it is a form of cheating.

Incomplete or inaccurate referencing also reflects badly on your work. Please consult our **Help Sheet 4 on Plagiarism**.

## How it works

Whoever you cite in your text has to match your reference list as the list is in alphabetical order (normally) by author and it must be in alphabetical order e.g. *In your text: ...Marieb & Hoehn (2007)... leads to the reference list and finds: Marieb, E. N. & Hoehn, K. (2007) Human anatomy and physiology. 7<sup>th</sup> International ed. San Francisco: Benjamin Cummings.*

NB This is just one example of a book which happens to have two authors, for further examples of different kinds of documents please read on.



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## Secondary Referencing

If you refer to a document which you **DID NOT** read, but which was cited by somebody else whose work you DID read, you must make this clear. You must **only cite the work in which you read it** when you compile your reference list. Try to avoid this type of reference as you cannot always check the original and are relying on the interpretation of others.

### Examples:

Dunn (1988), as cited by Campbell and Muncer (1998), believed that ...

or Dunn (1988) revealed that ..... (cited in Campbell, A and Muncer, S, 1998, p.226)

NB your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn's work

## How to Do Your Referencing: Printed & Media Sources

### How to Put References into the Text of your Essay / Report

For each reference you make in the text of your essay, you need to provide

- the **surname** (family name) of the **author(s)** and
- the **date** it was published.

**NB None of the names or dates should be in bold in your text.**

If the author's name is part of the sentence statement, only the date needs to be in brackets.

**Example:** ... Hartley (1999) declared that ...

If it is not, both the name and date must be in brackets, separated by a comma.

**Example:** ... although other authors have denied this (Hartley, 1999) ...

The page number(s) must be added if a specific part needs to be identified or a direct quote made.

**Example:** ... which is described there in detail (Hartley, 1999 p.172) ...

If there are **two authors**:

**Example:** ... in the much acclaimed work on the subject by Martin and Frost (2001) ...

For **three authors or more**, it is usual to use the Latin *et al* (meaning "and others") after the name of the first author. You must put it in italics.

**Example:** ... Anderson *et al* (2003) concluded that ...

### Multiple references to the same author

If you cite different documents by the same author which were published in the same year, to distinguish between them add the letters a, b, c, etc. in lower case after the year. Repeat in the reference list.

**Example:** ... (Williamson 2001a), (Williamson 2001b) etc. ...

**Where there is no obvious author** - use a brief form of the title.

**Example:** ... which was described in some detail (*A Writer's Notebook*, 1946)...

## Quotations in the Text

If you quote the exact words directly from another source you must use quotation marks to indicate this. The author(s) and date must be stated, and if possible the page number from which the quote is taken.

**Example:** ... Jackson (2004, p.575) declared that "this is the finest example of postmodernism" ...

If the page number is duplicated e.g. different issues of a journal or sections of a book, you must include the issue or section number or name.



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Try to vary the way you introduce a quote into your text. Also, if the quote is long it is clearer to indent the text – quotation marks are not required.

**Example:** ... Bender defines a marinade as:

a mixture of oil with wine, lemon juice, or vinegar and herbs in which meat or fish is soaked before cooking, both to give flavour and to make it more tender (Bender 1999, p.250) ...

Do not use quotations too often or their impact will be reduced, and try to indicate the relevance of each within the text. They should not be a substitute for your own opinion.

### Paraphrasing

Remember to cite the source in full, even if you put the original into your own words.

### Partial Quotes

If you don't need to quote the complete original quotation you can leave out any section as long as you make this clear by inserting three dots.

**Example:** Flinders (2001) comments that, "When MPs had an operational grievance they were encouraged to direct their question ... directly to the agency" (p.71).

## Listing Your References at the End of Your Work

Your **Reference List** should only contain the details of documents / sources of the quotes you have referred to **within the text of your work** (see next page for using a **bibliography**).

For each reference you need to record various pieces of information, which will vary between types of material, but should always include the author's name, the date of publication and the title of the work. For electronic sources, you must also include the date it was accessed..

**Tip** – It is good practice to take the full details of each source of information **as soon as you have read it**, in case it is not available later and your reference is incomplete. Any book you borrowed from the library will be in your Reading History in your Library Account.

If you are new to referencing, look at how published authors, especially in academic textbooks, cite their references.

### Author, Date, Title, Bibliography

The list must be **in alphabetical order of the author's surname** or the **corporate author in full**. The list is not put in numerical order as that is not how Harvard works. Other systems do use numbers.

#### Authors with the same surname

If two authors have identical surnames and first initials, a second initial or title will determine the order

**Example:**

Smith, J.A.

Smith, J.T.

**Where there is no obvious author:** use the short title in your text, but list by full title.

#### Date

If the date of publication is not clear look for the latest copyright date: ©, usually on the reverse of the title page. If you cannot find a date at all, make it clear that this is the case, by adding this information in square brackets. Whenever you add information which does not actually appear in the original, this must be in **square brackets**.

**Example:** [no date] or [undated] **Example:** [no page numbers] **Example:** [editorial]



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The date and edition must correspond, and always check details from the back of the title page.

**NB** Any date(s) without brackets after an author's name is/are intended to distinguish between authors of the same name. This is nothing to do with the publication date, but is the date of the author's birth.

**Example:** Burke, James, 1965 -

### The title

The Harvard system gives you the option to use *italics* or underlining to emphasise the title. Whatever you decide, **you must be consistent throughout**. Use lower case for all title words after the first unless there is a proper name (as in the library catalogue).

### A bibliography

You may also be asked to compile a **bibliography**, which should contain all the sources you used in your research even if you did not refer to them, or quote from them, in your final work.

Terminology varies between departments so if necessary, clarify what you are being asked to provide, with your lecturers, before you submit your work.

### Examples:

The following examples show you what should be included for the most common sources. However, it is not possible to cover all types of resource, so please ask for advice from staff if necessary.

### Books

Beware! If a book is **edited** it may be treated more like a periodical. For 2 examples of edited books see next page.

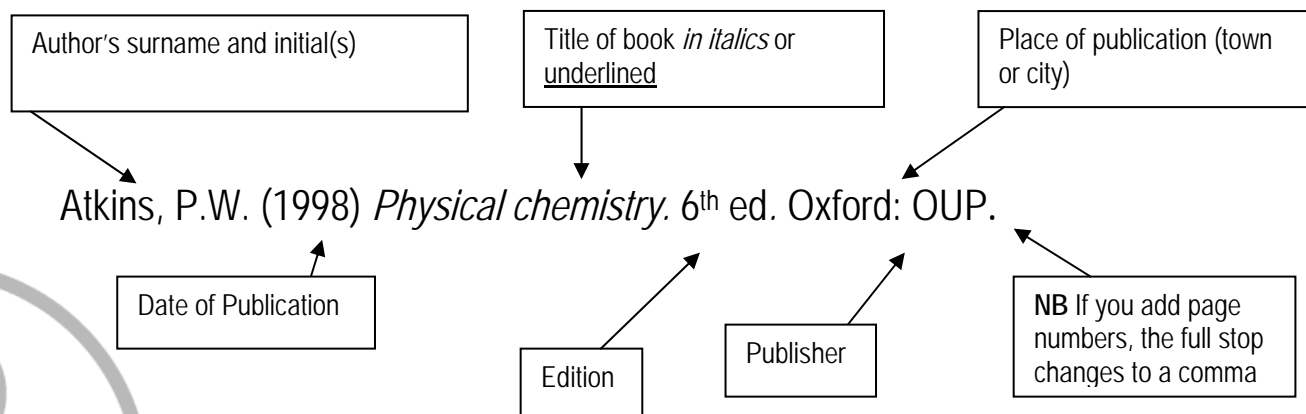
Always take the details of the author, title, etc. from the **title** page of a book (NOT the front cover). The date, edition, publisher, etc. may be on the back of the title page. Do not confuse an **edition** with a reprint. Do not use the **reprint** date. Note the colon after a primary title.

The preferred order of presentation for your reference list is:

- Surname of author(s), comma, initial(s), full stop
- Year of publication (in brackets)
- The title (**in italics with capital first letter of first word, only**), including the edition (if other than the first), full stop
- Place of publication (city or town) followed by a colon
- Publisher's name, full stop

### A book by a single author

**Example:**



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If there are two authors list both authors' names. **Example:**

McCarthy, P. and Hatcher, C. (2002) *Presentation skills: the essential guide for students*. London: Sage Publications.

If there are three authors or more, it is becoming more usual for the "et al" rule to be used here, as in the text entry. However, some LSBU departments prefer you to list ALL authors in full. You must therefore check with your lecturers first. **Examples:**

Hatcher, S. *et al* (2005) *Evidence-based mental health care*. Edinburgh: Elsevier Churchill Livingstone.

or

Hatcher, S., Butler, R. and Oakley-Browne, M. (2005) *Evidence-based mental health care*. Edinburgh: Elsevier Churchill Livingstone.

If the book is edited, use the name of the editor(s) followed by (ed.) or (eds.) in place of the author. **Example:**

Ezra, E. (ed.) (2004) *European Cinema*. Oxford: OUP.

### A chapter from an edited book

If you refer to a chapter in a book edited by someone other than the author of the chapter, you need to make this clear by using "in" (followed by a colon). It is the author of the chapter you cite. The book title is in italics, NOT the title of the chapter. **Example:**

Gaskell, G. (2003) Attitudes, social representations and beyond, in: Deaux, K. and Philogene, G. (eds.) *Representations of the social*. Oxford: Blackwell, pp. 228-241.

### Corporate author

When something is published by an organization or a company there will probably be no individual author whom you can identify. **Example:**

British Broadcasting Corporation (2004) Building public value: renewing the BBC for a digital world. London: BBC.

## Journal Articles

For journals, details will be on the contents page and usually at the top or bottom of every page of each article. You need to include:

- Surname of the author(s), comma, initial(s), full stop
- Year of publication in brackets
- Title of the ARTICLE ( only first word with capitalised initial letter, unless proper name), comma
- Title of the JOURNAL (*in italics*), comma
- Volume number, issue or part number (in brackets), comma
- First and last pages of the article separated by a hyphen and indicated by the abbreviation "pp."

**Example:**

Smith, A. and Jack, K. (2005) Reflective practice: a meaningful task for students, *Nursing Standard*, 19 (26), pp. 33-37.

Title of article in plain text, not italics.  
Only first word with a capital first letter.

Title of journal in *italics* or underlined.  
Main words have capital first letter.

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## An Article from a Newspaper

The same rules apply as for a journal reference, but the article title should be in quotation marks. Details of volume and issue numbers are not required. You do, however, need to indicate if your reference is from any particular section of the paper. **Example:**

Hill, A. (2006) "A thirst for the most vital liquid asset", *Financial Times (London 1st Edition)*, 7 August 2006: p. 13.

## Government Publications (Reports, Consultation Papers)

The publisher is usually the Stationery Office (TSO) (formerly HMSO). **Example:**

Department of Health (2004) *Choosing health: making healthy choices easier*. London: The Stationery Office.

Major reports are known by the name of the chair of the committee which produced them, e.g. the Hutton Report, but they must be referenced from the exact information on the title page, even if lengthy.

**Example:**

Great Britain. Parliament. House of Commons. (2003) *Return to an address of the Honourable the House of Commons dated 28th January 2004 for the report of the inquiry into the circumstances surrounding the death of Dr David Kelly C.M.G. by Lord Hutton*. London: The Stationery Office. (HC 247)

Consultation papers and policy statements (White Papers and Green Papers) are referenced in the same way. If there is a Command Paper number, it is abbreviated to Cm. followed by the number.

**Example:**

Department for Education and Skills. (2005) *Higher standards, better schools for all, more choice for parents and pupil*. Cm. 6677. London: The Stationery Office.

## Acts of Parliament

The name of the country takes the place of the author. Only the "short title" version of the act is needed, but this must include the year to distinguish it from earlier acts of the same name. **Example:**

Great Britain. *Housing Act 1996 (c.52)*. London: HMSO.

Each act is given a running number or "chapter" during the year, e.g. c.52.

## Conference Papers

The title, date, and location of the conference need to be identified, giving the editor's name if available, plus the name and author of the actual paper, the precise pages within the proceedings in which the paper appears, and the publisher and place of publication. **Example:**

Cereti, C.F. *et al.* (2004) An Italian survey of pitches for soccer, in: *Proceedings of the 1st International Conference on Turfgrass Management and Science for Sports Fields*, Athens, Greece, June 2003. Leuven, Belgium: ISHS, pp. 117-122.

## Thesis / Dissertation

You should indicate whether the research is published or not, the date approved, what level award it was, and the name and location of the awarding institution. Include the location of the institution if it is not clear from the name alone. **Example:**

Edwards, R. (1991) *Degrees of differences: family and education in the lives of mature mother-students*. Ph.D thesis, London: Polytechnic of the South Bank.



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## Standards

You should cite the standard number plus, any specific part indicated, the year, title, and publisher.

### **Example:**

British Standards Institution (2005) *BS 7000-6: 2005: Guide to managing inclusive design*. London: BSI.

## DVD / Video - Recorded (broadcast) material

This is unlikely to have an "author" so put the title first. If part of a series, state this first, then the programme title (in italics). Give the year of the original broadcast in brackets, then the format, in square brackets, the name of the broadcasting company, and finally the actual date of the recording. **Example:**

*The 50 years war: Israel and the Arabs Part 2* (2005) [DVD] London: BBC 4.  
Recorded off-air 27/09/2005.

## Film

Title in italics. Year in brackets. Format / medium in square brackets [...].

Provide the name of the director or producer, and the location and name of the production company responsible. Where titles are now available on DVD or video, add details of the specific version you used, giving the date and distributor, if known. **Example:**

*To Kill a Mockingbird* (1962) [Film drama] directed by Robert Mulligan. Hollywood: Universal Studios.

## Live Performances (theatre, ballet, etc.)

You need to identify the playwright or choreographer, the date of the premiere performance, the title of the work and details of where and when it was seen. **Example:**

Miller, A. (1955) *A View from the Bridge* [performance viewed 12 February 1987, National Theatre, London]

## Illustrations/Artwork

Make it clear whether you viewed the original in location or from a reproduction in a book or catalogue.

Illustrations in books/journals etc. are referenced as you would a normal book/journal etc. (see examples on previous pages). It does not matter whether the author is the illustrator or not, it is the author you reference not the artist. The type of illustration should be noted in the citation. **Example:**

In text: ... Barker's illustration (1998, p176 fig. 10.5) shows a young girl leaving the village ...

If you reproduce an illustration/artwork, part or whole, you reference the artist. **Example:**

Fragonard, Jean-Honore (1766) *The swing*. [Oil on canvas] London: The Wallace Collection.

NB If you reproduce any part of an illustration you need permission.

## Interviews

Keep notes and transcripts ready to produce on demand, or list them as appendices. Cite the surname and initials of the person interviewed using the title "Personal Interview". Indicate the subject matter (in brackets) and the interview date(s). **Example:**

Patterson, I. (2003) *Personal Interview (memories of Southwark during the Second World War)*, 14 May.



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# How to Do Your Referencing: Electronic Sources

There is no officially agreed system of referencing information in any electronic format, so these guidelines are a local interpretation of the Harvard style. You need to make it clear that the information came from an electronic source, e.g. an online database or a web page, and must be as full and accurate as possible.

Some services add their suggested citation for the documents they provide, e.g. *Oxford Reference Online*. This may not always conform to the Harvard style so be careful.

## What you will need for a full reference

This varies by type of material, and will normally include everything you use for printed material plus extra information to help find it online. It may include:

- The Author or Editor, personal or corporate, e.g. an organisation. If this is not clear, use the closest and most specific "unit" responsible for the item.
- The Date of "publication" (in brackets). This is the day and month of the year when the pages were most recently updated and usually appears at the bottom of the page.
- The Title (in italics or underlined). Use the "home" page title if the specific document title is not clear.
- The type of resource in square brackets e.g. [Online].
- The URL (Uniform Resource Locator - for a web address).
- The Date the resource was accessed [in square brackets] - this is vital.

Some information on the Internet causes problems due to its temporary nature, and you must prove that the document existed at the time you used it. Web addresses (URLs) may change or disappear completely, and you may not always be redirected. You should therefore:

- Cite the date you actually accessed each document
- Ensure the URL is accurate – including the precise punctuation of the original
- Print out proof of the source of the document (or the reference to it), with the URL
- Add the source to Bookmarks or Favorites on your PC to save it for future access

## Citing your references within the text

If the web page you are citing has a clear author just follow the same procedure as for printed material, i.e. the individual surname or name of an organisation plus the date of the latest update.

**Example:**

The Equal Opportunities Commission (2005) has issued a Code of Practice on Sex Discrimination.

If there is no obvious author for the web page, simply cite the URL at the end of your sentence (in brackets) and add the date of the latest update. **Example:**

The followers of the Arts and Crafts Movement believed that the Industrial Revolution removed creativity and individuality from society.

([http://wwar.com/masters/movements/arts\\_and\\_crafts\\_movement.html](http://wwar.com/masters/movements/arts_and_crafts_movement.html), 2004)

But this is only if you have no other information to provide.



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## Listing your references at the end of your work

Follow the same procedures as for printed sources as far as possible.

Your list should have both printed and electronic sources in one single alphabetical sequence.

### Electronic Books (E-Books):

You need to provide the following information:

- Author (or editor) surname and initials
- Year of the original in print (if not available use the date of the electronic version) (in brackets)
- Title of book (and any subtitle) - *italics* or underlined. Only initial letter capitalised.
- Edition (other than the first)
- Place of publication (of printed original - if available) followed by a colon(:)
- Publisher's name.
- [Online]. in square brackets
- Available from: (i.e. the e-book service you used), URL (web address )
- [Date accessed].

#### Example:

White, R. and Downs, T. E. (2005) *How computers work*, 8<sup>th</sup> ed. Indianapolis: Que.

[Online]. Available from: Safari Tech Books Online.

<http://0-proquest.safaribooksonline.com> [Accessed: 16 August 2007].

### Electronic Journals

Make it clear **how** you accessed each article as online journals sometimes omit sections found in the printed version, or add extra features. If you access the journal from a full-text collection e.g. through the LSBU Catalogue, you need to cite the URL of the resource provider for the full text e.g. *Business Source Premier*. If the article is freely available on the internet you should give the precise URL of the journal homepage. Sometimes the online published date for an article will be different to the printed version.

#### E-Journal article obtained using a full-text database or journal collection.

You will need to provide the following:

- Author (or editor) surname and initials
- Year of publication (original print version or online version) (in brackets)
- Title of article (only first letter of first word capitalised; if an editorial, indicate this in square brackets after the title e.g. [editorial])
- Title of the journal in *italics* or underlined.
- Date (month or season)
- Volume number (if any), part or issue number (in brackets), page numbers (pp. plus page range).
- [Online].
- Available from: (the database provider, in *italics*), e.g. *Business Source Premier*, URL
- [Date accessed]. – the actual date you viewed the article.

#### Example:

Morrison, C. and Jutting, J. (2005) Women's discrimination in developing countries: a new data set for better policies, *World Development*. July, 33 (7), pp. 1065-1081.

[Online]. Available from: *ScienceDirect*. <http://sciencedirect.com> [Accessed 31 July 2005].



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### E-Journal article directly from a web site

You will need exactly the same information as for the example above, *except* that in the [Available from] statement you should give the precise URL for the article. Sometimes page numbers will be given, sometimes a running number within the "volume". Whatever the practice, reference the article precisely as given on the screen. **Example:**

Pattinson, S.D. (2003) Paying living organ providers, *Web Journal of Current Legal Issues*. [Online]. Available from: <http://webjcli.ncl.ac.uk/2003/issue3/pattinson3.html> [Accessed 4 July 2004].

You may also find that an article has been given a date of revision at the end of the text, but you must cite the original details at the top of the article. By giving the date of access, your reader will be clear which version you are identifying.

### Article in an Electronic Newspaper

You need to give similar information as for a journal article from a database, e.g. the URL of the *ProQuest Newspapers* or *LexisNexis* services, or the specific URL of the individual newspaper, e.g. the *Guardian* if you used a direct link. However, please note in addition:

- Editorials rarely have an attributable author
- The section of the newspaper is helpful if relevant (in brackets)
- Specific editions of many newspapers are indexed

**Example:**

Atkins, R. and Schieritz, M. (2004) ECB warns finance ministers it will retain sole control of euro, *Financial Times*, 27 September 2004. [Online]. Available from: <http://0-proquest.umi.com> [Accessed 25 January 2005].

### Government Documents

Many government publications are now only available electronically and their updating is often problematic. Check dates and "versions" carefully, especially when departments merge or change name. What you must include:

- Name of the Department or Committee
- Year of publication (in brackets)
- Title of the document in *italics* or underlined
- Publisher
- Series information - if any.
- [Online].
- Available from: URL
- [Date accessed].

**Example:**

Home Office (2005) *Sentencing Statistics 2004*. Home Office. (Home Office Statistical Bulletin 15/05). [Online]. Available from: <http://www.homeoffice.gov.uk/rds/pdfs05/hosb1505.pdf> [Accessed 25 November 2005].



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## Web pages / Web documents (including pdf documents)

NB Downloaded images should always be acknowledged even if it is 'free' clip art.

Check with your lecturers the types of web sites from which you **should not** be quoting. Better sites include: LSBU e-resources, Google Scholar which has peer-reviewed articles only, Intute or Pinakes (access these from **Search** on the library home page or from

[http://www.library.lsbu.ac.uk/006\\_services/search/search.htm](http://www.library.lsbu.ac.uk/006_services/search/search.htm) ).

Freely available and unregulated web pages are the sources most likely to be unstable as material can be removed or changed. Make sure you have the full details at the time of access.

- Author/editor (if available) or name of organization
- Year of publication or last update (in brackets)
- Title of the web document – in *italics* or underlined
- Edition – usually expressed as version or update
- Place of publication (if clear)
- Name of publisher (if available).
- [Online].
- Available from: URL (in FULL)
- [Date accessed] - the exact date you looked at the page/website/document.

### **Examples:**

Burke, L. (1997) *Carbohydrates? They aren't that simple*. [Online]. Available from: <http://www.sportsci.org> . [Accessed 14 February 2001].

Where there is **no obvious author**:

*Every little hurts: why Tesco needs to be tamed* [MPs Briefing] (2004) Friends of the Earth. [Online]. Available from: [http://www.foe.co.uk/resource/briefings/every\\_little\\_hurts.pdf](http://www.foe.co.uk/resource/briefings/every_little_hurts.pdf). [Accessed 30 April 2005].

If the web page contains **insufficient detail** (e.g. lacking date or author), indicate such omissions or cite the main web site and indicate how to link from it. **Example:**

National Down Syndrome Society [no date] *Associated medical conditions* National Down Syndrome Society. [Online]. Available from: <http://www.nds.org> [Accessed 13 May 2005].

## Blackboard Materials

Make it clear what you are referencing, e.g. lecturer's notes or course documents.

Ask your lecturers whether you should be quoting from their notes, before you do it.

- Tutor's or author's surname and initials
- Year (in brackets)
- Title of notes or document
- Name of the module/unit *in italics* or underlined.
- [Online].
- Available from: URL of main Blackboard site
- [Date accessed].

### **Example:**

Takhar, S. (2005) *Race, Culture and Identity 3. Historical Perspectives*.



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*Race, Culture and Identity*. [Online]. Available from: <http://blackboard.lsbu.ac.uk> [Accessed 29 October 2005].

## Weblogs (Blogs)

Possibly the most unreliable electronic source - postings can be removed and amended without warning, and contributions added anonymously. Many authors give first names or aliases/pseudonyms, so use the name they have used in your reference.

You will need to provide:

- Author (or pseudonym)
- Year of posting or last update (in brackets)
- Title *in italics* or underlined
- Type of internet site, e.g. Blog name
- Version (if clear)
- Date of posting (day / month)
- Available from: URL
- [Date accessed].

### **Example:**

"Julia" (2005) *Take back the craft*. [Blog entry] Available from: [http://knittinghistory.typepad.com/knitting\\_history/](http://knittinghistory.typepad.com/knitting_history/) [Accessed 2 December 2005].

## Discussion List Messages

You need to supply the following information:

- Author of message, surname and initials
- Year of the communication (in brackets)
- Message title/subject
- Discussion list name *in italics* or underlined
- Date posted (day / month).
- [Online].
- Available from: URL of the list archive,
- [Date accessed].

### **Example:**

Thomas, P. H. (2007) Antibiotic assays on Olympus Analysers, *Clinical Biochemistry discussion list*, 21 June. [Online]. Available from: <http://www.jiscmail.ac.uk/lists/ACB-CLIN-CHEM-GEN.html> [Accessed 29 October 2005].

In the above example the discussion list is in upper case letters, but this is not usual.

Messages are archived for a limited period only by the list owners.

## Personal E-Mail Messages

- Name of sender
- Year sent (in brackets)
- Message Subject / Title *in italics* or underlined
- Personal e-mail to: name of recipient
- Date of message (day / month)

### **Example:**

Beam, J. (2005) *RE: New passwords for off-campus access*. Personal e-mail to: J. Daniels, 12 June



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## Digitised Theses / Dissertations

You need to provide the following:

- Author surname and initial
- Date (in brackets)
- Title – in *italics* or underlined
- Level of thesis, awarding University.
- [Online].
- Available from: the URL of the online service
- [Date accessed].

### **Example:**

Gosal, S. (2003) *The future of women surveyors*. MSc Estate Management. South Bank University. [Online]. Available from: <http://0-www.lisa.lsbu.ac.uk.lispac.lsbu.ac.uk/theses/SGOSOL.pdf> [Accessed 5 August 2005].

## Conference Papers

This illustrates the referencing of a single paper from a conference. It should include:

- Author surname and initial
- Date (of publication)
- Title of the paper *in italics* or underlined
- Where and when it was presented.
- [Online].
- Available from: URL of the source of the full text
- [Date Accessed].

### **Example:**

Leshem, A. (2000) *On the finite sample behavior of the constant modulus cost*. Paper presented at the IEEE International Conference on Acoustics, Speech, and Signal Processing, Istanbul, Turkey. [Online]. Available from: <http://0-ieeeexplore.ieee.org>. [Accessed 17 September 2003].

## RefWorks

RefWorks is an online, research management, writing and collaboration tool designed to help researchers gather, manage, store and share all types of information. It will then generate citations and bibliographies in the format needed. This is not an easy option. You still need to know how to do your referencing. A help sheet is available and there are online tutorials.

## Useful additional reading:

The following publication lists more examples, and is available to buy for £6.99:

Pears, R. (2008) *Cite them right: the essential referencing guide*. Rev. ed. Newcastle upon Tyne: Pear Tree Books