



How to do your Referencing (3): Web Sites, Electronic Journals and the Internet

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. You should also be consistent in your application.

Some services add the 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 resource)

- The **Author** or Editor (personal or corporate, e.g. an organization) in capitals. 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.

Whenever you add information which does not actually appear in the original, this must be in **square brackets**. This also applies to information which is missing, e.g. [no date].

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 organization 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, or you just want to refer to the main home 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://www.com/masters/movements/arts_and_crafts_movement.html, 2004)

Listing your references at the end of your work

Follow the same procedures as for printed sources as far as possible (see Help Sheet 30 - How to do your Referencing (1): An Introduction to the Harvard System). Your list should have both printed and electronic sources in one single alphabetical sequence. Copyright law applies equally to electronic documents and they must be referenced just as carefully.

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), **Title of book** (and any subtitle) - *italics* or underlined, **Edition** (other than the first), **[Online]**, **Place of Publication** (of printed original - if available) followed by a **colon(:)**, **Publisher's name**, **Available from** : i.e. the e-book service you used), **URL** (web address), **[Date accessed]**.

Example: (page numbers are not relevant here)

GRAHAM, P. (2004) *Hackers and painters*. [Online], O'Reilly. Available from: Safari Tech Books Online. <http://0-proquest.safaribooksonline.com>, [Accessed 6 March 2005]

Electronic Journals

Make it clear **HOW** you accessed each article. You only need to give the details of the source of the **full text**, so you can omit the indexing or abstracting database level. You need to cite the URL of the database provider for the full text e.g. Business Source Premier, because they own access to the online version. If the article was freely available on the internet (on a web site or free journal) you should give that precise URL. (Sometimes the online published date for an article will not be the same as 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), **Title of article** (if an **Editorial** indicate this in square brackets after the title), **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, 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: Science Direct. <http://sciencedirect.com> [Accessed 31 July 2005]

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*. [Online]. 27 September 2004. Available from: <http://0-proquest.umi.com>. [Accessed 25 January 2005]

Web Pages / Web Documents (including pdf documents)

Freely available and unregulated web pages are the sources most likely to be a bit unstable. Make sure you have the full details at the time of access, e.g.

Author/editor (if available) or name of organization, **Year of 'publication'** (in brackets), **Title of the web document** – in *italics* or underlined, **Edition** – usually expressed as 'version' or 'update', **[Online]**, **Place of 'publication'** (if clear), **Name of 'publisher'** (if available), **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) [Online] Friends of the Earth. Available from: 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, e.g.

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

Government Documents

Many government publications are now ONLY available electronically and their updating is often problematical. 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), **[Online]**, **Publisher**, **Series information** - if any, **Available from** (URL), **[Date accessed]**

Example:

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

Blackboard Materials

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

Tutor's or author's name – surname and initials, **Year**, **Title** of notes or document, **Name of the module**, **[Online]**, **Available from** : URL of main Blackboard site, **[Date accessed]**

Example:

TAKHAR, S. (2005) *Race, Culture and Identity 3. Historical Perspectives. Race, Culture and Identity*. [Online] Available from: <http://blackboard.lsbu.ac.uk> [Accessed 29 October 2005]

Discussion List Messages

You need to supply the following information :

Author – surname and initials, **Date** of the communication, **Message title** (followed by a full stop), **[Discussion list name]** *in italics* or underlined, **[Online]**, **Available from** : URL of the list archive, **[Date accessed]**

Example:

MACDONALD, S., 7 October 2004. Re: European data questions. *DIGGING-FOR-DATA*
[Online] Available from: <http://www.jiscmail.ac.uk/lists/DIGGING-FOR-DATA.html>.
[Accessed 20 Sep 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.

Weblogs (Blogs)

Possibly the most unreliable electronic source. Postings can be removed and amended without warning, and contributions added anonymously. Proof of access at a given time is therefore crucial.

You will need to provide - **Author (or pseudonym)** and initials, **Date of “posting”**, **Title**, **[Blog entry]**, **Version** (if clear) **Available from: URL**, **[Date accessed]**.

Example:

“JULIA”. 30 November 2005. *Take back the craft*. [Blog entry] Available from:
http://knittinghistory.typepad.com/knitting_history/
[Accessed 2 December 2005]

Personal Email Messages

You must obtain permission from the recipient or sender if you give out email addresses.

Name of sender, **Sender’s e-mail address**, **Date sent** (day, month, year), **Message Subject** (title – in italics or underlined), **Personal e-mail to** (name of recipient), **Recipient’s e-mail address** (in brackets).

Example:

BEAM, J. (beamj@lsbu.ac.uk) (12 June 2005) *RE : New passwords for off-campus access*.
Personal e-mail to J.Daniels (danielsj@lsbu.ac.uk)



Digitised Thesis/Dissertations

You need to provide the following:

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

Example:

GOSAL, S. (2003) *The future of women surveyors*. [Online] MSc. Estate Management. South Bank University.

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, Where** and **when** it was **presented**, **[Online]**, **Available from** : URL of the source of the full text, **[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]

