BRIEF GUIDE TO REFERENCING WITH HARVARD SYSTEM

(Last Updated: 25 March 2021)

This is a guide to the Harvard referencing system for XJTLU students. However, please always refer to your module handbook or any specifications for further guidance, as your lecturers/tutors may prefer a different style of referencing.

Introduction:

This guide gives advice on referencing using the Harvard System. This is the preferred referencing system for many of the departments at Xi'an Jiaotong-Liverpool University. There are numerous different types of referencing systems available. And most style guides fall into two commonly used system: **1) author-date system** (Harvard, APA) and **2) numeric system** (Vancouver, MLA). To be noted, Harvard is an author-date citation system rather than a bibliography style itself. Bibliographic style is a personal choice, it is about whether titles are *italicised*, in **bold**, underlined, authors' full names or initials are included. So the Harvard system can use different styles which dictate the appearance of your document, but you should always have a citation in the text and a bibliographic reference at the end of your document. This guide suggests a style within Harvard system which aligns with the guidance of University of Liverpool.

Plagiarism:

When writing assignments, you must acknowledge the source of your ideas and quotes in sufficient detail so that readers can locate the item. Referencing is important to avoid plagiarism, to verify quotations and to enable readers to follow up what you have written and locate the cited work. Plagiarism is defined by Xi'an Jiaotong-Liverpool University Student Regulations as "Reproducing material from other works or a paraphrase of such material without acknowledgement". For more information on how to avoid plagiarism please refer to Department of Registry.

Collecting and organizing references:

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason, it is strongly recommended to write down all the citation details of a source as you use it, and to compile a reference list at the end of the document that includes full details of all references

cited. Bibliographic software, such as **EndNote**, **RefWorks**, or **Mendeley**, will help you organize your references according to different citation systems and add the citations to your text.

Two parts in Harvard System:

In-text citations: Citing in the text of your work: this means acknowledging, within your text, the sources that you have used.

- In an author-date style, in-text citations usually require the name of the author(s) and the year of publication.
- A page number is included if you have a direct quote, paraphrase a passage or you want to direct the reader to a specific page. Page numbers may also be included if you are referring to a long work and the page numbers might be useful to the reader.

How to create a reference list/bibliography (containing bibliographic citations): these are the details of the sources you have used. You list them in alphabetical order at the end of your work. This is your reference list. You can see instructions for developing your bibliography later in this guideline.

- A reference list contains only the books, articles, and web pages etc. that are cited in the text of the document. A bibliography includes all sources consulted for background or further reading.
- A reference list is arranged alphabetically by author's family name.
- If you have more than one item with the same author, list the items chronologically, starting with the earliest publication.

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BOOKS

Elements of citation:

Author(s), editor(s) or corporate author of book – family name and initials (Year of publication) *Title and any subtitle of the book – italicised* (Series title and number (if they appear)). Edition (if it is not the first). Place of publication: publisher.

Reference Type	In-text Examples	Reference List Examples
Single author	• … Concepts are mental images or perceptions (Kumar, 1999) … *or* • Kumar (1994, p. 25) claimed that … *or* • Kumar (1994, pp. 30-35) agrees that …	Kumar, R. (1999) *Research methodology: a step-by-step guide for beginners*. London: Sage.
2 authors	• Three approximate stages of the ongoing literature review (Grix and Watkins, 2010) … *or* • Grix and Watkins (2010) found …	Grix, J. and Watkins, G. (2010) *Information skills: finding and using the right resources*. London: Palgrave Macmillan.
3 authors	• … as previously demonstrated (Dolowitz, Buckler and Sweeney, 2008).	Dolowitz, D., Buckler, S. and Sweeney, F. (2008) *Researching online*. New York: Palgrave Macmillan.
4 or more authors	• … as previously demonstrated (Harris *et al.*, 2006) … *or* • Harris *et al.* (2006) suggested that …	Harris, A. *et al.* (2006) *Management skills*. Oxford: Oxford University Press.
No author	• … already mentioned (*Do: leadership the army way*, 2004) …	*Do: leadership the army way* (2004) San Francisco: Jossey-Bass.
No date	• Morris (no date) has argued that … *or* • (Morris, no date)	Morris, D. (no date) *History of business.* London: Business Press.
Multiple works by the same author	• The early teleconference systems (Kelly, 1995; 2011) …	Kelly, K. (1995) *Out of control: the new biology of machines, social systems, & the economic world*. New York: Basic Books. Kelly, K. (2011) *What technology wants*. New York: Penguin.
Multiple works by the same author, published in the same year	• Dawkins (1996a) emphasised … However, his final analysis (Dawkins, 1996b) …	Dawkins, R. (1996a) *Climbing mount improbable*. New York: W. W. Norton. Dawkins, R. (1996b) *River out of Eden*. London: Phoenix.

Reference Type	In-text Examples	Reference List Examples
Multiple works by different authors	• The causes of the wealth and poverty of nations (Landes, 1999; Polese, 2010) …	Landes, D.S. (1999) *The wealth and poverty of nations*. London: Abacus. Polese, M. (2010) *The wealth and poverty of regions: why cities matter*. Chicago: University of Chicago Press.
Edited book	• … some findings (Sjostrand, 1993) … *or* • … optics defined (Pike and Sarkar, 1986) …	Sjostrand, S. (ed.) (1993) *Institutional change: theory and empirical findings*. New York: Routledge. Pike, E.R. and Sarkar, S. (eds.) (1986) *Frontiers in quantum optics*. Bristol: Adam Hilger.
Authors with editors	• Caroline (2007) points out …	Caroline, N.L. (2007) *Nancy Caroline's emergency care in the streets*. Edited by Andrew N. Pollak, Bob Fellows and Mark Woolcock. Sudbury, Mass.: Jones and Bartlett.
Later editions	• … the meaning of educational research (Pring, 2004) …	Pring, R. (2004) *Philosophy of educational research*. 2nd edn. London: Continuum International Publishing Group.
Translated books	• Delibes (2013) described childhood in a Spanish village.	Delibes, M. (2013) *The path*. Translated by G. and R. Haycraft. London: Dolphin Books.
Multi-volume works	• Butcher's (1961) guide …	Butcher, R. (1961) *A new British flora* (4 vols.). London: Leonard Hill.

E-BOOKS

Elements of citation:

Author(s), editor(s) or corporate author of book – family name and initials (Year of publication) *Title and any subtitle of the book – italicised* (Series title and number (if they appear)). Edition (if it is not the first). Place of publication: publisher. Available at: URL (Downloaded: date).

Reference Type	In-text Examples	Reference List Examples
E-book provided online	• In their analysis, Hremiak and Hudson (2011, pp.36-39) …	Hremiak, A. and Hudson, T. (2011) *Understanding learning and teaching in secondary schools*. Harlow: Pearson Longman.

Reference Type	In-text Examples	Reference List Examples
Personal edevices specific e-book	• Arthur's argument with the council was interrupted by the Vogon Constructor Fleet (Adams, 1979, loc 876)	Adams, D. (1979) *The hitchhiker's guide to the galaxy*. Available at: http://www.amazon.co.uk/kindle-ebooks (Downloaded: 29 January 2016).

CHAPTER IN A BOOK

Elements of citation:

Author(s) of the chapter/section – family name and initials (Year of publication) 'Title of chapter/section – in single quotation marks', in Author(s), editor(s) or corporate author of book (ed(s).) *Title of book*: Volume number(issue number or any other indicators) (if applicable) – *italicised*. Place of publication: publisher, Page number(s).

Reference Type	In-text Examples	Reference List Examples
Chapter in an edited book	• The view proposed by Franklin (2012, p.88) …	Franklin, A.W. (2012) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83-95.
Chapters in multi-volume works	• In analysing ports (Jackson, 2000) …	Jackson, G. (2000) 'Ports 1700-1840', in Clark, P. (ed.) *Cambridge urban history of Britain: Vol.2 1540-1840*. Cambridge: Cambridge University Press, pp. 705-731.

JOURNAL ARTICLES

Elements of citation:

Author(s) of the article – family name and initials (Year of publication) 'Title of journal article – in single quotation marks', *Title of journal – italicised*, Volume number(issue number or any other indicators) (if applicable), Page number(s) (if applicable). Available at: URL (if required) (Accessed: date) or doi (if available) – if it is electronic resource.

Reference Type	In-text Examples	Reference List Examples
Printed journal articles	• Wang (2011) expanded on the theory …	Wang, L. (2011) 'An information literacy integration model and its application in higher education', *Reference Services Review*, 39(4), pp. 3-20.
E-journal articles: stable link from e-journal collection	• Bridges, Denham and Ganiban (2004) conducted a research on …	Bridges, L.J., Denham, S.A. and Ganiban, J.M. (2004) 'Definitional issues in emotion regulation research', *Child Development*, 75(2), pp. 340-345. Available at: http://www.jstor.org/stable/3696640 (Accessed: 25 August 2015).
E-journal articles: displaying the DOI number	• The project (Uncles, Dowling and Hammond, 2003) investigated …	Uncles, M.D., Dowling, G.R. and Hammond, K. (2003) 'Customer loyalty and customer loyalty programs', *Journal of Consumer Marketing*, 20(4), pp. 294-316. doi: 10.1108/07363760310483676
Whole journal issue	• In the recent special issue (Harrison, 2016) …	Issue editor (ed.) (Year of publication) 'Title of issue', *Title of journal*, volume number(issue number). Available at: URL (Accessed: date). Harrison, P.R. (ed.) (2016) 'Alzheimer's – a transmissible disease?', *Trends in Medical Sciences*, 64(3).

MAGAZINES AND NEWSPAPERS

Elements of citation:

Author(s) of the article – family name and initials (Year of publication) 'Title of newspaper or magazine article – in single quotation marks', *Title of newspaper or magazine – italicised* Volume number(part number or any other indicators) (if applicable), Page number(s) (if applicable). Available at: URL (if required) (Accessed: date) *or* doi (if available) – if it is electronic resource.

Reference Type	In-text Examples	Reference List Examples
Magazine articles in print	• Rick and Erlandson (2009) found that … • Bletcher discussed body image (2012, p.9)	Rick, T.C. and Erlandson, J.M. (2009) 'Coastal exploitation', *Science* (August), pp. 952-953. Bletcher, K. (2012) 'Matters of the heart', *Heart Matters* (August/September), pp. 9-11.

Reference Type	In-text Examples	Reference List Examples
Magazine articles online	• Several ways to save ecosystems (Barnett, 2015) …	Barnett, A. (2015) 'The science of open spaces: saving ecosystems the collective way', *New Scientist* 3034, p. 65. Available at: https://www.newscientist.com/article/mg22730342-900-the-science-of-open-spaces-saving-ecosystems-the-collective-way/ (Accessed: 25 August 2015).
Whole magazine issue	• In the recent special issue (Woods, 2016)	Issue editor (ed.) (Year of publication) 'Title of issue', *Title of magazine* Volume number(Part number). Available at: URL (Accessed: date). Woods, L.R. (ed.) (2016) 'Searching for dark matter', *Trend in Astronomy* (June/July).
Newspaper articles in print	• Ionesco (2001) conducted a survey…	Ionesco, J. (2001) 'Federal election: new Chip in politics', *The Advertiser*, 23 October, p. 10.
Newspaper articles in an electronic database	• US-led air strikes appeared to be imminent (Roberts and Ackerman, 2013).	Roberts, D. and Ackerman, S. (2013) 'US draft resolution allows Obama 90 days for military action against Syria', *The Guardian*, 4 September. Available at: http://www.theguardian.com/world/2013/sep/04/syria-strikes-draftresolution-90-days (Accessed: 9 September 2015).
Newspaper articles with no author	• … was verified in the article (*The Sydney Morning Herald*, 2015) …	*The Sydney Morning Herald* (2015) 'Accused British 'flash crash' trader fights extradition to US', 23 April. Available at: http://www.smh.com.au/business/world-business/accused-british-flash-crash-trader-fights-extradition-to-us-20150422-1mrawb (Accessed: 25 August 2015).
Whole newspaper issue	• Yesterday's copy of the newspaper (*The Independent*, 2016)	*Title of newspaper* (Year of publication) (Edition (if required)), Date of publication. Available at: URL (Accessed: date). *The independent* (2016) 17 April.

CONFERENCE PAPERS AND PROCEEDINGS

Elements of citation:

Author(s) or editor(s) of paper – family name and initials (Year of publication) *Title of conference or published proceedings – italicised*. Location and date of conference.

Place of Publication: Publisher.

Reference Type	In-text Examples	Reference List Examples
Conference proceedings (whole)	• The research works reported in the conference (Sonda and Krause, 2014) …	Sonda, N. and Krause, A. (eds.) (2014) *JALT2013 Conference: Learning is a Lifelong Voyage*. Kobe, February. Tokyo: Japan Association for Language Teaching.
Conference proceedings (whole) published in journals	• The quality of all the papers ('Proceedings of the higher education technology conference', 2015) …	'Title of conference, location and date' (Year of publication) *Title of journal*, Volume number (issue number or any other indicators). Available at: URL (Accessed: date) *or* doi. 'Proceedings of the higher education technology conference, University of Edinburgh, 23-25 March 2015' (2015) *Learning Online*, 27(4).
Published conference paper in print	• Gibson (1977) emphasized …	Gibson, E.J. (1977) 'The performance concept in building', *Proceedings of the 7th CIB Triennial Congress*. Edinburgh, September. London: Construction Research International, pp. 129 -136.
Published conference paper online	• 3D technology has developed (Franzon *et al.*, 2014) …	Franzon, P.D. *et al.* (2014) '3D-enabled customizable embedded computer (3DECC)', *Proceedings of 3D Systems Integration Conference (3DIC)*, Kinsdale, 1-3 December. Available at: http://ieeexplore.ieee.org/xpl/articleDetails.jsp?arnumber=7152143&filter%3DAND%28p_IS_Number%3A7152139%29 (Accessed: 25 August 2015).
Individual conference papers published in journals	• The groundbreaking study (Pilsen, 2015) …	Author of paper (Year of publication) 'Title of paper' (from the Conference title, location and date), *Title of journal*, Volume number(issue number), Page number. Available at: URL (Accessed: date) *or* doi. Pilsen, G. (2015) 'Online learning in higher education in China' (from the Proceedings of the higher education technology conference, University of Edinburgh, 23-25 March 2014), *Learning Online*, 27(4), pp. 42-57.

DISSERTATIONS AND THESES

Elements of citation:

Author of thesis or dissertation – family name and initials (Year of publication) *Title and any subtitle of thesis or dissertation – italicised*. an indication of the document type e.g., Unpublished PhD thesis. Institution. Available at: URL (if available) (Accessed: date) – if it is electronic resource.

Reference Type	In-text Examples	Reference List Examples
Dissertations and theses in print	• Swift (2014) described …	Swift, H.S. (2014) *The spatial clustering of occupations*. MA thesis. Massachusetts Institute of Technology.
Dissertations and theses online	• Gonzalez (2015) investigated …	Gonzalez, D. (2015) *Museum making: creating with new technologies in art museums*. MA thesis. Massachusetts Institute of Technology. Available at: http://hdl.handle.net/1721.1/97995 (Accessed: 26 August 2015).

LECTURE NOTES

Elements of citation:

Tutor (Year of distribution) 'Title of handout – in single quotation marks', *Module code: module title – in italics*. Institution, Unpublished.

Reference Type	In-text Examples	Reference List Examples
Tutor's handouts	• (Zhou, 2018)	Zhou, Y. (2018) 'Asset Pricing and Hedging', *MTH312: Stochastic Modelling in Finance and Insurance.* Xi'an Jiaotong-Liverpool University, Unpublished.

WEB PAGES

Elements of citation:

Author(s), editor(s) or corporate author(s) of the page (Year of publication or last updated) *Title of page or the first few words of the page if the title is not clear – italicised*. Available at: URL (Accessed: date).

Reference Type	In-text Examples	Reference List Examples
Web page with author	• … this technique (Bertolucci, 2015).	Bertolucci, J. (2015) *Awesome high-tech camping gear*. Available at: http://www.ehow.com/how_12341046_awesome-hightech-camping-gear.html (Accessed: 27 August 2015).
Web page with no author	• (*How to start a research paper*, 2011)	*How to start a research paper thesis* (2011) Available at: http://researchpaperwriting.info/archives/how-to-start-research-paper-thesis/ (Accessed: 27 August 2015). Use the title of web page as author.
Web page with no author or titles	• Video files may need to be compressed (http://www.newmediarepublic.com/dvideocompression.html, 2014)	http://www.newmediarepublic.com/dvideocompression.html (2014) (Accessed: 14 July 2015). Use the URL of web page as author.
Web page with no date	• (Craven, no date) gave some advices on …	Craven, J. (no date) *How much do architects earn?* Available at: http://architecture.about.com/cs/careers/f/archsalary.htm (Accessed: 27 August 2015).
Blog post	• (Lott, 2015)	Lott, M.C. (2015) 'Strip-mining coal in the heart of Texas', *Stories by Melissa C. Lott*, 26 August. Available at: http://blogs.scientificamerican.com/plugged-in/strip-mining-coal-in-the-heart-of-texas/ (Accessed: 15 December 2018).
Wikipedia	• Telford introduced new techniques of bridge construction ('Thomas Telford', 2014).	'Thomas Telford' (2014) *Wikipedia*. Available at: http://en.wikipedia.org/wiki/Thomas_Telford (Accessed: 11 September 2015).

Reference Type	In-text Examples	Reference List Examples
Supporting document	• … and this module allows you to test your own skills (University of Combria, Library and Student Services, 2015)	University of Cumbria, Library and Student Services (2015) 'Skills evaluation tools', *Skills@cumbria: assess your skills*. Available at: https://mylearning.cumbria.ac.uk (Accessed: 18 October 2015).

SOCIAL NETWORKING WEBSITES

Elements of citation:

Author (Year of publication) *Title of page – in italics (if available)* [*Type of SNS – in italics*] Date of posted message. Available at: URL (Accessed: Date).

Reference Type	In-text Examples	Reference List Examples
Facebook	• The campaign had over 7,000 members in less than one week (*Tynemouth outdoor pool*, 2015).	*Tynemouth outdoor pool* (2015) [*Facebook*] 29 August. Available at: http://www.facebook.com (Accessed: 31 August 2015). If author is not available, use title as author.
Twitter	• One celebrity (Fry, 2015) tweeted message of support.	Fry, S. (2015) [*Twitter*] 13 January. Available at: http://twitter.com/stephenfry (Accessed: 18 December 2015).

CD-ROMS OR DVD-ROMS

Elements of citation:

Title of publication – in italics (Year of publication) [CD-ROM] or [DVD-ROM]. Producer (where identifiable). Available: publisher/distributor.

Reference Type	In-text Examples	Reference List Examples
CD-ROM or DVD-ROM	• The student made extensive use of an authoritative source (*World development indicators*, 2002)	*World development indicators* (2002) [CD-ROM]. The World Bank Group. Available: SilverPlatter.

COMPUTER PROGRAMS OR MOBILE APPS

Elements of citation:

Author – if given (Date – if given) *Title of program – in italics* (Version) [Computer program]. Availability e.g., distributor, address, order number – if given. Available at: URL (Downloaded: date).

Reference Type	In-text Examples	Reference List Examples
Computer program	• *Camtasia Studio* (TechSmith, 2012)	TechSmith Corporation (2012) *Camtasia Studio* (Version 3) [Computer program]. Available at: http://www.techsmith.com/download.html (Downloaded: 21 June 2015).
Mobile app	• *RealPlayer Cloud* (RealNetworks Inc., 2013) allows extra storage space to move, watch and store your videos.	RealNetworks Inc. (2013) *RealPlayer Cloud*. Kindle & Fire Phone edition. (Version 1.6.28) [Mobile app]. Available at: Amazon Appstore (Downloaded: 6 February 2016).

REPORTS

Elements of citation:

Author or organisation (Year of publication) *Title of report – in italics*, Place of publication: publisher. Available at: URL (Accessed: date). – if it is electronic resource

Reference Type	In-text Examples	Reference List Examples
Research report	• … in Queensland waterways (Mortimer and Cox, 1999)	Mortimer, M. and Cox, M. (1999) *Contaminants in mud crabs and sediments from the Maroochy River*, Brisbane: Queensland Department of the Environment.
Company annual report	• The company's profits expanded (BskyB Ltd., 2014)	BskyB Ltd. (2014) *Annual report 2014*. Available at: http://annualreview2014sky.com/_assets/downloads/PDF/SKYAnnRep2011/Full_Annual_Report_2014.pdf (Accessed: 8 January 2016).
Market research report from online databases	• Mintel Oxygen (2014) noted problems in the market …	Mintel Oxygen (2014) 'Car insurance UK'. Available at: http://academic.mintel.com (Accessed: 5 January 2016). The section of the report collection is given in single quotation marks.
Financial reports from online databases	• BT's profit margin rose by over 2 per cent in the financial year 2014-2015 (Bureau van Dijk, 2015).	Bureau van Dijk (2015) 'BT Group plc company report'. Available at: http://fame.bvdep.com (Accessed: 5 October 2015). The title of extract is given in single quotation marks.
Internal report	• Recommendations in the report (Harris, 2013) …	Author or organisation (Year of publication) *Title of report*. Internal report (including name of institution). Unpublished. Harris, G. (2013) *Focus group recommendations*. Internal LGU report. Unpublished.

SCIENTIFIC AND TECHNICAL INFORMATION

Elements of citation:

Authorising organisation – family name and initials (Year of publication) *Number and title of standard – italicised*. Place of publication: Publisher. Available at: URL (Accessed: date) – if it is an electronic resource.

Reference Type	In-text Examples	Reference List Examples
Published standards	• (International Organization for Standardization, 2009)	International Organization for Standardization (2009) *ISO2941:2009: Hydraulic fluid power – filter elements – verification of collapse/ burst pressure rating*. Geneva: International Organization for Standardization.

Reference Type	In-text Examples	Reference List Examples
Standard accessed online	• (British Standards Institution, 2004)	British Standards Institution (2004) *BSEN1995-1-2:2004: Design of timber structures*. Available at: http://www.standardsuk.com/products/BS-EN-1995-1-2-2004.php (Accessed: 30 August 2015).
Published patent	• … gas insulated transmission systems (Cookson, 1985)	Cookson, A.H. (1985) *Particle trap for compressed gas insulated transmission systems*. U.S. Department of Energy Patent no. US4554399.
Patent accessed online	• Padley (2012) proposed a solution.	Padley, S. (2012) *Radiator isolating valve*. UK Intellectual Property Office Patent no. GB2463069. Available at: http://www.ipo.gov.uk/p-find-publication (Accessed: 24 August 2015).
Data online	• The data (Ralchenko *et al.*, 2014) proved …	Ralchenko, Y. *et al.*, (2014) 'Na levels holdings'. Available at: http://physics.nist.gov/asd3 (Accessed: 2 August 2015).
Graph in a book	• The effects of the compounds (Day and Gastel, 2006, p. 95)	Day, R. and Gastel, B. (2006) *How to write and publish a scientific paper*. Cambridge: Cambridge University Press, p. 95, graph.

REVIEWS

Elements of citation:

Reviewer – family name and initials (Year of publication) 'Title of the review – in single quotation'. Review of *title of work reviewed – in italics*, by author of work being reviewed. Publication details e.g., *name of journal – in italics*, volume number, issue number, page number. Available at: URL (if required) (Accessed: date) or doi (if available) – if it is electronic resource.

Reference Type	In-text Examples	Reference List Examples
Review published at journal	• Darden (2007) considered the book …	Darden, L. (2007) 'Cell division'. Review of *Discovering cell mechanisms: the creation of modern cell biology*, by William Bechtel. *Journal of the History of Biology*, 40(1), pp. 185-187.
Review published at magazine	• Barnes (1989) though it a classic film.	Barnes, L. (1989) 'Citizen Kane'. Review of *Citizen Kane*, directed by Orson Welles. *New Vision*, 9 October, pp. 24-25.

Reference Type	In-text Examples	Reference List Examples
Review published on the internet	• Parsons (2010) has different idea that …	Parson, T. (2010) 'A rosebud by any other name'. Review of *Citizen Kane*, directed by Orson Welles. Available at: http://www.imdb.com/title/tt0033467/reviews?start=210 (Accessed: 5 July 2015).

VISUAL SOURCES

The reference book, 'Cite Them Right', gives a large number of citation examples including sculpture, cartoon, poster and so on. You are strongly encouraged to read the reference book (E19: Visual sources) if you want to make a citation for artwork.

Elements of citation:

Photographer (Year) *Title of photograph - in italics* [Photograph – if it is printed]. Place of publication: publisher (if available). Available at: URL (Downloaded: date). – if it is electronic resource

Reference Type	In-text Examples	Reference List Examples
Printed photo	• The seasonal and architectural changes were captured on film (Thomas, 2013).	Thomas, T. (2013) *Redevelopment in Byker* [Photograph]. Newcastle upon Tyne: Then & Now Publishing.
Photo from the internet	• His beautiful photograph (Kitto, 2013) …	Kitto, J. (2013) *Golden sunset*. Available at: http://www.jameskitto.co.uk/photo_1827786.html (Accessed: 14 June 2015).
Printed map	• … reading this map (Geological Survey of Western Australia, 1988) …	Geological Survey of Western Australia (1988) *Kalgoorlie, Western Australia*, Sheet 3136, 1:100 000. Perth: Geological Survey of Western Australia. (Geological series).
Map from the internet	• The dock layout and road network can be seen using *Google Maps* (Tele Atlas, 2015).	Tele Atlas (2015) 'Cardiff Bay'. Available at: http://maps.google.co.uk (Accessed: 5 July 2015).

AUDIOVISUAL METERIALS

Elements of citation:

Title of programme - in italics (Year of transmission or broadcast) Name of channel, Date of transmission/Broadcast.

Reference Type	In-text Examples	Reference List Examples
TV programme	• The embarrassing corporate wannabes (*The Apprentice*, 2015)	*The Apprentice* (2015) BBC One Television, 23 September.
TV programme viewed on the internet	• The restoration of the lifeboat station was broadcast on *Grand Designs* ('Tenby', 2011).	'Tenby' (2011) *Grand Designs*, Series 7, episode 30. Channel 4 Television, 28 September. Available at: http://www.channel4.com/programmes/granddesigns/episode-guide/series-7/episode-30 (Accessed: 15 January 2016).

Reference Type	In-text Examples	Reference List Examples
Track on a CD or vinyl album	• The song 'My heaven' (Carpenter, 2004) …	Carpenter, M.C. (2004) 'My heaven', *Between here and gone* [CD]. New York, NY: Columbia Records.
Track on a CD or vinyl as single	• Her recent release (Jessie J, 2012) …	Jessie J (2012) *Domino* [CD]. New York, NY: Universal Republic Records.
Whole album	• The band's acclaimed album (Emily Barker & The Red Clay Halo, 2008) …	Emily Barker & The Red Clay Halo (2008) *Despite the snow* [CD]. London: Everyone Sang.
Movie in film format	• Movies were used to attack President Bush's policies (*Fahrenheit 9/11*, 2004).	*Fahrenheit 9/11* (2004) Directed by Michael Moore [Film]. Santa Monica, Calif.: Lions Gate Films.
Film on DVD/Blu-ray	• Special effects can dominate a film, for example *The Matrix reloaded* (2003).	*The Matrix reloaded* (2003) Directed by A. & L. Wachowski [DVD]. Los Angeles, Calif.: Warner Bros Inc.
Podcast	• (Hopkin, 2015)	Hopkin, K. (2015) *What all the screaming is about, Scientific American* [Podcast]. 29 July. Available at: http://www.scientificamerican.com/podcast/episode/what-all-the-screaming-is-about/ (Accessed: 27 August 2015).

Reference Type	In-text Examples	Reference List Examples
Vodcast	• (EndNoteTraning, 2018)	EndNoteTraining (2018) *Importing Tab-Delimited Files on Windows* [Vodcast]. Available at: https://www.youtube.com/watch?v=FFmN2xQ-Bqo (Accessed: 17 December 2018).

INTERVIEWS

Elements of citation:

Name of interviewee (Year of interview) 'Title of the interview (if any) – in single quotation marks'. Interview with interviewee's name. Interviewed by interviewer's name for *Title of publication or broadcast - in italics*, Day and month of interview, Page number(s) (if relevant). Available at: URL (Accessed: date) – if it is electronic resource.

Reference Type	In-text Examples	Reference List Examples
Interview for newspaper	• Riley (2008) believed that 'imagination has to be captured by reality'.	Riley, B. (2008) 'The life of Riley'. Interview with Bridget Riley. Interviewed by Jonathan Jones for *The Guardian*, 5 July, p. 33.
Interview for television	• The prime minister avoided the question (Blair, 2003).	Blair, A. (2003) Interviewed by Jeremy Paxman for *Newsnight*, BBC Two Television, 2 February.
Interview on the internet	• The President appeared confident in the discussion (Obama, 2015).	Obama, B. (2015) Interviewed by Jon Sopel for *BBC News*, 24 July. Available at: http://www.bbc.co.uk/news/world-us-canada-33646543 (Accessed: 16 September 2015).

PUBLIC COMMUNICATIONS

Elements of citation:

Author or Organisation (Year of issue) *Title of communication - in italics* [Press release]. Day and month of release. Available at: URL (Accessed: date) – if it is electronic

resource.

Reference Type	In-text Examples	Reference List Examples
Press release	• This development (Google Inc., 2012) offered …	Google Inc. (2012) *Google Maps heads north … way north* [Press release]. 23 August. Available at: http://www.google.com/intl/en/press/ (Accessed: 13 January 2016).
Meeting	• (Wang, 2015)	Wang, J. (2015) 'LibGuides development'. *Meeting between the Library and Department of Chemistry 24 March 2015*, Xi'an Jiaotong-Liverpool University, Suzhou.

PERSONAL COMMUNICATIONS

Personal communications via conversation, phone, Skype, FaceTime, email, text message, letter or fax can be referenced as follows:

Elements of citation:

Sender, speaker or author (Year of communication) Medium of communication to Receiver of communication, Date of Communication.

Reference Type	In-text Examples	Reference List Examples
Communication	• This was disputed by Walters (2015)	Walters, F. (2015) Conversation with John Stephens, 13 August. 'Conversation with' can be replaced by 'Letter/Email/Text message/Fax to' or 'Telephone/*Skype*/*FaceTime* conversation' according to the mediums.

SECONDARY REFERENCING

When you want to quote a piece of work that has been referred to in something you have read – this is called 'secondary referencing' as you have not read or accessed the original author's work. Strictly speaking, you should try and read the original work, but this may be not possible. If you still want to refer to the work, you must make it clear in your text that you have not read the original but are referring to it from a secondary resource.

For your bibliography, you would include only the source you have read.

Reference Type	In-text Examples	Reference List Examples
Secondary referencing	• … (Wembley, 1997 cited in Olsen, 1999, p. 156).	Olsen, M. (1999) *My career*. Paris: Gallimard.

NON-ENGLISH TEXTS

In-text citation:

You should always quote in the language which appears in the source that you are reading. Cite the original author and use quotation marks. For example:

'… quo nunca sabemos lo que tenemos hasta que se nos ha escapado' (Delibes, 2010).

If you translate some foreign language text into English yourself and include it in your work, you should not present this as a quotation. For example:

Delibes notes that you do not know what you have until it is gone (Delibes, 2010, p. 56).

Bibliography:

For your Bibliography, the publication should be listed using the normal bibliography guidelines using the original language and original characters (e.g., German, Chinese). For example:

Delibes, M. (2010). *El camino*. Madrid: Destino.

DIRECT QUOTATIONS

A direct quotation is to quote directly word by word from another author's work.

If the quotation is fewer than 20 words, put the words in single quotation mark within your paragraph. For example:

In fact, 'a flexible mind is a healthy mind' (Palladino and Wade, 2010, p. 147) … *or*

Palladino and Wade's (2010) results indicate that 'a flexible mind is a healthy mind' (p. 147).

If the quotation has 20 or more words, display it in an indented, separate paragraph, in a smaller font with quotation marks. At the right margin

of the page, cite the author and date in the same font and in brackets. For example:

> To study how consensus around the GAPP was achieved, and drawing upon the accountability literature, I focus on the struggles involved in settling each of the key dimensions of this accountability regime. I pay attention to the differences in the views and accountability objectives of national legislative bodies and publics in SWF countries, the US and Europe, SWF heads, western finance officials and SWF finance officials represented in the transnational negotiation processes.
>
> (Mehrpouya, 2015, p. 19)

However, the following formats would also be acceptable if you wish to continue an argument directly from the quotation:

> "To study how consensus around the GAPP was achieved, and drawing upon the accountability literature, I focus on the struggles involved in settling each of the key dimensions of this accountability regime. I pay attention to the differences in the views and accountability objectives of national legislative bodies and publics in SWF countries, the US and Europe, SWF heads, western finance officials and SWF finance officials represented in the transnational negotiation processes" (Mehrpouya, 2015, p. 19), therefore it can be seen that …

SELF-REFERENCING

You should typically avoid citing your own writing from assignments etc. derived from your programme of study. Citation should be derived from authoritative literature or sources.

If you are simply citing your own professional or academic writing drawn from publications outside your programme of study, such as a contribution to a journal, book chapter or online contribution (such as a blog post), then you should reference these sources using the normal method mentioned in the earlier sections of this guide.

FURTHER HELP AND CONTACTS

If you have any difficulties using any of the reference schemes mentioned above, or any other referencing format which you have been asked to use by your instructors, please contact your librarian (https://libguides.lib.xjtlu.edu.cn/c.php?g=655374). Remember, it is always helpful to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

ACKNOWLEDGEMENT

This guide is inspired by the following pieces of work and excellent sites:

Grix, J. and Watkins, G. (2010) *Information skills: finding and using the right resources*. London: Palgrave Macmillan.

The University of Western Australia (2015) 'Harvard citation style guide', *University Library Survival Guides*. Available at: http://guides.is.uwa.edu.au/harvard (Accessed: 8 September 2018).

Pears, R. and Shields, G. (2016) *Cite Them Right: The Essential Referencing Guide*. 10th revised and expanded edn. London: Palgrave Macmillan.

APPENDIX

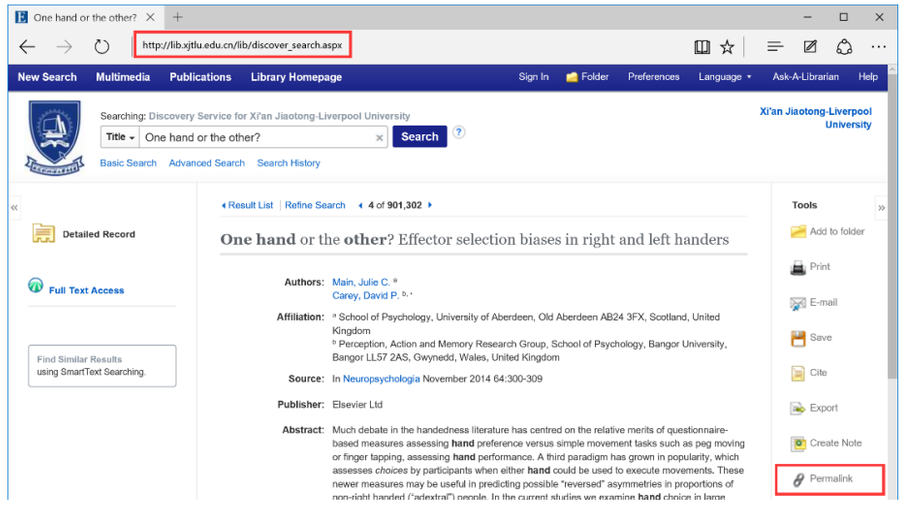
Advice on creating links to e-resources in the bibliography

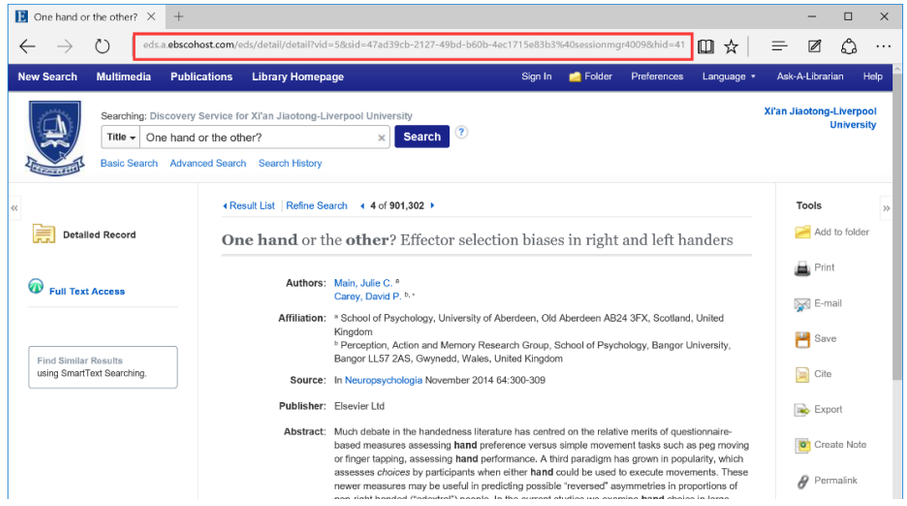
The following notes provide some general tips on obtaining a direct link to e-resources.

The most important thing is to make the bibliography functional. If the resource is part of an online collection subscribed by Xi'an Jiaotong-Liverpool University, it can be directly accessed on campus or accessed via VPN when off-campus. The link you create should be stable and accessible to the audience if they access the item on any University campus which has a subscription for the item. They may also be able to access the resource off-campus.

You should take care when simply copying and pasting the URL from the address bar of your Web browser. If the website you are using is available via public WWW pages then you can probably use the URL of the resource you are viewing. If the site is a subscribed collection then you will probably not be able to copy and paste the URL, since the URL may contain 'session' information and may be invalid when used later. Many systems such as Discover provide tools to create a stable link to individual e-resources.

If you conduct a search in Discover and choose one of the references to view the Detailed Record, the page will be shown as the first screenshot here. The URL in Web browser is invalid for you to cite. Discover enable you to get the stable link via 'permalink' function in the Tools panel. After you click 'permalink', you will be directed to a new page with a stable link which is derived from the website of the e-journal collection (see the second screenshot).


One hand or the other?
http://lib.xjtlu.edu.cn/lib/discover_search.aspx
New Search
Multimedia
Publications
Library Homepage
Sign In
Folder
Preferences
Language
Ask-A-Librarian
Help
Searching: Discovery Service for Xi'an Jiaotong-Liverpool University
Title
One hand or the other?
Search
Basic Search
Advanced Search
Search History
Xi'an Jiaotong-Liverpool University
Result List
Refine Search
4 of 901,302
Detailed Record
Full Text Access
Find Similar Results using SmartText Searching.
One hand or the other? Effector selection biases in right and left handers
Authors: Main, Julie C. [a]
Carey, David P. [b,*]
Affiliation: [a] School of Psychology, University of Aberdeen, Old Aberdeen AB24 3FX, Scotland, United Kingdom
[b] Perception, Action and Memory Research Group, School of Psychology, Bangor University, Bangor LL57 2AS, Gwynedd, Wales, United Kingdom
Source: In Neuropsychologia November 2014 64:300-309
Publisher: Elsevier Ltd
Abstract: Much debate in the handedness literature has centred on the relative merits of questionnaire-based measures assessing hand preference versus simple movement tasks such as peg moving or finger tapping, assessing hand performance. A third paradigm has grown in popularity, which assesses choices by participants when either hand could be used to execute movements. These newer measures may be useful in predicting possible "reversed" asymmetries in proportions of
Tools
Add to folder
Print
E-mail
Save
Cite
Export
Create Note
Permalink


One hand or the other?
eds.a.ebscohost.com/eds/detail/detail?vid=5&sid=47ad39cb-2127-49bd-b60b-4ec1715e83b3%40sessionmgr4009&hid=41
New Search
Multimedia
Publications
Library Homepage
Sign In
Folder
Preferences
Language
Ask-A-Librarian
Help
Searching: Discovery Service for Xi'an Jiaotong-Liverpool University
Title
One hand or the other?
Search
Basic Search
Advanced Search
Search History
Xi'an Jiaotong-Liverpool University
Result List
Refine Search
4 of 901,302
Detailed Record
Full Text Access
Find Similar Results using SmartText Searching.
One hand or the other? Effector selection biases in right and left handers
Authors: Main, Julie C. [a]
Carey, David P. [b,*]
Affiliation: [a] School of Psychology, University of Aberdeen, Old Aberdeen AB24 3FX, Scotland, United Kingdom
[b] Perception, Action and Memory Research Group, School of Psychology, Bangor University, Bangor LL57 2AS, Gwynedd, Wales, United Kingdom
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Tools
Add to folder
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Save
Cite
Export
Create Note
Permalink