Harvard referencing

This information has been adapted from the Harvard referencing guide.

Referencing guides are updated regularly in line with guidance from the institution on which the style is based. In order to make sure you are using the most up to date version of this guide, check the University Library's referencing page for the latest version.

Contents

Introduction

This guide details the Harvard style of referencing based upon the advice given in the book ["Cite Them Right (2016) 10th rev. and expanded edn."](#) This is the style of Harvard that The University Of Sheffield supports.

Referencing in the Harvard style is a two–part process:

- **Citation in the text**: this is the brief indication of the source within the text of your work immediately following the use of the source whether quoted, paraphrased or summarised.

- **Reference list**: a complete list of all the cited references used in your work with full bibliographic details, to allow the reader to follow up these references and find the original text.

Creating a citation and reference list

Citing in the text

Harvard style referencing is an author/date method. Sources are cited within the body of your assignment by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography at the end.

If a citation refers to a complete information source, or an idea/theme which runs through the entire work, or a substantial part of an information source, then you would simply include author and date, e.g. (Smith, 2017) or Smith (2017).

Citations which are used with direct quotations, or are referring to a particular part of a source, should include the page number in your citation, e.g. (Smith, 2017, p. 42) or Smith (2017, p. 42).

Tips for citing

- If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in round brackets, e.g. According to Smith (2017).

- If the author(s) name does not appear in the body of the text, then the name and date should follow in round brackets, e.g. The terminology has been called into question when it was discovered...(Smith, 2017).

Creating a reference list

A reference list is the list of items you have used in your work. Reference lists in Harvard are in alphabetical order.

General tips for creating a list are:

- Author/Editor names should be given in the following format: Surname, Initials e.g. Smith, F.G.

- Certain types of material, such as encyclopedias or dictionaries, may not have a person or persons as the main author or editor. These can be referenced by the title in italics first, e.g.

  OED online (2017) Oxford: Oxford University Press. Available at: http://www.oed.com (Accessed: 26 January 2017).

- If no publication date can be found, then you would use (no date).

- The Edition of a book is not included for the first edition, only for later editions, e.g. 2nd edn, 3rd edn, etc. Edition is abbreviated to edn to distinguish it from the abbreviation for Editor (ed.).

- Each reference should end in a full stop unless it ends with a link.

Quoting

If you are directly quoting from a source, then you should include the page number in your citation. A short quotation (under two lines), should be within the body of the text and in quotation marks, e.g.

> There is still a labelling issue when it comes to flavourings in food, it is noted that, "flavours such as vanillin which occur naturally in food are called 'nature–identical'. The label does not have to state where it comes from." (Wilson, 2009, p. 257).

Reference list

Wilson, B. (2009) *Swindled: From poison sweets to counterfeit coffee – the dark history of the food cheats.* London: John Murray (Publishers).

Blog

In the text

For an in–text citation in your work, you would cite the reference as follows:

Chaurey (2020) considers ethical review processes...
The limitations of the framework...(Chaurey, 2020)

In the bibliography/reference list

Author Surname, Initial(s). (Year) 'Title of blog post', *Title of blog,* Day/Month of post. Available at: URL (Accessed: date).

Chaurey, K. (2020) 'Decolonising ethics frameworks for research in Africa', *Africa at LSE,* 8th January. Available at: https://blogs.lse.ac.uk/africaatlse/2020/01/08/decolonising-ethics-frameworks-research-africa/ (Accessed: 29 March 2021).

Notes

- If the author of a blog post has used an alias instead of their real full name, you may use this in the in-text citation and reference.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Book with a single author

In the text

For an in–text citation in your work, you would cite the reference as follows:

Bryman (2016) recommends...
Quantitative data is more suited to the study due to... (Bryman, 2016).

In the bibliography/reference list

Author Surname, Initial(s). (Year) *Title.* Edition (if not first edition). Place of publication: Publisher.

Bryman, A. (2016) *Social research methods.* 5th edn. Oxford: Oxford University Press.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Book with two or more authors

Book with two authors

In the text

For an in–text citation in your work, you would cite the reference as follows:

Wallace and Wolf (2006) found that...
Globalization is a theory that has many concepts... (Wallace and Wolf, 2006).

In the bibliography/reference list

Author Surname, Initial(s). and Author Surname, Initial(s). (Year) *Title.* Edition (if not first edition). Place of publication: Publisher.

Wallace, R. A. and Wolf, A. (2006) *Contemporary sociological theory: expanding the classical tradition.* 6th edn. Upper Saddle River, N.J.: Prentice Hall.

Book with three authors

In the text

For an in–text citation in your work, you would cite the reference as follows:

Greig, Taylor and MacKay (2013) found that...
Finding the reasons behind a child's behaviour... (Greig, Taylor and MacKay, 2013).

In the bibliography/reference list

Author Surname, Initial(s)., Author Surname, Initial(s). and Author Surname, Initial(s). (Year) *Title.* Edition (if not first edition). Place of publication: Publisher.

Greig, A., Taylor, J. and MacKay, T. (2013) *Doing research with children: a practical guide.* 3rd edn. London: Sage.

Book with four or more authors

In the text

For an in–text citation in your work, you would cite the reference as follows:

Begg *et al*. (2014) found that...
The elasticity of demand demonstrates... (Begg *et al.*, 2014).

In the bibliography/reference list

First Author Surname, Initial(s). *et al*. (Year) *Title.* Edition (if not first edition). Place of publication: Publisher.

Begg, D.K.H. *et al*. (2014) *Economics*. 11th edn. London: McGraw-Hill.

Notes

- If there are two or three authors use "and" in between the names rather than "&".

- For references with four or more authors, include only the first author followed by *et al* written in italics.

For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

Book Chapter (in an edited book)

In the text

For an in–text citation in your work, you would cite the reference as follows:

> He (1997) found that...
> The ethnic relations in China ...(He, 1997).
>
> Zheng (1997) looked at the cultural influences...
> The culture of western business during the period...(Zheng, 1997).

In the bibliography/reference list

Chapter Author Surname, Initial(s). (Year) 'Title of chapter', in Editor(s) Surname, Editor(s) Initial. (ed. or eds.) *Title of book*. Edition (if not first). Place of publication: Publisher, Page numbers.

> He, X. (1997) 'The market economy and ethnic relations in China', in Ikeo, A. (ed.) *Economic development in twentieth century East Asia: the international context.* London: Routledge, pp. 190–205.
>
> Zheng, X. (1997) 'Chinese business culture from the 1920s to the 1950s', in Ikeo, A. (ed.) *Economic development in twentieth century East Asia: the international context.* London: Routledge, pp. 35–54.

Notes

- If there are two or three authors/editors use "and" in between the names rather than "&".

- For references with four or more authors/editors, include only the first author/editor followed by *et al* written in italics.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Book – Edited

In the bibliography/reference list for one editor

Editor Surname, Initial(s). (ed.) (Year) *Title*. Edition (if not the first). Place of publication: Publisher.

> Ikeo, A. (ed.) (1997) *Economic development in twentieth century East Asia: the international context.* London: Routledge.In the bibliography/reference list for two editors

In the bibliography/reference list for two editors

Editor Surname, Initial(s). and Editor Surname, Initial(s). (eds.) (Year) *Title*. Edition (if not the first). Place of publication: Publisher.

Parker, R. and Aggleton, P. (eds.) (2007) *Culture, society and sexuality: a reader.* 2nd edn. London: Routledge.

In the bibliography/reference list for three editors

Editor Surname, Initial(s)., Editor Surname, Initial(s). and Editor Surname, Initial(s). (eds.) (Year) *Title.* Edition (if not the first). Place of Publication: Publisher.

Alcock, P., May, M. and Wright, S. (eds.) (2012) *The student's companion to social policy.* 4th edn. Oxford: Wiley–Blackwell.

In the bibliography/reference list for four or more editors

First Editor Surname, Initial(s). *et al*. (eds.) (Year) *Title.* Edition (if not the first). Place of Publication: Publisher.

Ritchie, J. *et al.* (eds.) (2014) *Qualitative research practice: a guide for social science students and researchers.* 2nd edn. Los Angeles: Sage.

Notes

- If there are two or three editors use "and" in between the names rather than "&".

- For references with four or more editors, include only the first author followed by *et al* written in italics.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Book – Electronic

Many ebooks look the same as a printed book in terms of page numbering, publisher details, etc., so the in-text citation and reference will be in the same format as a print book; you do not need to include details of where you accessed it from online in the reference. Follow the guidance in the sections for print books:

- Book with a single author

- Book with two or more authors

- Book Chapter (in an edited book)

- Book - Edited

For an e-reader (e.g. Kindle)

If you have downloaded the book onto an edevice and the page numbers of the ebook are not available in the device you are using, use the information that is available, such as loc, %, chapter or paragraph if you need to identify a particular page/section for your in-text citation.

In the text

For an in–text citation in your work, you would cite the reference as follows:

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The main sociological theories are explained (Bruce, 2018)...
Bruce explains this particular theory as...(2018, 52%)

In the bibliography/reference list

Author Surname, Initial(s). (Year) *Title of item*. Edition (if not the first). Available at: URL (Downloaded: date).

Bruce, S. (2018) *Sociology: a very short introduction*. 2nd edn. Available at: https://www.amazon.co.uk/Sociology-Very-Short-Introduction-Introductions-ebook/dp/B07DP6M3XM/ref=sr_1_1 (Downloaded: 30 April 2021).

Notes

- The Downloaded: date in the reference is the date that you downloaded the book onto your device.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Dictionary

Dictionary Entry – Print

In the text

For an in–text citation in your work, you would cite the reference as follows:

'Research' (2009) is defined as...
This is the process of...('Research', 2009)

Berges (2012) notes that 'moral development'...
'Moral development' is associated with...(Berges, 2012)

In the bibliography/reference list

Author of Section Surname, Initial(s). (Year) 'Title of entry', in Editor(s) Surname, Initial(s). (ed. or eds.) *Title: Volume* (if applicable). Edition (if not first). Place of publication: Publisher. Page numbers.

Berges, S. (2012) 'Moral Development', in Chadwick, R. (ed.) *Encyclopedia of Applied Ethics: Volume 3 M–R.* 2nd edn. London: Academic Press. pp. 141–151.

'Research' (2009) in *Concise Oxford English Dictionary*. 11th rev. edn. Oxford: Oxford University Press. p. 1222.

Dictionary Entry – Online

In the bibliography/reference list

Author of Section Surname, Initial(s). (Year) 'Title of entry', in Editor(s) Surname, Initials. (ed. or eds.) *Title: Volume* (if applicable). Edition (if not first). Available at: URL (Accessed: date) or doi:

Research, n.1' (2015) in *OED Online.* Available at:
http://www.oed.com/view/Entry/163432?isAdvanced=false&result=1&rskey=P9ZxF
& (Accessed: 14 December 2015).

Full Dictionary – In Print

In the bibliography/reference list

Editor(s) Surname, Initial(s). (ed. or eds.) (Year) *Title* (no. of vols. if applicable). Edition (if not first). Place of publication: Publisher.

Chadwick, R. ed. (2012) *Encylopedia of applied ethics* (4 vols.). 2nd edn. London: Academic Press.

Soanes, C. and Stevenson, A. (eds.) (2005) *Oxford English Dictionary*. 2nd rev. edn. Oxford: Oxford University Press.

Full Dictionary – Online

In the bibliography/reference list

Editor(s) Surname, Initial(s). (ed. Or eds.) (replace with *Title* if no editor) (Year) *Title* (no. of vols. If applicable). Edition (if not first). Available at: URL (Accessed: date).

OED online (2021). Available at: http://www.oed.com (Accessed: 28 June 2021).

Notes

- Certain types of material, such as encyclopedias or dictionaries, may not have a person or persons as the main author or editor. These can be referenced by the title in italics first, e.g.

  OED online (2021). Available at: http://www.oed.com (Accessed: 28 June 2021).

- To reference an entry in a dictionary or encyclopedia without an author or editor, put the title of the entry in single quotation marks first, e.g.

  'Research' (2009) in *Concise Oxford English Dictionary*. 11th rev. edn. Oxford: Oxford University Press. p. 1222.

For more information about in–text citation and referencing multiple authors, see [Creating a citation and reference list](#).

Images and Figures

This guidance is for citing and referencing images and figures that you are **referring** to in your work. If you have **inserted** an image or figure into your work please see ["Discovering and Using Images, Graphs, Charts and Figures."](#)

From an online collection/social media site, e.g. Flickr, Instagram, etc.

In the text

For an in–text citation in your work, you would cite the reference as follows:

The overflow of the Ladybower Reservoir can be seen in the image (andy_c, 2005)...

In the bibliography/reference list

Artist/Creator Surname, Initial(s). OR screen name (Year) *Title of image/figure* [Description]. Available at: URL (Accessed: date).

andy_c (2005) *Ladybower Plughole* [Photograph]. Available at: https://www.flickr.com/photos/andycpics/3035948922 (Accessed: 6 July 2016).

From a museum/gallery (either viewed in person or online)

In the text

For an in–text citation in your work, you would cite the reference as follows:

The photograph (Nicholls, 1919) shows the 18th Battalion...

In the bibliography/reference list

Artist/Creator Surname, Initial(s). (Year) *Title of image/figure* [Description]. Name of museum/gallery, Location. [If viewed in person] (Viewed: Date). [If viewed online] Available at: URL (Accessed: date).

Nicholls, H. (1919) *Preparations for the Peace Day Celebrations, July 1919* [Photograph]. Imperial War Museum, London. Available at: http://www.iwm.org.uk/collections/item/object/205297061 (Accessed: 2 January 2016).

From a journal

In the text

For an in–text citation in your work, you would cite the reference as follows:

Schnabel (1984) created the artwork using paint on velvet...

In the bibliography/reference list

Artist/Creator Surname, Initial(s). (Year) 'Title of image/figure' [Description], in Author of journal article (if different to Artist/Creator) Surname, Initial(s). (Year) 'Title of article', *Title of Journal* Volume(Issue), Page number. [If online] Available at: URL (Accessed: date) OR doi:

Schnabel, J. (1984) 'Ethnic Types #15 and #72' [Oil, animal hide, modeling paste on velvet], in Sans, J. (2020) 'Julian Schnabel: The Myth Unfurls', *Art in Translation* 12(3), p. 400. doi: https://doi.org/10.1080/17561310.2020.1876831

From a book/ebook

In the text

For an in–text citation in your work, you would cite the reference as follows:

> The painting shows the effects of intense heat on the structure of a building (Sutherland, 1941).

In the bibliography/reference list

Artist/Creator Surname, Initial(s). (Year) 'Title of image/figure' [Description], in Author of book (if different to Artist/Creator) Surname, Initial(s). *Title of book* (Year). Place of publication: Publisher, Page number.

> Sutherland, G. (1941) 'Devastation 1941: City, twisted girders' [Painting], in Mellor, L. *Reading the ruins: Modernism, bombsites and British culture* (2011). Cambridge: Cambridge University Press, p. 119.

Notes

- Reference an ebook in the same way as a print book. You do not need to add the URL (see Book – Electronic for further guidance).

- In some cases you may need to use the screen name of the creator if their real name is not available, which may be the case with image sharing or social media websites.

- If a person or corporation cannot be identified as the artist/creator, omit the artist/creator and start the reference with the title.

- If there is no clear title to the image, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the image with a title, in square brackets, providing the following where possible:
  - The subject matter.
  - The name or place of the object depicted, i.e. the person, the building, the location, etc.

- Some online journal articles group multiple figures together as one downloadable image. If you are only referring to one of the figures within the image, make this clear by using the title of that particular figure in your citation/reference.

- Include a description of the item in square brackets, e.g. [Photograph], [Diagram], [Table], etc. If it is a painting or drawing you can either describe it as [Painting] or [Drawing], or if the medium used is available you can use this as the description, e.g. [Watercolour], [Oil on canvas], [Charcoal on paper], etc.

- If you are referencing an image or figure from a source other than those listed above, include the details of the source in the usual format for that item type after the details of the image.

- You don't need to include a citation and reference for any images or figures that you have created yourself. Everything in your work is assumed to be your own work unless you state otherwise, i.e. by citing someone else's work.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Journal Article

Physical item

In the text

For an in–text citation in your work, you would cite the reference as follows:

> Austin (2009) argues that periodical conflict may be expected...
> It can be assumed that pickpocketing...(Austin, 2009)

In the bibliography/reference list

Author of article Surname, Initial(s). (Year) 'Title of article', *Title of Journal,* Volume(Issue), Page range.

> Austin, T. (2012) 'Takers keepers, losers weepers: theft as customary play in southern Philippines', *Journal of Folklore Research,* 49(3), pp. 263–284.

Online with a URL

In the text

For an in–text citation in your work, you would cite the reference as follows:

> Ashby (1999) identified Zappa's style...
> The melodies in Zappa's work...(Ashby, 1999).

In the bibliography/reference list

Author of article Surname, Initial(s). (Year) 'Title of article', *Title of Journal*, Volume(Issue), Page range (if available). Available at: URL (Accessed: date).

> Ashby, A. (1999) 'Frank Zappa and the anti–fetishist orchestra', *The Musical Quarterly*, 83(4), pp. 557–606. Available at: http://www.jstor.org/stable/742617 (Accessed: 8 April 2021).

Online with a DOI

What is a DOI?

If you are unsure if the article you are looking at has a DOI, please see the following page: DOIs and URLs which gives an explanation of the identifier.

In the text

For an in–text citation in your work, you would cite the reference as follows:

Dobson (2006) identified that the depiction...
The stereotypical portrayal of cultures...(Dobson, 2006).

In the bibliography/reference list

Author of article Surname, Initial(s). (Year) 'Title of article', *Title of Journal*, Volume(Issue), Page range (if available). doi:

Dobson, H. (2006) 'Mister Sparkle meets the 'Yakuza': depictions of Japan in The Simpsons', *Journal of Popular Culture*, 39(1), pp. 44–68.doi: https://doi.org/10.1111/j.1540-5931.2006.00203.x

Notes

- Enclose the title of the article in single quotation marks.

- Capitalise the first letter of each of the main words of the journal title, but not the linking words such as "and", "for", "of" or "the".

- If the article you are referencing has a DOI, always write DOI in lower case letters in your references, e.g. doi.

- For a journal article with a DOI you don't need to include "Available at" or "(Accessed: date)" in the reference as a DOI is a stable identifier and will not change, whereas a URL may change or be deleted so the extra information is needed to clarify where and when you found the article.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Maps

In the text
For an in–text citation in your work, you would cite the reference as follows:

The Inverness and Strathglass Ordnance Survey map (1996) shows Loch Ness...
The area covered by the map...(Ordnance Survey, 1996)

The Information Commons (Google Maps, 2021) is near...
The library can be seen using Google Maps (2021)...

In the bibliography/reference list

Physical item

Name of creator or creator Surname, Initial(s). (Year) *Title of map,* Sheet number, Map scale, Edition (if needed). Place of publication: Publisher. (Series).

Ordnance Survey (1996) *Inverness and Strathglass*, Sheet 26, 1:50000, 7-GSGS edn. Southampton: Ordnance Survey. (Landranger Series).

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Online/Electronic

Name of creator or creator Surname, Initial(s). (Year) 'Title of map' (Format if available), Scale if available. Available at: URL (Accessed: date).

Google Maps (2021) 'Information Commons, Sheffield'. Available at: https://www.google.co.uk/maps/ (Accessed: 8 April 2021).

Ordnance Survey (2020) 'Castleton, Derbyshire', 1:50000. Available at: http://digimap.edina.ac.uk/ (Accessed: 8 April 2021).

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Newspaper Article

In the text
For an in–text citation in your work, you would cite the reference as follows:

Sample (2014) highlights the research which has taken place...
The research was reported in the national news...(Sample, 2014)

In the bibliography/reference list

In print

Author Surname, Initial(s). (Year) 'Title of Article', *Title of newspaper*. Date (Day, Month). Page range.

Sample, I. (2014) 'Why an octopus never gets itself tied in knots', *The Guardian*, 16 May, p.17.

Online/Electronic

Author Surname, Initial(s). (Year) 'Title of article', *Title of Newspaper*, Date (Day Month), Page number (if available). Available at: URL or doi: (Accessed: date).

Sample, I. (2014) 'Why an octopus's suckers don't stick its arms together', *The Guardian*, 15 May. Available at: http://www.theguardian.com/science/2014/may/15/octopus-suckers-arms-chemical-skin (Accessed: 17 January 2015).

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Presentation

In the text
For an in-text citation in your work, you would cite the reference as follows:

Grant (2016) demonstrates the issues...
The artwork expresses the...(Grant, 2016).

Sciamanna, Bazela, and Bullingham (2016) presented the work surrounding...
The case study within the presentation focused on...(Sciamanna, Bazela, and
Bullingham, 2016).

In the bibliography/reference list

Surname of presenter, Initial(s). (Year of presentation) 'Title of presentation' [Medium, e.g.
PowerPoint presentation]. Name of event. Available at: URL (Accessed: date).

Grant, V. (2016) 'Voice, agency and the medical arts' [*PowerPoint* presentation].
Medical Arts Seminar, HRI, University of Sheffield. Available at:
https://www.slideshare.net/missvagrant/voice-agency-and-the-medical-arts?
(Accessed: 22 May 2017).

Sciamanna, C., Bazela, C. and Bullingham, L. (2016) 'Reconceptualising information
and digital literacy in a fluid digital world' [*PowerPoint* presentation]. Northern
Collaboration Conference 2016. Available from:
https://www.slideshare.net/northerncollaboration/reconceptualising-information-
and-digital-literacy-in-a-fluid-digital-world (Accessed: 18 May 2017).

For more information about in–text citation and referencing multiple authors, see Creating
a citation and reference list.

Social Media

In the text
For an in-text citation you would cite the reference as follows:

Uni of Sheffield Library (2017) celebrated the opening of the...
The anniversary of the Western Bank Library was marked on social media (Uni of
Sheffield Library, 2017).

University of Sheffield Library (2017) marked the first library opening at the
university...
The first library at the University opened in 1909 (University of Sheffield Library,
2017).

In the bibliography/reference list

Name of Creator Surname, Initial(s). or Screen name if proper name not available (Year) *Title
of message - up to 40 words* [Medium] Day/Month of post. Available at: URL (Accessed:
date).

Uni of Sheffield Library (2017) *On this day in 1959, our Western Bank Library (then
called the 'Main Library') was officially opened by T.S. Eliot
http://www.sheffield.ac.uk/library/special/libcoll ...* [Twitter] 12 May. Available at:

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https://twitter.com/UniSheffieldLib/status/862945694457274368 (Accessed 15 May 2017).

University of Sheffield Library (2017) *On this day, in 1909, the first library opened at the University of Sheffield* [Facebook] 26 April. Available at: https://www.facebook.com/UniSheffieldLib/posts/1346273698788324 (Accessed 15 May 2017).

Notes

- You are not required to ask permission from anyone involved in the post/conversation before using them in your work, but you may wish to do so as a courtesy. You are only required to do so if the conversation occurred in a private context (locked Twitter accounts, members-only forums, etc.).

- You may need to provide a title for the social media post if there is not one provided. Use up to the first 40 words of the post in square brackets as the title.

- It is acceptable to use the main page URL of the social media platform in your reference if the post is not openly accessible to everyone, e.g. use https://www.facebook.com/ as the URL in your reference if you are referring to a discussion between yourself and another member of Facebook that is not open to everyone to view.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Video – Physical Format

Film/One-off documentary

In the text

For an in-text citation you would cite the reference as follows:

Black Swan (2010) used imagery to represent...
The hidden images contained in the film...(*Black Swan*, 2010)

The premise of *Captain America: The Winter Soldier* (2014)...
The use of green screen in the film (*Captain America: The Winter Soldier*, 2014)...

In the bibliography/reference list

For a film/documentary viewed in the cinema

Title of Film/Documentary (Year of distribution) Directed by Initial(s). Surname [Film]. Place of distribution: Distribution Company.

Captain America: The Winter Soldier (2014) Directed by A. Russo and J. Russo [Film]. New York: Marvel Entertainment.

For a film/documentary viewed on DVD or Blu-ray

Title of Film/Documentary (Year of distribution) Directed by Initial(s). Surname [DVD] or [Blu-ray]. Place of distribution: Distribution Company.

> *Black Swan* (2010) Directed by D. Aronofsky [Blu-ray]. Los Angeles: Fox Searchlight Pictures.

TV Episode from a series

In the text

For an in-text citation you would cite the reference as follows:

> The detectives Bulk and McNulty revisit an old crime scene...('Old Cases', 2002)
> ...in the episode 'Old Cases' (2002)

> The episode uses visions to reveal the events...('The Door', 2016)
> ..In 'The Door' (2016) we see the visualisation of...

In the bibliography/reference list

'Title of Episode' (Year of distribution) *Title of Programme/Series* In *Title of compilation or box-set* [DVD] or [Blu-ray] Place of distribution: Distribution company.

> 'Old Cases' (2005) *The Wire* In *The Wire: the complete first season* [DVD] New York: HBO.

> 'The Door' (2016) *Game of Thrones* In *Game of Thrones: the complete sixth season* [Blu-ray] New York: HBO.

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Video – Streaming Service (e.g. Netflix)

This includes Films and TV Series or Episodes that you have viewed via subscription services such as Netflix, Amazon Prime Video, Now TV, etc., and catch-up services such as Box of Broadcasts, BBC iPlayer, All 4, My 5, etc.

Film

In the text

For an in-text citation in your work, you would cite the reference as follows:

> *Portrait of a Lady on Fire* (2019) is set in 18th century France...
> ...the film (*Portrait of a Lady on Fire*, 2019) was written and directed by...

> An unofficial segregation policy is uncovered in *Small Axe: Education* (2020)...
> ...the film (*Small Axe: Education*, 2020) is part of a series directed by...

The use of mirrors in *Atlantics* (2019)...

...the film (*Atlantics*, 2019) was co-written and directed by...

In the bibliography/reference list

Title of Film (Year of distribution) Directed by Initial(s). Surname. Available at: Name of service (Accessed: date).

Atlantics (2019) Directed by M. Diop. Available at: Netflix (Accessed: 25 May 2021).

Portrait of a Lady on Fire (2019) Directed by C. Sciamma. Available at: MUBI (Accessed: 15 April 2020).

Small Axe: Education (2020) Directed by S. McQueen. Available at: Box of Broadcasts (Accessed: 25 May 2021).

Current Affairs Programme

In the text

For an in-text citation in your work, you would cite the reference as follows:

The *BBC News at Six* (2021) covered the story...
When this news story was first reported (*BBC News at Six*, 2021)

The Year Britain Stopped (2021) chronicles...
Frontline workers and scientists tell their stories...(*The Year Britain Stopped*, 2021)

In the bibliography/reference list

Title of Programme (Year of original broadcast) Name of Channel, Day/Month, Time of broadcast. Available at: Name of Streaming Service (Accessed: date).

BBC News at Six (2021) BBC One, 20 May, 18:00. Available at: BBC iPlayer (Accessed: 21 May 2021).

The Year Britain Stopped (2021) Channel 4, 24 May, 21:00. Available at: All 4 (Accessed: 27 May 2021).

TV Episode from a series

In the text

For an in-text citation in your work, you would cite the reference as follows:

The first episode of *Stranger Things*, 'The Vanishing of Will Byers' (2016), uses aspects of...
The monster makes a first appearance...('The Vanishing of Will Byers', 2016)

In the episode 'Cooper's Dream' (1990) the stage is set for...
Agent Cooper visits the Log Lady ('Cooper's Dream', 1990) which represents...

In the bibliography/reference list

'Title of Episode' (Year of original broadcast/release) *Title of Series/Season*, Series/Season and episode numbers OR day/month (if available). Production Company. Available at: Name of streaming service. (Accessed: date).

> 'Cooper's Dream' (1990) *Twin Peaks*, Season 1, episode 6. Propaganda Films. Available at: NowTV (Accessed: 29 December 2016).

> 'The Vanishing of Will Byers' (2016) *Stranger Things*, Season 1, episode 1. 21 Laps Entertainment. Available at: Netflix (Accessed 29 December 2016).

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Video Sharing Website (e.g. YouTube)

This includes sharing platforms such as YouTube, Vimeo, IGTV, TED, etc.

In the text
For an in-text citation in your work, you would cite the reference as follows:

> YouTube Movies (2016) have...
> *Doctor Strange* (YouTube Movies, 2016) shows the...

> The University of Sheffield (2019) have created...
> *Campus Tour* (The University of Sheffield, 2019) takes a tour of the campus...

> Climate and data scientist Angel Hsu (2020) gave a TED Talk...
> In *Cities are driving climate change. Here's how they can fix it* (Hsu, 2020, 3:47) she observes the disparities...

In the bibliography/reference list

Name of Person/Organisation posting video (Year video posted) *Title of Film*. Day/Month uploaded (if available). Available at: URL (Accessed: date) or doi:

> Hsu, A. (2020) *Cities are driving climate change. Here's how they can fix it*. October. Available at: https://www.ted.com/talks/angel_hsu_cities_are_driving_climate_change_here_s_how_they_can_fix_it (Accessed: 27 May 2021).

> The University of Sheffield (2019) *Campus Tour*. 5 June. Available at: https://www.instagram.com/tv/ByVQviAhJ9i/ (Accessed: 27 May 2021).

> YouTube Movies (2016) *Doctor Strange*. 24 February. Available at: https://youtu.be/bLaKpGUsMmU (Accessed: 27 May 2021).

Notes

- For a TED Talk, use the name of the speaker in the video as the Name of Person/Organisation in your reference and in-text citation.

- If you need to refer to a specific place within a video, include the time stamp in your in-text citation in the format minutes:seconds, e.g. (YouTube Movies, 2016, 18:33).

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Web Page

Only reference a source as a web page if the source does not fall into another category, such as journal article, conference proceedings, report, blog, image, etc.

Web page with an individual author

In the text

For an in–text citation in your work, you would cite the reference as follows:

> In Michael Rosen's biography (2021)...
> He began writing poetry at the age of twelve...(Rosen, 2021)

In the bibliography/reference list

Author Surname, Initial(s). (Year site was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

> Rosen, M. (2021) *Michael Rosen Biography*. Available at: https://www.michaelrosen.co.uk/for-adults-biography/ (Accessed: 26 April 2021).

Web page with a group or organisation as author

In the text

For an in–text citation in your work, you would cite the reference as follows:

> The NHS (2019) lists the main symptoms...
> The causes of diabetes...(NHS, 2019)

In the bibliography/reference list

Group or Corporate author (Year site was published/last updated) *Title of web page*. Available at: URL (Accessed: date).

> NHS (2019) *Diabetes.* Available at: https://www.nhs.uk/conditions/diabetes/ (Accessed: 26 April 2021).

Web page with no author

In the text

For an in–text citation in your work, you would cite the reference as follows:

The *Grey to Green Sheffield* project (2016) has had national recognition...
A sustainable drainage system was used...(*Grey to Green Sheffield*, 2016)

In the bibliography/reference list

Title of web page (Year site was published/last updated). Available at: URL (Accessed: date).

Grey to Green Sheffield (2016). Available at:
http://www.greytogreen.org.uk/index.html (Accessed: 26 April 2021).

Notes

- If a web page has no author, use the title of the page in italics in place of the author for both the in-text citation and the reference.

- If the Corporate Author is well known by an abbreviation, for the first time you cite the resource write out the name in full followed by the abbreviation in round brackets, then use just the abbreviation for second and further citations, e.g. for the first citation use (National Institute for Health and Care Excellence (NICE), 2016) or National Institute for Health and Care Excellence (NICE), (2016). The second and further citations would then read (NICE, 2016) or NICE (2016). You can then use the abbreviation in your reference list rather than writing out the name in full.

- If you cannot find the date that the web page was published or last updated, use (no date).

For more information about in–text citation and referencing multiple authors, see Creating a citation and reference list.

Summary

You have reached the end of this resource.

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Get in touch: library@sheffield.ac.uk

Full URLs

Harvard referencing guide:
https://librarydevelopment.group.shef.ac.uk/referencing/harvard.html

University Library's referencing page:
https://www.sheffield.ac.uk/library/study/research-skills/referencing

Cite Them Right (2016) 10th rev. and expanded edn:
https://find.shef.ac.uk/permalink/f/1lephdb/44SFD_ALMA_DS21250961330001441

Discovering and Using Images, Graphs, Charts and Figures:
https://xerte.shef.ac.uk/play.php?template_id=908

DOIs and URLs: https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls

Pre-entry Research Skills and Critical Thinking resources:
https://www.sheffield.ac.uk/library/study/research-skills/preentry

Library FAQs: https://libraryhelp.shef.ac.uk/

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