Welcome

Welcome to the 1st edition of the University of Wales Trinity Saint David’s Referencing Handbooks, created as part of a collaborative effort between the Library and Learning Resources (LLR), the Academic Office and academic staff across the University.

Referencing correctly is an important skill in academia, and there is plenty of conflicting or out-of-date information out there so we’ve created consistent guidance for UWTSD students.

Referencing Handbooks are available for the four standards used at UWTSD and further support and guidance is available via the LLR from your Academic Liaison Librarian.

We would like to thank the academic staff involved for their time and input.

We hope that these will help improve your skills and confidence and hope this resource will be a useful guide through the sometimes confusing world of referencing.

We’d be happy to receive feedback on these guides just contact library@uwtsd.ac.uk with any suggestions.

Ellie Downes

Academic Liaison Librarian
# Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>What is referencing?</td>
<td>3</td>
</tr>
<tr>
<td>How do I use this handbook?</td>
<td>3</td>
</tr>
<tr>
<td>Avoiding plagiarism</td>
<td>4</td>
</tr>
<tr>
<td>Referencing tips</td>
<td>4</td>
</tr>
<tr>
<td>Referencing software</td>
<td>4</td>
</tr>
<tr>
<td>Help and support</td>
<td>4</td>
</tr>
<tr>
<td>MHRA Referencing: The Basics</td>
<td>5</td>
</tr>
<tr>
<td>1. A footnote</td>
<td>5</td>
</tr>
<tr>
<td>2. A reference list</td>
<td>5</td>
</tr>
<tr>
<td>3. Subsequent footnotes</td>
<td>5</td>
</tr>
<tr>
<td>How do I quote, paraphrase and summarise in my work?</td>
<td>6</td>
</tr>
<tr>
<td>Quotations</td>
<td>6</td>
</tr>
<tr>
<td>Long quotation – more than 30 words or 2 lines</td>
<td>6</td>
</tr>
<tr>
<td>Short quotation – up to 30 words or 2 lines</td>
<td>6</td>
</tr>
<tr>
<td>Paraphrasing and summarising</td>
<td>7</td>
</tr>
<tr>
<td>How do I reference specific types of resources?</td>
<td>8</td>
</tr>
<tr>
<td>1. Books and e-books</td>
<td>8</td>
</tr>
<tr>
<td>2. Journal and newspaper articles</td>
<td>11</td>
</tr>
<tr>
<td>3. Internet</td>
<td>12</td>
</tr>
<tr>
<td>4. Conferences</td>
<td>13</td>
</tr>
<tr>
<td>5. Unpublished information</td>
<td>15</td>
</tr>
<tr>
<td>6. Reports and guidelines</td>
<td>16</td>
</tr>
<tr>
<td>7. Legal and government publications</td>
<td>17</td>
</tr>
<tr>
<td>8. Scientific and technical information</td>
<td>20</td>
</tr>
<tr>
<td>9. Reviews</td>
<td>22</td>
</tr>
<tr>
<td>10. Visual materials</td>
<td>23</td>
</tr>
<tr>
<td>11. Live performances</td>
<td>25</td>
</tr>
<tr>
<td>12. Film and television</td>
<td>26</td>
</tr>
<tr>
<td>13. Public Communications</td>
<td>28</td>
</tr>
<tr>
<td>14. Manuscripts</td>
<td>29</td>
</tr>
</tbody>
</table>
Introduction

There are four recommended referencing styles in use at the University of Wales Trinity Saint David:

- APA (American Psychological Association)
- Harvard
- IEEE (Institute of Electronics and Electronics Engineers)
- MHRA (Modern Humanities Research Association)

You can find out which referencing standard you should be using by looking in your Programme Handbook. All of the referencing handbooks are available in the Student Guides section of MyDay and at www.uwtsd.ac.uk/library/

What is referencing?

When producing an academic assignment, you will be expected to acknowledge other people’s work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- Demonstrate the breadth of research you have undertaken
- Add academic credibility to your arguments
- Enable readers to find the sources you have used in your work
- Acknowledge the ideas and work of others
- Avoid accidental plagiarism.

How do I use this handbook?

The handbook will help you recognise the need for accurate referencing and support you in the developing your referencing skills.

The handbook provides examples of how to produce in-text citations and references from some of the most widely used sources you may encounter over the course of your studies.

The handbook is not exhaustive and additional examples and guidance can be found in:


Which you can find in all UWTSD libraries.

An example of how the reference should appear in your text will be shown in this box

An example of how the reference should appear in your reference list or bibliography will be shown in this box
Avoiding plagiarism

Proper referencing also means you avoid plagiarism, passing off someone else’s work as your own. Plagiarism can be deliberate or accidental; without accurate referencing it’s possible to accidentally plagiarise someone else’s work.

The University’s full definition of plagiarism can be found within the University regulations: http://www.uwtsd.ac.uk/academic-office/university-regulations-student-guide/

Referencing Tips

- Make sure that you know which referencing style your programme uses before you begin, this will be in your programme handbook
- Keep a record of the sources you read as you go along
- Be consistent in the records you keep and in the way you reference
- Build in enough time to check you referencing
- If in doubt, put yourself in the shoes of the reader and ask if you could easily find the source from your referencing
- If in doubt, seek clarification or ask for help

Referencing Software

The Library provides access to Refworks, an online programme that helps you to record your sources in one place and support you in referencing them and can be access via the library website, using your UWTSD login: http://uwtsd.ac.uk/library/online-library/refworks/

Help and support

During your first year you’ll receive an in-class session on referencing and you’ll be able to access regular workshops and drop-ins throughout the academic year as part of our InfoSkills programme, full details will be available on the Student Events calendar accessible via MyDay http://uwtsd.ac.uk/library/infoskills/. Connect with us @UWTSDLib, on Facebook, Twitter and Instagram for updates on top tips.

You have a dedicated Academic Liaison Librarian for your Faculty whose role is to support you throughout your course. You can find out who your Academic Liaison Librarian is and book an appointment here: www.uwtsd.ac.uk/library/contact-us/library-staff/ or by popping into your nearest UWTSD library.

Support for referencing is also available from Student Services and study skills drop-ins are available across the campuses.

Students at Partner Institutions should check with the library at their home institution to find out which standard they should be using and where to get support.
MHRA Referencing: The Basics

The MHRA referencing style consists of:

A footnote:
These are used when referring to a source of information within the text of your assignment to show where it came from. There are numbers linked to a full reference in footnotes or endnotes, and in your reference list. Footnotes appear at the bottom of each page, whereas endnotes appear at the end of each chapter, you must check which are preferred for your piece of work rather than use both.

A reference list:
The purpose of the footnote is to refer you to the full details of the publication within a full reference list or bibliography at the end of your work. Full publication details of the citation should be found in the reference list at the end of your assignment. This contains the full bibliographical record of the references cited in your text and should be arranged alphabetically by author’s surname.

It should enable any reader to locate your original source. A reference list is arranged in alphabetical order by the author’s family name or, if there is no author, by title. A bibliography can also sometimes be requested by your tutor. A bibliography is a list of all the sources you have read for your assignment, whether or not you have cited them in your text and therefore more exhaustive than a reference list. If you’re not sure which is required, ask your lecturer.

MHRA style requires second and subsequent lines of references in your list to be indented, e.g.


Subsequent Footnotes
1. The first time you cite a source, you should give full details in the footnote/endnote.
2. Any further references to that source can be abbreviated to the author’s surname, the first few words of a title, and a page number.
3. If you are referencing the same source consecutively, i.e. the same as the preceding reference, you can use ‘Ibid.’ and a page number. This should only be done where there is no possibility of confusion.

Example:
² Pears & Shields, *Cite Them Right*, p.121.
³ Ibid. p. 121.

Other Rules
1. All Footnotes should end with a full stop.
2. Each word in a title should start with a capital letter. For example ‘The Lord of the Rings’ would be written as ‘The Lord Of The Rings’. (Microsoft word will suggest changing this as part of autocorrect).

How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you take the exact wording as used by another author and insert it in your work. Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation - more than 30 words or 2 lines

Format:
• enter as a separate paragraph
• indent the paragraph
• quotation marks are not required
• follow with the citation number linked to a footnote

Example:

Brontë’s Wuthering Heights depicts Heathcliff’s grief with animalistic imagery:

He dashed his head against the knotted trunk; and, lifting up his eyes, howled, not like a man, but like a savage beast being goaded to death with knives and spears. I observed several splashes of blood about the bark of the tree, and his hand and forehead were both stained; probably the scene I witnessed was a repetition of others acted during the night. It hardly moved my compassion—it appalled me: still, I felt reluctant to quit him so.¹

Footnote:

Short quotation - up to 30 words or 2 lines

Format:
• include in the body of the text
• enclose in single quotation marks; ‘example’
• follow with the citation number linked to a footnote

Example:

Brontë’s character is unable to express emotion as Heathcliff ‘held a silent combat with his inward agony’²

Footnote:
How do I quote, paraphrase and summarise in my work?

Paraphrasing and summarising

Paraphrasing is when you take some-one else’s idea and put it into your own words. Summarising is when you provide a brief overview of some-one else’s idea. You would only need to provide a page number if you are referring to a very specific area or part of the text. You will need to use your judgment as to whether this is necessary. Put yourself in the shoes of the reader: are you referring to a whole work or concept or a very small part of it?

Example:

Bouziane notes that Wuthering Heights explores similar concerns at a thematic level with Great Expectations, both critiquing Victorian society and the differences between social classes in 19th century England.

How do I reference specific types of resources?

1. Books and e-books
Most references to books should adhere to the following general format. Elements may vary slightly. Specific examples are provided.


Reference list / Bibliography:
- Author’s surname and first initial
- Title in italics
- Edition (if relevant)
- Place of publication: Publisher, publication year in brackets
- Indent on second and subsequent lines


1.1 Book with two or three authors

First footnote:

Reference list / Bibliography:

Subsequent footnote:

1.2 Book with four or more authors

First footnote:

Reference list / Bibliography:

Subsequent footnote:
How do I reference specific types of resources?

1.3 Chapter within an edited book

First footnote:

Reference list / Bibliography:

Subsequent footnote:
8. Hardy, p. 53.

1.4 Book without an author or editor

In this case you would use the title rather than the author. When listing in the reference list and/or bibliography you would list it alphabetically but by its title.

First footnote:

Reference list / Bibliography:

Subsequent footnote:

1.5 Book with an organisation as author

In this case, the name of the Organisation is treated as the author.

First footnote:

Reference list / Bibliography:
*Organisation For Research Into Primary Education* Learning today, (Stirling: McPhee and Jones, 2017).

Subsequent footnote:

1.6 Multiple works by the same author

Ensure you include the titles in the footnotes to differentiate.

First footnote:

Reference list / Bibliography:
McNamara, B.M. *Education For Life*. (Maidenhead: Riverstory, 2012).

Subsequent footnote:
1.5 Book with an organisation as author

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**

1.6 Secondary citation

This is a piece of work that has been referred to in something you have read. Where possible, avoid secondary citations, and access the original work. In this case; you have read Morton’s book. Morton has quoted Barnett, unless you go to Barnett’s original work, you would reference Morton.

**Note:**
If you have not read the primary source, do not include it in your reference list – you may only cite it in your text.

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**
2. Journal and newspaper articles

Most references to journal and newspaper articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

First Footnote:
- Author’s name
- Article title enclosed in single quotation marks
- Journal title in italics
- Volume, issue/part
- Year of publication (in round brackets)
- Page range
- Page number in brackets

Reference list / Bibliography:
Print:
- Author’s surname and first initial
- Article title enclosed in single quotation marks
- Journal title in italics
- Volume, issue/part
- Year of publication (in round brackets)
- Page number range of whole article

Electronic:
The above plus
- <DOI (Digital Object Identifier)> or <URL> if not available.
- [Accessed: date].


Subsequent footnote:


or

2.1 Whole newspaper


2.2 Newspaper article


2.3 Electronic newspaper article not available in print


3. Internet
Most references to the internet should adhere to the following general format. Elements to be included will vary, depending on the type of information you are referencing. See the section on books (1) to find examples of how to reference e-Books, the section on journals (2) for references to articles found on the internet, the section on film (12) for references to film etc.

Footnotes:
- Author’s name / organisation
- Website title in italics
- Year of publication
- <website URL>
- [Accessed date] followed by .

Reference list / Bibliography:
- Author’s surname followed by ,
- Initials followed by .
- Year of publication
- Website title in italics followed by .
- <Enclose website URL>

3.1 Website with one author

First footnote:

Subsequent footnote:

3.2 Website with an organisation as author

First footnote:

Subsequent footnote:

3.3 Blog or vlog

First footnote:

Subsequent footnote:
33. T.G. Webster, 2016.
How do I reference specific types of resources?

### 3.4 Video / film on a sharing website – e.g. YouTube

**First footnote:**

**Subsequent footnote:**

**Reference list / Bibliography:**

### 3.5 Facebook

**First footnote:**

**Subsequent footnote:**

**Reference list / Bibliography:**

### 4. Conferences

Most references to conferences should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

**First Footnote:**
- Author/editor
- Title of paper in ‘single quotation marks’,
- Title of conference proceedings publication in italics
- (place of publication: publisher, year)
- page numbers

**Reference list / Bibliography:**
- Author/editor
- Title of paper in ‘single quotation marks’,
- Title of conference proceedings publication in italics
- (place of publication: publisher, year)
- page numbers

**Note:**
If only accessible online include:
- Available at: DOI or URL
- (Accessed: date) followed by .

---

13.
## How do I reference specific types of resources?

### 4.1 Full conference proceedings

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**

### 4.2 Individual conference paper published in a journal

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**

### 4.3 Individual conference paper published on the internet

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**
How do I reference specific types of resources?

5. Unpublished information
Most references not in the public domain should adhere to the following general formats. Ensure that you have permission before using unpublished material in your work.

5.1 Internal report

Footnotes:
- Author’s name / organisation
- Title of report in italics followed by .
- Internal report – include name of institution
- Unpublished followed by date (in round brackets)

Reference list / Bibliography:
- Author/organisation followed by ,
- initials followed by .
- Title of report in italics followed by .
- Internal report - include name of institution
- Unpublished followed by date (in round brackets)

5.2 Confidential report
Confidential reports need to be appropriately anonymised. If you are unsure of how to do this, please contact your lecturer or librarian.

Footnotes:
- Anonymised agency
- Title in italics; anonymised part [square brackets]
- place of publication
- anonymised producer [in square brackets]
- date published

Reference list / Bibliography:
- Anonymised agency [in square brackets]
- Title in italics; anonymised part [square brackets]
- place of publication
- anonymised producer [in square brackets]
- date published

5.3 Thesis

Footnotes:
- Author’s name
- Title in italics
- Unpublished PhD thesis ,
- Degree awarding body
- Date (in round brackets).

Reference list / Bibliography:
- Authors surname followed by ,
- initials followed by .
- Title in italics followed by .
- Unpublished PhD thesis ,
- Degree awarding body
- Date (in round brackets).

First footnote:

Subsequent footnote:
49. D.E. Sloane, Social media and marketing, p. 45.
How do I reference specific types of resources?

6. Reports and guidelines
Most references to reports and guidelines should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

<table>
<thead>
<tr>
<th>Footnotes:</th>
<th>Reference list / Bibliography:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Author’s surname / organisation</td>
<td>• Author’s surname / organisation</td>
</tr>
<tr>
<td>• Title in italics</td>
<td>• Title in italics</td>
</tr>
<tr>
<td>• Place of publication followed by:</td>
<td>• Place of publication followed by:</td>
</tr>
<tr>
<td>• Name of publisher ,</td>
<td>• Name of publisher ,</td>
</tr>
<tr>
<td>• Date published (in round brackets)</td>
<td>• Date published (in round brackets)</td>
</tr>
</tbody>
</table>

6.1 Research report

First footnote:

Subsequent footnote:

6.2 Annual company report

First footnote:

Subsequent footnote:

6.3 Market research reports from a database

First footnote:

Subsequent footnote:

6.4 Market research reports from a database

First footnote:

Subsequent footnote:
How do I reference specific types of resources?

7. Legal and government publications

The following examples of legal publications are given in author-date (MHRA) format. This may vary from referencing systems, such as the Oxford Standard for the Citation of Legal Authorities (OSCOLA), which are used in many UK law schools.

7.1 Act of Parliament (Statute)

Footnote:
- Title of act in italics include year and chapter
- Place of publication:
- Publisher,
- Date published (in round brackets)
- <URL>
- (Accessed: date).

Reference list / Bibliography:
- Title of act in italics. Include year and chapter followed by .
- Place of publication:
- Publisher,
- Date published (in round brackets)
- <URL>
- (Accessed: date).

First footnote:

Subsequent footnote:


7.2 Statutory Instrument (SI)

Footnote:
- Name / title in italics. Include year.
- SI year and number (in round brackets)
- <URL>
- (Accessed: date) followed by .

Reference list / Bibliography:
- Name / title in italics. Include year.
- SI year and number (in round brackets)
- <URL>
- (Accessed: date) followed by .

First footnote:

Subsequent footnote:

### How do I reference specific types of resources?

#### 7.3 Command Paper (including Green and White papers)

**Footnote:**
- Department
- Title of report / paper in italics
- command paper number (in round brackets)
- place of publication followed by :
- publisher name
- date published (in round brackets)

**Reference list / Bibliography**
- Department
- Title of report / paper in italics
- command paper number (in round brackets)
- place of publication followed by :
- publisher name
- date published (in round brackets)

**First footnote:**

**Subsequent footnote:**

#### 7.4 National Assembly for Wales Legislation

**Footnote:**
- Title of Assembly Measure / Act in italics. Include year
- media type (e.g. legislation, order, regulations etc)
- or Welsh Statutory Instrument year / SI (W.) number
- <URL>
- (Accessed: date) followed by .

**Reference list / Bibliography**
- Title of Assembly Measure / Act in italics. Include year
- media type (e.g. legislation, order, regulations etc)
- or Welsh Statutory Instrument year / SI (W.) number
- <URL>
- (Accessed: date) followed by .

**Assembly Measures (nawm):**

**Statutory Instruments (W):**

**Subsequent footnote:**
How do I reference specific types of resources?

7.5 Law report (case)

**Footnote**
- Name of case enclosed in ‘ ’
- Title of law report in italics,
- volume/issue number
- date published (in round brackets)
- page numbers

**Reference list / Bibliography**
- Name of case enclosed in ‘ ’
- Title of law report in italics,
- volume/issue number
- date published (in round brackets)
- page numbers

**First footnote:**

**Subsequent footnote:**

7.6 Law report (case) - neutral citation

Neutral citations identify a case without reference to the printed law report series, in which it was published. They can help to identify the case online (Pears and Shields, 2016, p.55).

**Footnote**
- Name of parties in italics and enclosed in ‘ ’
- court and case number followed by a .
- database/website and date (in round brackets)
- [Online]
- <URL>
- (Accessed: date) followed by .

**Reference list / Bibliography**
- Name of parties in italics and enclosed in ‘ ’
- court and case number followed by a .
- database/website and date (in round brackets)
- [Online]
- <URL>
- (Accessed: date) followed by .

**First footnote:**

**Subsequent footnote:**
7.7 Government publication

Footnote
- Name of government department
- Title in italics
- Place of publication:
- Publisher name
- Date published (in round brackets)

Reference list / Bibliography
- Name of government department
- Title in italics
- Place of publication:
- Publisher name
- Date published (in round brackets)

Note:
If accessed online, replace location and publisher with
- <URL>
- (Accessed: date) followed by .

First footnote:

Subsequent footnote:

8. Scientific and technical information

Most references to scientific and technical information should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

8.1 Technical standard

Footnote:
- Name of authorising organisation
- Number and title of standard in italics
- Place of publication
- Publisher name
- Date published (in round brackets)

Reference list / Bibliography:
- Name of authorising organisation
- Number and title of standard in italics
- Place of publication
- Publisher name
- Date published (in round brackets)

Note:
If accessed online, replace location and publisher with
- <URL>
- (Accessed: date) followed by .

20.
## How do I reference specific types of resources?

### 8.2 Patent

**Footnote:**
- Surname of inventor(s)
- Title in italics,
- Authorising organisation
- Patent number
- Date published (in round brackets)
- <URL>
- (Accessed date).

**Reference list / Bibliography:**
- Surname of inventor(s),
- Title in italics,
- Authorising organisation
- Patent number
- Date published (in round brackets)
- <URL>
- (Accessed date).

### 8.3 Graph

**Footnote:**
- Author’s name
- Title in italics,
- Place of publication followed by :
- Publisher name followed by ,
- Date (in round brackets)
- Page and media type (i.e. graph, diagram)

**Reference list / Bibliography:**
- Author’s name
- Title in italics,
- Place of publication followed by :
- Publisher name followed by ,
- Date (in round brackets)
- Page and media type (i.e. graph, diagram)

### First footnote:

### Subsequent footnote:
### How do I reference specific types of resources?

#### 9. Reviews

Most references to reviews should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

**Footnote:**
- Reviewer name
- Title of review in italics
- Review of... ‘title enclosed in’ by... (in round brackets)
- Title review appeared in italics
- Issue number (if available) and page number

**Reference list / Bibliography:**
- Reviewer surname followed by ,
- Initials followed by .
- Title of review in italics
- Review of... ‘title enclosed in’ by... (in round brackets)
- Title review appeared in italics
- Issue number (if available) and page number

**Note:**
If accessed online, replace location and publisher with
- <URL>
- (Accessed: date) followed by .

#### 9.1 Book review

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**

#### 9.2 Film review

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**

#### 9.3 Drama Review

**First footnote:**

**Reference list / Bibliography:**
Willis, J.W., *Family Fun For All* (review of ‘Beside The Seaside’ (Grand Theatre, Scarborough) by P. Welling), (Evening Times: 10 July 2017), p. 10.

**Subsequent footnote:**
10. Visual materials

Most references to visual materials should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

Footnote:
- Artist name
- Title of work in italics
- Medium [in square brackets]
- Institution where work is held
- City where work is held
- Date exhibition ran (in round brackets)

Reference list / Bibliography:
- Artist surname
- Initials followed by .
- Year, if known (in round brackets)
- Title of work in italics
- Medium [in square brackets], if necessary
- Institution / collection where work is held
- City where work is held
- Date exhibition ran (in round brackets)

Note:
If accessed online, replace institution with
- <URL>
- (Accessed: date) followed by .

10.1 Exhibition

First footnote:

Reference list / Bibliography:

Subsequent footnote:

10.2 Painting / Drawing

First footnote:

Reference list / Bibliography:

Subsequent footnote:
90. M. Puerto, Madonna, 1730.
### 10.3 Installation / exhibit

**First footnote:**

**Reference list / Bibliography:**

**Subsequent footnote:**

### 10.5 Book illustration, figure, diagram, logo and table

**First footnote:**
93. In printed book:

**Reference list / Bibliography:**

**Online:**

**Subsequent footnote:**


### 10.6 Graffiti

**First footnote:**

**Reference list / Bibliography:**
Unknown artist, *Peaceful Progress*, (15 Gate Street, Belfast, Northern Ireland, 5 August 2002).

**Subsequent footnote:**
How do I reference specific types of resources?

11. Live Performance
Most references to live performances should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

11.1 Dance

Footnote:
• Choreographer’s name
• Title of piece in italics
• Media type (in round brackets)
• Location and date of performance

Reference list / Bibliography:
• Choreographer’s surname followed by ,
• Initials
• Title of piece in italics
• Media type (in round brackets)
• Location and date of performance

11.2 Play

Footnote:
• Name of playwright
• Title in italics
• Dir. by ...
• Location and date seen (in round brackets)

Reference list / Bibliography:
• Name of playwright
• Title in italics
• Dir. by ...
• Location and date seen (in round brackets)

First footnote:

Subsequent footnote:

Note:
If accessed online
• <URL>
• (Accessed: date) followed by .
# How do I reference specific types of resources?

## 12. Film and television

Most references to film and television should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

### 12.1 Television programme

<table>
<thead>
<tr>
<th>Footnote:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Title of episode enclosed in ‘’</td>
</tr>
<tr>
<td>• Television programme (in round brackets)</td>
</tr>
<tr>
<td>• Title of programme in italics</td>
</tr>
<tr>
<td>• Channel name</td>
</tr>
<tr>
<td>• Date broadcast</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference list / Bibliography</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Title of episode enclosed in ‘’</td>
</tr>
<tr>
<td>• Television programme (in round brackets)</td>
</tr>
<tr>
<td>• Title of programme in italics</td>
</tr>
<tr>
<td>• Channel name</td>
</tr>
<tr>
<td>• Date broadcast</td>
</tr>
</tbody>
</table>

**Note**

If accessed online

- `<URL>`
- (Accessed: date) followed by .

### First footnote:


### Subsequent footnote:


### 12.2 Television programme viewed on the internet

<table>
<thead>
<tr>
<th>First footnote:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reference list / Bibliography:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Subsequent footnote:</th>
</tr>
</thead>
</table>
How do I reference specific types of resources?

12.3 Film

Footnote:
- Name of director followed by (dir.)
- Title of film in italics
- medium in square brackets i.e. [Film]
- (Place of publication: production company, date)

Reference list / Bibliography
- Surname, forename of director followed by (dir)
- Title of film in italics
- medium in square brackets i.e. [Film]
- (Place of publication: production company, date)

See also the section on the internet (3) for referencing films viewed online

12.4 Film on DVD / Blu-ray

First footnote:

Subsequent footnote:

Reference list / Bibliography:

12.5 Interview with a film director on DVD / Blu-ray

First footnote:
113. C. Williams, Interview With C. Williams (interviewed by B. Rodgers on ‘Shadow of the Ice Caves’) (Blu-ray). (Los Angeles, Calif.: Blue Diamond Productions Inc. 2012).

Subsequent footnote:
114. C. Williams, Interview, 2012.

Reference list / Bibliography:
Williams, C., Interview With C. Williams (interviewed by B. Rodgers on ‘Shadow of the Ice Caves’) (Blu-ray). (Los Angeles, Calif.: Blue Diamond Productions Inc. 2012)
How do I reference specific types of resources?

13. Public communications
Most references to public and personal communications should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

13.1 Lecture, seminar, webinar, PowerPoint and videoconference

Footnote:
- Name of speaker
- Title of communication in italics
- medium [in square brackets]
- Module code in italics followed by :
- Module title in italics followed by .
- Institution
- Date

Reference list / Bibliography
- Surname of speaker followed by ,
- Initials followed by .
- Title of communication in italics
- medium [in square brackets]
- Module code in italics followed by:
- Module title in italics followed by .
- Institution
- Date

First footnote:

Online:

Subsequent footnote:

13.2 Screencast

Footnote:
- Name of speaker
- Title of communication in italics
- medium [in square brackets]
- Module code in italics followed by :
- Module title in italics followed by .
- Institution
- Date

Reference list / Bibliography:
- Surname of speaker followed by ,
- Initials followed by .
- Title of communication in italics
- medium [in square brackets]
- Module code in italics followed by:
- Module title in italics followed by .
- Institution
- Date

First footnote:

Subsequent footnote:
# How do I reference specific types of resources?

## 14. Manuscripts

Most references to manuscripts should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

### 14.1 Collection of manuscripts

<table>
<thead>
<tr>
<th>Footnote:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Location of collection</td>
</tr>
<tr>
<td>• Name of collection</td>
</tr>
<tr>
<td>• MS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference list / Bibliography:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Location of collection</td>
</tr>
<tr>
<td>• Name of collection</td>
</tr>
<tr>
<td>• MS</td>
</tr>
</tbody>
</table>

**First footnote:**
123. York Library, Pendlemerry Witch Trials MS.

**Reference list / Bibliography:**

**York Library, Pendlemerry Witch Trials MS.**

**Subsequent footnote:**
124. York Library, Pendlemerry Witch Trials MS.

### 14.2 Individual manuscript

<table>
<thead>
<tr>
<th>Footnote:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Location of collection</td>
</tr>
<tr>
<td>• Author followed by ,</td>
</tr>
<tr>
<td>• Title of manuscript in italics</td>
</tr>
<tr>
<td>• Date, including day and month if known</td>
</tr>
<tr>
<td>• Name of collection</td>
</tr>
<tr>
<td>• Reference number of manuscript</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reference list / Bibliography:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Location of collection</td>
</tr>
<tr>
<td>• Author followed by ,</td>
</tr>
<tr>
<td>• Title of manuscript in italics</td>
</tr>
<tr>
<td>• Date, including day and month if known</td>
</tr>
<tr>
<td>• Name of collection</td>
</tr>
<tr>
<td>• Reference number of manuscript</td>
</tr>
</tbody>
</table>

**First footnote:**

**Reference list / Bibliography:**


**Subsequent footnote:**
126. Cheshire Trust, Nesbit-Jones Archive, 156 C12/1.