

Contents

Foreword..... xxiii

Acknowledgementsxxv

Section A Academic integrity, referencing and avoiding plagiarism 1

What is academic integrity? 1

What is referencing?..... 1

Referencing in academic work 1

Reasons for referencing 2

When should you reference? 3

What about secondary referencing? 3

What about referencing ‘common knowledge’? 4

What about referencing anecdotal or personal experience? 4

Referencing in reflective writing..... 4

What about referencing confidential information? 5

What is plagiarism? 6

How can you avoid plagiarism? 6

Similarity detection software 7

Generative artificial intelligence (AI) and academic work 7

Tips for using generative AI in academic work..... 9

Section B Finding academic sources to use in your work 10

Which sources should you use? 10

Tips to help you find sources with academic credibility 12

How many references should you include?..... 13

Identifying the source 13

Different editions or versions of a source..... 14

Saving references and using referencing software 14

Section C Reading, listening and taking notes 16

Scan and skim reading..... 16

Critical reading 16

Active listening	17
When making notes	17
Techniques for making notes	18

Section D Quoting, paraphrasing and summarising other people's work 20

Using quotations	20
Making changes to quotations	21
Quoting material not in English	22
Paraphrasing	22
Summarising	24

Section E How to cite sources 25

Referencing styles	25
How to cite sources in your text	26
Setting out citations in numeric styles	26
Setting out citations in author-date styles	26
How to cite authors in author-date styles	27
Citing one author/editor	27
Citing an author who has changed their name	27
Citing a corporate author	27
Citing multiple authors	27
Citing a source with no author/editor	28
Citing multiple sources	28
Citing sources published in the same year by the same author	29
Citing different editions of the same work by the same author	29
Citing multiple sources by the same author	29
Citing sources with multiple authors	30
Citing sources when one author has worked with other authors for some publications.	30
Citing a source with no date	30
Citing a source with no author or date	30
Citing a web page.	30
Using illustrations in your text	30
Using appendices to your text	32

Section F	How to reference	33
Elements you may need to include in your references		33
Journal articles using article numbers and DOIs		35
Non-English naming conventions		35
Names with particles/prefixes		38
Non-Roman scripts		38
Sample text and reference list using Harvard (author-date) referencing style		38
Top 10 tips for citing and referencing		39
General principles quiz – test yourself!		40
Checklist of what to include in your reference list for the most common sources		41

Section G	Harvard referencing style	42
G1 Books and ebooks		42
G1.1 Books, including ebooks and pamphlets		42
G1.2 Reprint and facsimile editions		43
G1.3 Ebooks – unpaginated format		44
G1.4 Audiobooks		44
G1.5 Multi-volume works		44
G1.6 Chapter/sections in edited books, including encyclopedias, thesauri and dictionaries		45
G1.7 Anthologies of poems and essays		46
G1.8 Books in languages other than English		47
G1.9 Translated books		47
G1.10 Ancient texts		48
G1.11 Printed historical books in online collections		48
G1.12 Sacred texts		49
G1.13 Graphic novels and manga		49
G1.14 Plays		49
G1.15 Exhibition catalogues		50
G1.16 Event programmes, including printed concert, theatre and sports programmes		50
G2 Periodicals: journal, magazine and newspaper articles and comics		51
G2.1 Journal articles		51
G2.2 Advanced online publication articles: preprints and in press		52
G2.3 Abstracts of articles		52
G2.4 Whole journal issue		52

G2.5 Systematic reviews.	53
G2.6 Magazine articles	53
G2.7 Newspaper articles.	53
G2.8 Comics	55
G2.9 Press releases	56
G3 Conferences	56
G3.1 Published full conference proceedings	56
G3.2 Published conference papers or posters	56
G3.3 Full conference proceedings published in journals	57
G3.4 Individual conference papers published in journals	57
G3.5 Conference poster presentations	58
G3.6 Live lectures and unpublished conference presentations	58
G4 Theses and dissertations	59
G5 Reviews	59
G5.1 Book reviews	59
G5.2 Drama reviews	59
G5.3 Film reviews	60
G5.4 Reviews of musical performances	60
G5.5 Author biographical information or cover blurb	60
G5.6 Second-person review comments on or in a book	60
G5.7 Product reviews	61
G6 Interviews	61
G7 Teaching materials, including lecture notes and VLEs, for example Blackboard, Moodle, PebblePad and MOOCs	62
G7.1 Live lectures: in person and online via Zoom, Teams and Collaborate	62
G7.2 Recorded lectures	62
G7.3 Tutors' handouts	63
G7.4 Tutor's lecture notes in a VLE.	63
G7.5 Presentations: PowerPoint, Prezi, etc.	63
G7.6 Learning support materials	64
G7.7 Journal articles accessed via VLEs.	64
G7.8 Extracts from books digitised for use in VLEs.	64
G7.9 Messages from course discussion boards	64
G7.10 Publicly available online courses and MOOCs (Massive Online Open Courses)	64
G8 Digital repositories.	65
G8.1 Books or reports in digital repositories	65

G8.2 Book chapter in digital repository	66
G8.3 Conference papers in digital repositories	66
G8.4 Articles in digital repositories	66
G9 Published reports, working papers and briefing papers.	67
G9.1 Government publications	68
G9.2 Publications of international organisations	69
G9.3 Research reports, working and briefing papers	69
G9.4 Company reports	70
G9.5 Market research reports from online databases	70
G9.6 Financial reports from online databases	70
G9.7 Financial reports from terminal-based databases	70
G10 UK legal sources using the Harvard (author-date) style	71
G10.1 Papers: House of Commons and House of Lords	71
G10.2 Parliament research	71
G10.3 Official records: House of Commons and House of Lords	72
G10.3a <i>Hansard</i>	72
G10.3b Written questions, answers and statements in Parliament.	72
G10.4 Bills: House of Commons and House of Lords	73
G10.5 UK statutes (Acts of Parliament)	74
G10.6 Statutory Instruments (SIs)	74
G10.7 Legislation from the UK devolved legislatures	74
G10.7a Acts of the Scottish Parliament	74
G10.7b Scottish Statutory Instruments (SSIs)	75
G10.8 Acts of the Northern Ireland Assembly	75
G10.8a Statutory Rules of Northern Ireland	75
G10.9 Welsh legislation.	76
G10.9a National Assembly for Wales Measures.	76
G10.9b Acts of the National Assembly for Wales.	76
G10.9c Acts of the Senedd Cymru	76
G10.9d Wales Statutory Instruments.	76
G10.10 Citing different jurisdictions.	77
G10.11 Law Commission, Scottish Law Commission and Northern Ireland Law Commission publications	77
G10.12 Command Papers, including Green and White Papers	78
G10.13 Law reports	79
G10.13a Law reports (cases) up to 2002	79

G10.13b Law reports (cases) from 2002 with neutral citations.	79
G10.13c Case analyses	79
G10.14 Inquiries	80
G11 European Union (EU) legal sources	80
G11.1 EU legislation	80
G11.2 EU directives, decisions and regulations.	80
G11.3 Judgements of the European Court of Justice (ECJ) and General Court (GC)	81
G12 United Nations resolutions	81
G13 International treaties, conventions and accords.	82
G14 International Court of Justice (ICJ) cases.	82
G15 US legal material.	82
G16 Protocols, regulations, product information documents and guidelines.	82
G17 Scientific and technical information	83
G17.1 Technical standards.	83
G17.2 Patents and registered designs	83
G17.3 Research datasets	84
G17.4 Requests for Comments (RFCs).	84
G17.5 Mathematical equations	85
G17.6 Graphs.	85
G18 Maps	85
G18.1 Ordnance Survey and Geological Survey maps	85
G18.2 Online maps.	86
G18.3 GIS maps.	86
G18.4 Map dataset, including LIDAR	86
G18.5 Atlases.	87
G19 Visual and artistic sources.	87
G19.1 Exhibitions	87
G19.1a Whole exhibitions: venue and online	87
G19.1b Installations/exhibits	87
G19.2 Works of art in original media: paintings, sculptures, monuments and installations	88
G19.3 Online images of works of art.	88
G19.4 Digital art, including non-fungible token (NFT) artwork	88
G19.5 Book and article illustrations, figures, diagrams and tables	89
G19.6 Photographs/images	89

G19.6a Prints or slides	89
G19.6b Images available online	89
G19.6c Images with no creator	90
G19.7 GIFs	90
G19.8 Word clouds/infographics	90
G19.9 Clip art	91
G19.10 Stock images	91
G19.11 Adapted images	91
G19.12 Medical images	92
G19.13 Inscriptions	93
G19.13a Inscriptions on monuments	93
G19.13b Inscriptions on structures	93
G19.14 Graffiti	93
G19.15 Silhouettes	94
G19.16 Collages	94
G19.16a Digital collages	94
G19.17 Cinemagraphs	95
G19.18 Body art, including tattoos, nail art and Mehndi (henna)	95
G19.19 Packaging	96
G19.20 Cartoons	96
G19.21 Posters	96
G19.22 Mood boards	97
G19.23 Postcards	97
G19.24 Logos	97
G19.25 Sewing/knitting patterns	98
G20 Live performances	98
G20.1 Concerts	98
G20.2 Dance	99
G20.3 Plays	99
G20.4 Musicals	99
G20.5 Circuses	99
G21 Audio sources	99
G21.1 Radio	99
G21.2 Podcasts	100
G21.3 Music streaming services	100
G21.4 Recordings on CD, audio cassettes or vinyl	101

G21.5 Musical scores and librettos	101
G21.6 Lyrics from songs/hymns	101
G21.7 Liner notes	102
G22 Audiovisual recordings, including broadcasts, streaming/sharing services, DVDs and videos	102
G22.1 Television	102
G22.1a Television programmes	102
G22.1b Episodes of a television series	102
G22.1c Television programmes/series on DVD/Blu-ray box sets	103
G22.1d Separate episodes from DVD/Blu-ray box sets	103
G22.2 Programmes viewed through streaming services	103
G22.2a Programmes	103
G22.2b Episode from a series	104
G22.3 Films	104
G22.3a Films viewed at the cinema	104
G22.3b Films viewed via streaming services	104
G22.3c Films on DVD/Blu-ray and video cassette	105
G22.3d Directors' commentaries on DVD/Blu-ray	105
G22.3e Interviews with film directors	106
G22.4 Online video sharing platforms, including YouTube, Vimeo, TED talks	106
G22.5 Online presentations	106
G22.6 Vodcasts/vidcasts	107
G22.7 Screencasts	107
G23 Computer/video games, software/computer programs and mobile apps	107
G23.1 Computer/video games	107
G23.2 Software/computer programs	108
G23.3 Mobile apps	108
G24 Organisation and personal websites, blogs and wikis	108
G24.1 Websites and web pages with individual authors	109
G24.2 Websites with organisations as authors	110
G24.3 Websites with no authors	110
G24.4 Websites with no dates	110
G24.5 Websites with no authors or titles	110
G24.6 Blogs/vlogs	110
G24.7 Wikis	111
G25 Public communications	111
G25.1 Online discussion groups and bulletin boards	111

G25.2 Entire discussion groups or bulletin boards	112
G25.3 Leaflets	112
G25.4 Advertisements	112
G25.5 Display boards, for example in museums	113
G26 Social media	113
G26.1 Whole social media sites	113
G26.2 Social media posts: X, Threads, Facebook, Instagram, TikTok, Weibo, Tumblr, Reddit	113
G27 Genealogical sources	114
G27.1 Birth, marriage and death certificates	115
G27.2 Wills	115
G27.3 Censuses	115
G27.4 Parish registers	116
G27.5 Military records	116
G28 Manuscripts and archive sources	116
G28.1 Individual manuscripts	116
G28.2 Collections of manuscripts	117
G28.3 Manuscripts in digital collections	117
G28.4 Manuscripts on microform: microfiche and microfilm	118
G29 Unpublished documents, including hard copy, on intranets and files shared online between group members	118
G30 Student assignments	119
G31 Confidential information	119
G32 Personal communications, including private messaging services and unrecorded conversations	119
G33 Using content generated by artificial intelligence (AI) programs	120
G33.1 Content only available to you	120
G33.2 Third-party AI-generated content available online	121
G33.3 Content created by your prompts and available to your reader	121

Section H American Psychological Association (APA) referencing style 124

Conventions when using the APA referencing style	124
Using content generated by artificial intelligence (AI) programs	128
How to reference common sources	128
H1 Books and ebooks	128
H1.1 Printed books and ebooks in academic databases without a unique DOI	128
H1.2 Books with DOIs	129

H1.3 Mobile ebooks, e.g. Kindle, KOBO	129
H2 Edited books, encyclopedias and anthologies, and individual chapters	129
H2.1 Whole book with editor.	129
H2.2 Chapter/sections of edited books, encyclopedias and anthologies	130
H3 Multi-volume works	130
H4 Translated works	130
H5 Reports, pamphlets and working papers.	131
H6 Journal articles	131
H6.1 Print and online articles	131
H6.2 Advance online publications	132
H6.3 Articles in press	132
H6.4 Articles in preprint archives or institutional repositories	132
H6.5 Articles in systematic reviews	132
H7 Reviews	133
H8 Magazine and newspaper articles	133
H9 Conferences and symposia.	134
H9.1 Full conference proceedings: print or electronic	134
H9.2 Conference presentations, papers and posters	134
H10 Theses and dissertations	135
H11 Research datasets	135
H12 Patents and registered designs.	136
H13 Legal information	136
H13.1 Legislation	136
H13.2 Cases	136
H14 Government and Parliamentary publications	137
H14.1 <i>Hansard</i>	137
H14.2 Written questions and answers and Written ministerial statements	137
H15 Organisation or personal web pages and websites	138
H16 Blogs	138
H17 Social media: X, Facebook, Instagram, TikTok, Tumblr, Reddit	138
H18 Television programmes	139
H18.1 Television series	139
H18.2 Episode in a television series	139
H18.3 Stand-alone programme	140
H19 Radio programmes	140
H20 Film or video recordings	140

H21 Online videos, e.g. YouTube, TED talks.	141
H22 Podcasts	141
H22.1 Podcast series	141
H22.2 Podcast episode	141
H23 Sound/music recordings.	142
H23.1 Song/track on an album.	142
H23.2 Whole album	142
H24 Works of art: photographic prints, paintings, sculptures and installations	143
H25 Online images, including infographics	143
H26 Maps	143
H27 Images in publications: graphs, tables, figures, plates, equations	144
H28 Course materials.	144
H28.1 Published online lecture notes and presentation slides	144
H28.2 Unpublished lecture notes, presentation slides and recorded lectures	145
H28.3 Recorded lectures	145
H29 Interviews	145
H29.1 Published interviews.	145
H29.2 Unpublished interviews.	145
H30 Personal communications.	145
Sample text	146
Sample reference list	146

Section I Chicago referencing style 147

Chicago Notes and Bibliography (NB) format	147
Conventions when using the Chicago (NB) referencing style.	147
Using content generated by Artificial Intelligence (AI) programs.	150
How to reference common sources in footnotes and bibliography	150
I1 Books.	150
I2 Ebooks.	151
I3 Reprints	152
I4 Edited books, encyclopedias and anthologies.	152
I4.1 Whole books	152
I4.2 Chapter/sections of edited books, poems in anthologies, encyclopedia entries.	152
I5 Multi-volume works.	153
I6 Plays.	154
I7 Translated books, including ancient texts	154

I8	Sacred texts	154
I8.1	Bible	154
I8.2	Qur'an	155
I8.3	The Torah	155
I9	Journal articles	155
I10	Newspaper and magazine articles	156
I11	Book reviews	156
I12	Conference proceedings.	157
I12.1	Whole conference proceedings	157
I12.2	Conference papers or poster presentations	157
I13	Theses and dissertations	157
I14	Reports, pamphlets and working papers.	158
I15	Legal sources	158
I15.1	Legislation	158
I15.2	Cases	158
I16	Organisation or personal websites	159
I17	Blogs	159
I18	Social media: Facebook, Instagram, TikTok, X (Twitter).	159
I19	Films.	160
I20	Television or radio broadcasts.	160
I21	Podcasts, online videos, video games and apps.	161
I22	Audio recordings.	162
I23	Works of art (images, photographs, paintings, sculptures and installations).	162
I24	Music scores	163
I25	Manuscripts in archives.	163
I26	Course materials.	164
I26.1	Lectures.	164
I26.2	Lecture notes.	164
I27	Interviews	164
I27.1	Personal interviews	164
I27.2	Published interviews (print or online).	165
I28	Personal communications (emails, text messages, letters and telephone calls)	165
	Sample text	165
	Sample footnotes	165
	Sample bibliography	166
	Chicago Author-Date format.	166

Footnotes in Author-Date format 167

Sample Reference List in Chicago Author-Date format 167

Section J IEEE referencing style. 168

Conventions when using the IEEE referencing style 168

Using content generated by artificial intelligence (AI) programs 170

How to reference common sources in the reference list 170

J1 Books 170

J2 Ebooks 171

J3 Edited books and chapters/sections 171

J4 Handbooks/manuals. 172

J5 Journal articles 172

 J5.1 Published journal articles. 172

 J5.2 Reviews in journal articles 173

 J5.3 Advance online publication journal articles. 173

J6 Magazine and newspaper articles 173

J7 Conferences 174

 J7.1 Unpublished papers or posters presented at a conference 174

 J7.2 Papers published in conference proceedings 174

 J7.3 Full conference proceedings 175

J8 Theses/dissertations 175

J9 Reports, pamphlets and working papers. 175

J10 Legal sources 176

 J10.1 Legislation. 176

 J10.2 Legal cases. 176

J11 Research datasets 176

J12 Technical standards 177

J13 Patents and registered designs. 177

 J13.1 Printed patents 177

 J13.2 Patents online and registered designs. 177

J14 Software, computer programs, computer codes and computer games 178

J15 Mobile apps 178

J16 Maps 178

J17 Images 178

 J17.1 Photographic prints or slides, drawings, paintings. 178

 J17.2 Images in publications: graphs, tables, figures, plates, equations 179

J17.3	Images available online, including infographics	179
J18	Radio or television programmes	179
J19	Online videos and podcasts	180
J20	Organisation or personal websites	180
J21	Blogs	180
J22	Social media: Facebook, X, Instagram, TikTok	181
J23	Course materials	181
	J23.1 Lecture notes	181
	J23.2 Online lectures: Zoom, Teams, Collaborate, Panopto, etc.	181
J24	Interviews	182
J25	Unpublished sources, including personal communications: email, WhatsApp, social media private messages, conversation, unrecorded interview, telephone, letter	182
	Sample text	182
	References for sample text	183

Section K **Modern Humanities Research Association (MHRA) referencing style** **184**

	Conventions when using the MHRA referencing style (notes and bibliography format)	184
	Using content generated by Artificial Intelligence (AI) programs	186
	How to reference common sources in footnotes and bibliography	186
K1	Printed books	186
K2	Ebooks	187
K3	Reprints	187
K4	Edited books, encyclopedias, exhibition catalogues and anthologies	187
	K4.1 Whole book with editor(s)	187
	K4.2 Chapters in edited books, encyclopedia entries, poems in anthologies	188
K5	Multi-volume works	189
K6	Plays	189
K7	Translated works, including ancient texts	190
K8	Reports, pamphlets and working papers	190
K9	Sacred texts	191
	K9.1 The Bible	191
	K9.2 The Qur'an	191
	K9.3 The Torah	191
K10	Conference sources	191
	K10.1 Published proceedings of a conference	191
	K10.2 Live/unpublished lectures or poster presentations	192

K11	Journal articles	192
K12	Magazine and newspaper articles	193
K13	Book reviews	193
K14	Theses and dissertations	194
K15	Manuscripts in archives.	194
K16	Organisation or personal internet sites	194
K17	Blogs	195
K18	Social media: X, Instagram, TikTok, Facebook	195
K19	Television or radio broadcasts.	196
K20	Films.	196
K21	Podcasts and online videos, including YouTube, Vimeo, IGTV, TED	197
K22	Sound recordings	197
K23	Music scores	198
K24	Works of art, including photographs and display boards.	198
K25	Maps	199
K26	Software/computer programs.	199
K27	Course materials: lectures.	199
K28	Interviews	200
K29	Legal sources	200
	K29.1 Statutes (Acts of Parliament).	200
	K29.2 Cases.	200
K30	Personal communications: emails, text messages and telephone calls	201
	Sample text for MHRA notes and bibliography format.	201
	Sample footnotes for MHRA notes and bibliography format	201
	Sample bibliography for MHRA notes and bibliography format	202
	MHRA author-date format	202
	Sample text and bibliography for MHRA author-date format.	203

Section L Modern Language Association (MLA) referencing style. 205

	Conventions when using the MLA referencing style	205
	Compiling your list of Works Cited	206
	Using content generated by Artificial Intelligence (AI) programs.	209
	How to reference common sources	210
L1	Books and ebooks	210
L2	Reprints	210
L3	Edited books, encyclopedias and anthologies.	211

S9	L3.1 Whole books.	211
S9	L3.2 Chapter in an edited book/poem in an anthology/encyclopedia entry	211
L4	Multi-volume works.	211
L5	Translated books, including ancient texts	212
L6	Sacred texts	213
L7	Plays: scripts and performances	213
	L7.1 Scripts	213
	L7.2 Performances	213
L8	Journal articles	214
L9	Magazine and newspaper articles	214
L10	Reviews	215
L11	Reports, pamphlets and working papers.	215
L12	Legal sources	215
L13	Conference sources	216
	L13.1 Full published proceedings	216
	L13.2 Papers published in conference proceedings	216
L14	Theses and dissertations	216
L15	Manuscripts in archives.	217
L16	Organisation or personal internet sites	217
L17	Blogs	217
L18	Social media: X, Instagram, TikTok, Facebook	218
L19	Film or video recordings	218
L20	Online videos, including YouTube, Vimeo, IGTV, TED	219
L21	Podcasts	219
L22	Television and radio programmes	219
	L22.1 Television or radio series.	219
	L22.2 Television or radio programme episode.	220
L23	Sound recordings	220
	L23.1 Complete works	220
	L23.2 Song on an album	220
L24	Music scores	221
L25	Works of art: images, photographs, paintings, sculptures, installations	221
L26	Exhibitions	222
L27	Maps, charts and tables	222
L28	Course materials.	222
L29	Interviews	222

L29.1 Unpublished interviews	222
L29.2 Published interviews (print or online)	223
L30 Personal communications, including emails, text messages and letters.	223
Sample text	223
Sample list of Works Cited for sample text	223

Section M Oxford University Standard for Citation of Legal Authorities (OSCOLA) referencing style

Conventions when using the OSCOLA referencing style	225
Using content generated by Artificial Intelligence (AI) programs	228
How to reference common sources	228
M1 Books	228
M2 Ebooks	228
M3 Edited books and chapters/sections	229
M4 Translated works	229
M5 Encyclopedias	229
M6 Works of authority	230
M7 Looseleaf services	230
M8 Pamphlets	230
M9 Theses and dissertations	230
M10 Working papers and discussion papers	231
M11 Journal and ejournal articles	231
M12 Book reviews	231
M13 Newspaper articles	232
M14 Law reports (cases)	232
Judge's comments in case report	234
M15 Bills: House of Commons and House of Lords	236
M16 UK statutes (Acts of Parliament)	236
M17 Statutory Instruments (SIs)	236
M18 Legislation from UK devolved legislatures	237
M18.1 Acts of the Scottish Parliament	237
M18.2 Scottish Statutory Instruments (SSIs)	237
M18.3 Acts of the Northern Ireland Assembly	237
M18.4 Statutory Rules of Northern Ireland	237
M18.5 National Assembly for Wales Measures (nawm) 2007–2011	237
M18.6 Acts of the National Assembly of Wales (anaw) 2012–2020	237

M18.7 Acts of the Senedd Cymru (asc) 6 May 2020 to present	237
M18.8 Welsh Statutory Instruments	237
M19 Command Papers.	238
M20 <i>Hansard</i>	238
M21 Parliament research	239
M22 Law Commission, Scottish law Commission and Northern Ireland Law Commission publications	239
M23 European Union (EU) legal sources	240
M23.1 EU legislation	240
M23.2 EU directives, decisions and regulations	240
M23.3 Judgements of the European Court of Justice (ECJ) and General Court (GC).	240
M23.4 European Case Law Identifier (ECLI)	241
M24 International law sources.	241
M24.1 United Nations documents.	241
M24.2 International treaties.	241
M24.3 International Court of Justice (ICJ) cases	241
M25 US legal material.	242
M26 Interviews	242
M27 Websites.	242
M28 Blogs	243
M29 Podcasts	243
M30 Radio and television programmes	243
M31 Conference papers/presentations	243
M32 Live speeches/lectures	244
M33 Personal communications.	244
Sample text	244
Sample footnotes	244
Sample table of cases	245
Sample table of legislation	245
Sample bibliography	245

Section N Vancouver referencing style 246

Conventions when using the Vancouver referencing style	246
Using generative artificial intelligence (AI).	248
How to reference common sources in your reference list	249

N1	Books	249
N2	Ebooks	250
N3	Edited books and chapters/sections	250
N4	Multi-volume works	251
N5	Journal articles	251
	N5.1 Articles in print journals and magazines	251
	N5.2 Articles in ejournals and online magazines	251
	N5.3 Advance online publications	252
	N5.4 Article forthcoming (formerly 'in press')	252
	N5.5 Articles in systematic reviews	252
	N5.6 Book reviews	253
N6	Newspaper articles	253
N7	Conference sources	253
N8	Theses or dissertations	254
N9	Reports and working papers	254
N10	Legal information	255
N11	Protocols, regulations and guidelines	256
N12	Technical standards	256
N13	Patents and registered designs	256
N14	Research datasets	257
N15	Images, including tables, figures, graphs, chemical structures, equations, illustrations in publications	257
N16	Software/computer programs/computer codes/computer games/ mobile apps	259
N17	Organisation or personal internet sites	259
N18	Blogs	260
N19	Social media	260
N20	Audiovisual sources	261
	N20.1 Radio and television programmes	261
	N20.2 Films/movies	261
	N20.3 Online videos and podcasts	261
	N20.4 Photographs	262
	N20.5 Maps	262
	N20.6 Infographics	262
N21	Interviews	263
N22	Course materials	263
	N22.1 Lecture notes	263

N22.2 Online lectures: Zoom, Teams, Collaborate	263
N23 Personal communications: telephone calls, letters, emails, group chats, private messages	263
Sample text	264
Sample reference list	264
Glossary	265
References and further reading	267
Answers for general principles quiz	269
Index	270