**Books**

Author (Year) *Title. Edition. Place & publisher.*
Basingstoke: Palgrave Macmillan.

**Chapter of an edited book**


**Journal article**

Author (Year) ‘Title of article’, *Title of Journal, Issue details, Page number(s).*

**Online resources**

You can find different types of information on the internet such as Government papers, reports and images. You should always reference according to the type of information first and then the fact that you have found it online. Give the URL and date accessed instead of the publisher details.

Author or organisation (Year last updated) *Title of site or page. Available at: URL (Accessed: date).*


**NB** If there is no author put the title *first*; if no title, use the URL.

---

**A very quick guide to referencing**

This leaflet is intended as a very quick guide to referencing. For more information and examples see:


An electronic version of *Cite them right,* along with other referencing help, can be found via skills@cumbria at [https://my.cumbria.ac.uk/Student-Life/Learning/Resources/referencing-and-avoiding-plagiarism/](https://my.cumbria.ac.uk/Student-Life/Learning/Resources/referencing-and-avoiding-plagiarism/)

Paper copies are available in the library.

Most subjects use the Harvard referencing style described in this leaflet but some subjects use other styles also covered in *Cite them right.* For example Psychologists use APA and Law students use OSCOLA. Check your Subject pages and the skills@cumbria Referencing webpages for more details

**skills@cumbria.ac.uk**
What is referencing?
You need to acknowledge other people’s ideas and reference the sources that you have used in your assignments. This is done in two parts:

- a brief citation which appears within the text which refers to the full reference listed at the end of your work.

Citation

Always includes the author’s surname and the year of publication. Include page numbers only for quotations or specific paraphrases, not for summaries (see p.10 in Cite Them Right).

- Cottrell (2013) argues that....
- Recent practice (Rix, 2015) suggests ...
- Use et al. for more than three authors (Wiscombe et al., 2017).

Short quotes are included in the text in speech marks and with the page number, eg Jenkins (2016, p. 325) states that “quotation...” Longer quotes are included as a separate, indented paragraph, without quotation marks, with the citation at the end.

NB It is better to paraphrase rather than quote, as it demonstrates your understanding; you still need a citation.

Reference list

References of everything cited in the text are listed at the end in alphabetical order, by author’s surname (or title if no author). Don’t separate out by format.

NB A bibliography includes additional works read, but not cited. Generally you are required to provide a reference list.

How to compile your references

<table>
<thead>
<tr>
<th>Format</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Surname, initial.</td>
</tr>
<tr>
<td>Year of publication</td>
<td>(Year)</td>
</tr>
<tr>
<td>Title of article/chapter</td>
<td>‘in single quotation marks’,</td>
</tr>
<tr>
<td>Title of publication</td>
<td>Italic BOOK JOURNAL</td>
</tr>
<tr>
<td>Edition</td>
<td>edn.</td>
</tr>
<tr>
<td>Issue details</td>
<td>Volume no. (part or issue), Season/month Numbers as figures eg 13(4), AND /OR Season as text</td>
</tr>
<tr>
<td>Place of publication &amp; publisher</td>
<td>Place: Publisher. Separated by a colon eg London: Elsevier.</td>
</tr>
<tr>
<td>Page number</td>
<td>pp. 84-95. One p. for single page; pp. for multiple pages</td>
</tr>
<tr>
<td>URL</td>
<td>Available at: .... Available at: the web address of the resource</td>
</tr>
<tr>
<td>Date accessed</td>
<td>(Accessed: full date)</td>
</tr>
</tbody>
</table>

Information correct at time of printing August 2018