Help with referencing

When you're referencing with you may come across issues with missing details, multiple authors, edited books, references to another author's work or online items, to name a few. Here are some tips on how to deal with some common issues when referencing.

Online items

You should reference the actual version of the item that you have read. This is especially important for items which are published both online and in print/paper format, as page numbers and other information may be different. The exception to this rule is journal articles, which should not be referenced as online items.

These three pieces of information should be included whenever you reference something you read online (except journal articles):

- [online]
- the URL
- the date you accessed the article.

Example for an online book:

- Hollensen, S. 2011. Global marketing: a decision-oriented approach. [Online]. 5th ed. Harlow: Financial Times Prentice Hall. [Accessed 10 September 2018]. Available from: https://www.dawsonera.com/abstract/9780273726272

Note: If you download or read a PDF from a website, you should reference the actual document type, for example a book chapter, a government report, or a leaflet, not the file format (PDF).

URL web addresses

Some online items have very long URLs. It is generally recommended that you only put the URL as far as the first forward slash /.

- **For example**: Available from: https://www.exercisescienceacademy.online/cardiac-rehabilitation
- **Rather than**: Available from: http:// https://www.exercisescienceacademy.online/cardiac-rehabilitation/detail?vid=4&hid=7&sid=27735707-0bdb-468e-a7a6-47ea3c7c036c@sessionmgr7&bdata=JnNpdGU9YnNpLWxpdmU=#db=buh&AN=3891036

Corporate author(s) organisation(s)

If the item is produced by an organisation, treat the organisation as a "corporate author".

This means you can use the name of the organisation instead of an individual author. This could include government departments, universities, and companies. Use them in the citation and reference in the same way as you would an individual author.

When you don't mention the corporate author's name in your text, cite the author and the date of publication in brackets, often at the end of the sentence:

Example:

- According to a recent report, flu jabs are as important as travel vaccines (Department of Health, 2011)

If you have already named the author in your text, you only need to include the year in brackets.

Example:

- According to the Department of Health (2011), flu jabs are as important as travel vaccines

Two authors

If the source has two authors, you should include both authors in the reference, with their names separated by "and".

Format your reference as Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.

Example reference:

- Ahmed, T. and Meehan, N. 2012. Advanced reservoir management and engineering. 2nd ed. Amsterdam: Gulf Professional Publishing.

In the citation, both names should be given.

Example citation:

- It was emphasised that citations in a text should be consistent (Ahmed and Meehan, 2012).

If you have already named the authors in the text, only the year needs to be included in brackets.

Example citation:

Ahmed and Meehan (2012) emphasised that citations in a text should be consistent.

Three or more authors

If the source has three or more authors, you should include "and" before the final author's name.

Format your reference as: Family name, INITIAL(S)., Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title. Edition (if not first edition). Place of publication: Publisher.

Example reference:

- Clayden, J., Greeves, N. and Warren, S. 2012. Organic chemistry. 2nd ed. Oxford: Oxford University Press.

In the citation, if a source has three or more authors, the name of the first author should be given, followed by the phrase "et al."

- Example citations:

It was emphasised that citations in a text should be consistent (Jones et al., 2011). Jones et al. (2011) emphasised that citations in a text should be consistent.