Book Reference

What information do I need for the reference?

- Author,
- Year of publication,
- Title of book,
- Edition,
- Place of publication,
- Publisher.

What is the format for the reference?

Authors (Year of publication) Title of book.


Edition. Place of Publication: Publisher.

How to I cite this reference in my written work?

A recent study (Parboteeah and Cullen, 2008, p.60) suggests that.....

Parboteeah and Cullen (2008, p. 60) argue that.....

Is there anything else I need to remember?

- Your reference list must be in alphabetical order.
- It is useful to include page numbers for book citations.
- If you have a reference with four or more authors, Cite the first name listed in the source followed by et al. (meaning 'and others').
Chapter from an Edited Book Reference

What information do I need for the reference?

- Author of chapter
- Editor of book,
- Year of publication,
- Title of chapter or section,
- Title of book
- Book edition,
- Place of publication,
- Publisher,
- Page reference.

What is the format for the reference?


How to I cite this reference in my written work?

Recent research (Cooke, 2019) suggests that…

Cooke (2019) argues that…
# Journal article reference

## What information do I need for the reference?

- Author,
- Year of publication,
- Title of article,
- Title of Journal,
- Issue information,
- Page reference.

## What is the format for the reference?

<table>
<thead>
<tr>
<th>Authors</th>
<th>(Year of publication)</th>
<th>‘Title of article’,</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Journal,</td>
<td>Volume(Issue),</td>
<td>Page Numbers.</td>
</tr>
</tbody>
</table>

## Is there anything else I need to remember?

- Include all the authors
- Italicise the Journal Title

## How to I cite this reference in my written work?

A recent study (Feng, Morgan and Rego, 2020) suggest that….

Feng, Morgan and Rego (2020) argue that…..
## Webpage reference

### What information do I need for the reference?

- Author/Organisation,
- Year that the page was last updated,
- Title of web page,
- URL and the date they accessed the website.

### What is the format for the reference?

<table>
<thead>
<tr>
<th>Author/Organisation</th>
<th>(Year of publication)</th>
<th>Title of website.</th>
</tr>
</thead>
</table>


### Is there anything else I need to remember?

- If your author is an institution / company, include the organisation name in full in both the reference and citation
- Italicise the Webpage Title

### How to I cite this reference in my written work?

A recent study (International Monetary Fund, 2020) suggests that….  
The International Monetary Fund (2020) demonstrates that…..
# Referencing a source quoted in another author’s work

(Secondary referencing)

## What is secondary referencing?

Occasionally, you may want to refer to a source that is mentioned or quoted in the text you are reading. This is known as secondary referencing.

## Can I use secondary referencing?

You can use secondary referencing, but try using it sparingly.

The problems with secondary referencing is that you have not read the original source. Therefore, you don’t know if it has been cited accurately.

It is recommended to try and find the original source, but sometimes this is not possible. In this scenario, it is okay to use secondary referencing.

## How do I cite a secondary reference in my written work?

Research suggests (Cullis, 2015, cited in Halstead, 2018, p. 120) that…

Research suggest (Starling, 2014, quoted in Hudson, 2016, p. 90) that…

## How do I include a Secondary Reference in my reference list?

You provide a reference for the resource that you have read.

Therefore, in the above examples, you would reference the resource written by Halstead and Hudson.

ONLY include the original sources (Cullis and Starling in the example above) in your reference list if you have read it.
<table>
<thead>
<tr>
<th>In-Text Citations (More examples)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>One author</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards, 2019) that….</td>
</tr>
<tr>
<td><strong>Organisations / Companies as authors</strong></td>
</tr>
<tr>
<td>Research suggests (The National Institute for Health and Care Excellence, 2019) that….</td>
</tr>
<tr>
<td><strong>Two authors</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards and Hill, 2017) that…</td>
</tr>
<tr>
<td><strong>Three authors</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards, Hill and Newman, 2016) that…</td>
</tr>
<tr>
<td><strong>Four or more authors</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards et al., 2015) that…</td>
</tr>
<tr>
<td>Please make sure that you <em>always include all authors</em> in your references. Only use et al. for in-text citations.</td>
</tr>
<tr>
<td><strong>Citing Multiple Sources</strong></td>
</tr>
<tr>
<td>Research suggests (Edwards et al., 2015; Halstead, 2004; Lawson, 2019 and Rizvi, 2008) that…</td>
</tr>
<tr>
<td><strong>Citing sources published in the same year by the same author</strong></td>
</tr>
<tr>
<td>Edwards (2018a) argues that cycling is the future for transport in the UK. Studies suggest (Edwards, 2018b) that the growing awareness of climate issues and the reduction in the prices of folding bikes will be an important factor in this development.</td>
</tr>
</tbody>
</table>

**References:**
