Section B
How to cite

Setting out citations
When you cite you are referring to someone else's work or ideas in the text of your essay or assignment. It is often called in-text citing.

It is important to remember that citations in your assignments must be included in the final word count.

In-text citations give the brief (abbreviated) details of the work that you are quoting from, or to which you are referring in your text. These citations will then link to the full reference in the reference list at the end of your work, which is arranged in alphabetical order by author. Works cited in appendices, but not in the main body of your text, should be included in a separate reference list at the end of your appendices. It is important to note that footnotes and endnotes are not used in Harvard and other author-date referencing styles.

There are several ways in which you can incorporate citations into your text, depending on your own style and the flow of the work. However, a tutor or supervisor may advise you on their preferred format. You can see from the examples below how you can vary the use of citations in your text.

Your citations should include the following elements:
- Author(s) or editor(s) surname/family name
- Year of publication
- Page number(s) if required (always required for direct quotations).

If you are quoting directly or using ideas from a specific page or pages of a work, you should include the page number(s) in your citations. Insert the abbreviation p. (or pp.) before the page number(s).

Example
Harris (2014, p. 56) argued that 'nursing staff ...'

If your citation refers to a complete work or to ideas that run through an entire work, your citation would simply use the author and date details.

Example
In a recent study (Evans, 2015), qualifications of school-leavers were analysed ...

Citing one author/editor
Cite the author/editor.

Example
In his autobiography (Fry, 2014) ...

Citing a corporate author
Cite the name (or initials, if well known) of the corporate body. For corporate bodies with long names where you wish to make clear what its initials stand for, you should write out the name in full the first time you use it and use the abbreviation for the citation. Be consistent in using the abbreviation each time to ensure that all your references appear correctly in your reference list.

Examples
... as shown in its annual report (BBC, 2016).
... the popularity of visiting historical monuments (English Heritage, 2014).
... in claims made by the United Nations Framework Conference of Climate Change (UNFCCC, 2014) ...

Citing two authors/editors
Both are listed.

Example
Recent educational research (Lewis and Jones, 2012) ...

Citing three authors/editors
All three are listed.

Example
In an important study of the subject (Hill, Smith and Reid, 2014) ...

Citing four or more authors/editors
When citing four or more authors/editors in academic assignments you should cite the first name listed followed by et al. (meaning 'and others').

Example
New research on health awareness by Tipton et al. (2013) ...

NB You would do exactly the same in your reference list, for example Tipton, C. et al. (2013) ...

If you are writing for a publication you should follow the editor's guidelines, as you may be required to name all the authors, regardless of the number, to ensure that each author's contribution is recognised.

Citing a source with no author/editor
Where the name of an author/editor cannot be found, use the title (in italics). Do not use 'Anon.' or 'Anonymous'.

Example
In a groundbreaking survey (Health of the nation, 2011) ...

Citing multiple sources
If you need to refer to two or more publications at the same time, these can be separated by semicolons (;). The publications should be cited in chronological order (with the earliest date first). If more than one work is published in the same year, then they should be listed alphabetically by author/editor.

Example
A number of environmental studies (Town, 2009; Williams, 2009; Andrews et al., 2011; Martin and Richards, 2013) considered ...

Citing sources published in the same year by the same author
Sometimes you may need to cite two (or more) publications by an author published in the same year. To distinguish between the items in the text, allocate lower-case letters in alphabetical order after the publication date.

Example
In his study of the work of Rubens, Miller (2006a) emphasised the painter's mastery of drama. However, his final analysis on this subject (Miller, 2006b) argued that ...

In your reference list, the publications would look like this.

Example
Citing different editions of the same work by the same author
Separate the dates of publication with a semicolon (;) with the earliest date first.

**Example**
In both editions (Hawkesworth, 2009; 2013) ...

Citing sources with multiple authors
If you want to cite a book edited by Holmes and Baker, which has, for example, ten contributors and does not specify who wrote each section or chapter, follow the format of citing using the editors’ names.

**Example**
Recent research (Holmes and Baker, 2009, pp. 411–428) proved ...

**NB** See Section E1.9 (Chapters/sections of edited books) for the relevant information on citing and referencing when the author’s name is given for a specific chapter or section.

Citing a source with no date
Use the phrase ‘no date’.

**Example**
In an interesting survey of youth participation in sport, the authors (Harvey and Williams, no date) ...

Citing a source with no author or date
Use the title and ‘no date’.

**Example**
Integrated transport systems clearly work (Trends in European transport systems, no date).

Citing a web page
If you are citing a web page, it should follow the preceding guidelines, citing by author and date where possible; by title and date if there is no identifiable author; or, as in the example, by URL if neither author nor title can be identified.

**Example**
The latest survey of health professionals ([http://www.onlinehealthsurvey.org, 2015](http://www.onlinehealthsurvey.org)] reveals that ...

For more details on how to cite and reference web pages, see Section E8 (The Internet).