

Author-Date Referencing Guide

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Introduction

This guide is based on common enquiries the Library receives about citing references and producing bibliographies.

The formatting of references in examples given is based on elements of the Harvard British Standard and APA styles. There are many other variations of the Harvard referencing style available. The key is consistency (e.g. if you choose to highlight titles using italics continue to do this throughout a document, don't swap to using bold part way through).

Always check with your lecturer or supervisor which referencing style you are expected to use and if there is anything in particular you need to note e.g. whether you are required to include a reference list and a bibliography or just a reference list.

If you are using reference management software such as Mendeley, EndNote, Zotero, Papers or Colwiz always check the output for inaccuracies.

What is referencing?

Referencing is the method used in academia to indicate where your ideas have come from in a written piece of work. There are two components: the in-text citation and the reference list/bibliography.

Why reference?

- To illustrate the amount of research you have done on a piece of work and where you have found your ideas.
- Properly quoting and paraphrasing the work of others gives credibility to your opinions.
- To enable the reader of your work to easily trace your sources of information.

What to be aware of

- Passing off the opinions of others as your own (even if it is accidental) is plagiarism which is seen as cheating.
- It is acceptable to refer to your own work from a previous assignment as long as you remember to cite it in your in-text citations and reference list.
- It is unacceptable to submit a piece of your work that has been already submitted for a previous assignment as this would be seen as self-plagiarising.

Referencing styles

There are different styles used for referencing which have their own unique way of presenting information about the sources you have used. Common ones are Chicago, NLM, Vancouver, APA and Harvard.

Author-date style

This guide covers the Author-Date style for formatting references. This means that when you are referring to a source of information in a written piece of work (the in-text citation) only the surname of the author and date of the source should

HELPFUL TIP

Keep full records of the bibliographic details of everything that you read as you do your research – either store them in reference management software or create a separate document. This will save you lots of time chasing after references when you are writing up your work.

be given; the full bibliographic details such as title of the source are then given in the reference list. Strictly speaking author-date styles do not make use of numbered references, footnotes or conventions such as *ibid* or *op.cit*.

Layout of references

When using this guide, pay attention to the examples given for the way a reference should be laid out in a reference list.

- Sometimes titles may appear in italics and article titles in single quotation marks in order to add emphasis.
- The first letter of each word in a journal title and conference title is capitalised, but in all other instances only the first letter of the first word and proper nouns are in capitals.
- Use of brackets – the medium in a reference e.g. [Lecture] appears in square brackets, whereas all other brackets e.g. year, issue number, date an online source was accessed, appear in round brackets.

Citing or in-text citations

In-text citations are used to indicate where you are referring to the ideas of others (paraphrasing) or including direct quotations from sources of information within your written piece of work. You should also use page numbers (if available) to indicate where a quotation or paraphrase came from.

For example:

Paraphrase

- A key element of critical thinking is recognising an argument (Bowell, 2005).
- Bowell (2005) stresses the importance of identifying arguments over attempts to persuade.

Direct quotation

- What is the difference between persuasion and an argument?

“To attempt to persuade by giving good reasons is to give an argument” (Bowell, 2005, p.2).

Reference lists and bibliographies

The reference list is a detailed list of the sources you have referred to directly within your written work – either by paraphrasing or using direct quotations.

A bibliography contains relevant sources you have consulted during the course of your research but have not referred to directly within your work. It can be presented to include everything in your reference list and additional sources, or it can just contain the materials that you haven't already put into your reference list. Check with your lecturer or supervisor as to whether you are expected to provide a bibliography **in addition** to a reference list and also whether they are expecting everything to appear within the bibliography or just additional works consulted.

Features of the reference lists and bibliographies:

- They should enable the reader of your work to easily locate the sources of your information.
- Formatting should be consistent.
- They should be written in alphabetical order by first author/editor surname.
- If there are multiple sources by the same author they should be listed in date order with the most recent appearing first.

HELPFUL TIP

If the quote is longer than two lines it is a good practice to indent the paragraph.

Use double quotation marks around a direct quotation so plagiarism software can detect where you are using someone else's words.

- If there are sources with the same author and date, allocate letters in alphabetical order after the date in both the in-text citation and the reference list.

For example:

In-text citation

The concept of constructive alignment is illustrated... (Biggs, 1996b)

Reference list

Biggs, J. (1996a) 'Assessing learning quality: reconciling institutional, staff and educational demands', *Assessment & Evaluation in Higher Education*, 21(1), pp. 5-16.

Biggs, J. (1996b) 'Enhancing teaching through constructive alignment', *Higher Education*, 32(3), pp. 347-364.

Secondary referencing

This is where you need to quote an author who has been cited by another author. You should always try to read the original source to understand the context of what you are citing. However, if this isn't possible you will need to indicate this by using the phrasing "cited in" within the in-text citation. For example:

- Bok (2003, cited in Nixon, 2004, p. 248) sets out a picture of a future university that we are in danger of becoming.
- A stark vision of a future university is apparent (Bok, 2003, cited in Nixon, 2004, p. 248).

In the reference list you must only include the sources that you have read directly. So in the example above you would put Nixon in your reference list but not Bok.

Use of web page links

When you need to include a URL in a reference; cutting and pasting links from the address bar in your browser can result in a long and messy link which may be temporary and won't work at a later date.

Where possible try to look for a permanent or persistent link to use instead.

The most frequently found permanent link is a DOI (Digital Object Identifier) which is a standardised way of identifying electronic documents. When citing a DOI, it is acceptable to not provide the date accessed in your reference list. Not all documents have a DOI, some databases create their own permanent links – these can often be found in the citation information of an article.

Multiple authors and no authors

When a source has three or fewer authors, you will need to list all authors in both the in-text citation and the reference list. If there are four or more authors then you list the first author followed by et al. in your in-text citation and all of the authors in the reference list.

If a source does not have an author or editor what is used depends on the type of source. For the case of an anonymous magazine/newspaper article, use the abbreviation Anon. in place of the author in both the in-text citation and the reference list. For books, if the title is short, you should include the whole title in the in-text citation. If it is long, you may shorten your in-text citation to just the first few words of the title, but in both cases the full title should be cited in the reference list.

HELPFUL TIP

When referencing an article/book that is written in a language other than English do not translate the reference details. Cite and reference in the original language following the same format as recommended in this guide.

Books

What to include in the reference:

- Author/Editor(s) (surname, initials)
- (Year of publication)
- *Title*
- Edition (only include if not the first edition)
- Place of publication: Publisher
- (Series, volume number)

Book with a single author

In-text citation

According to Sommerville (2011, p.23) the most important part of software engineering is...

Reference list

Sommerville, I. (2011) *Software engineering*. 9th edn. London: Pearson.

Book with two authors

In-text citation

Stair and Reynolds (2010) suggest...

Reference list

Stair, R.M. and Reynolds, G.W. (2010) *Principles of information systems: a managerial approach*. 9th edn. Boston: Course Technology, Cengage Learning (IT Series, 5).

Book with three authors

In-text citation

"The purpose of radar signal processing is to extract desired data from radar signals" (Lewis, Kretschmer and Shelton, 1986, p.1).

Reference list

Lewis, B.L., Kretschmer, F.F. and Shelton, W.W. (1986) *Aspects of radar signal processing*. Norwood: Artech House.

Book with four or more authors

In-text citation

This was noted by Payne et al. (1995).

Reference list

Payne, A., Christopher, M., Clark, M. and Peck, H. (1995) *Relationship marketing for competitive advantage: winning and keeping customers*. Oxford: Butterworth-Heinemann.

Book with no author

When a book has no identified author, cite in the text the first few words of the title in italics and the year.

In-text citation

In order to vote in the UK... (*Whitaker's almanack*, 2010, p.601).

Reference list

Whitaker's almanack 2011 (2010) London: A&C Black.

Book with an editor

In-text citation

Latest thinking on gender in organizations suggests ... (Kumra, Simpson and Burke, 2014).

Reference list

Kumra, S., Simpson, R. and Burke, R.J. (eds.) (2014) *Oxford handbook of gender in organizations*. Oxford: Oxford University Press.

Chapter of an edited book

What to include in the reference:

- Author(s) of the chapter (surname, initials)
- (Year of publication)
- 'Title of chapter'

- 'in' plus editor of book. (surname, initials) (ed.)
- *Title of book*
- Place of publication: Publisher
- Pages
- (Series, volume number)

In-text citation

Haase (2005, p.35) identified...

Reference list

Haase, J. (2005) 'Standards for protective textiles', in Scott, R.A. (ed.) *Textiles for protection*. Cambridge: Woodhead Publishing, pp.31-59.

Chapter of an edited book with organisation as author e.g. handbooks

In-text citation

The steel corrosion showed... (ASM International, 1998).

Reference list

ASM International (1998) 'Corrosion characteristics of carbon and alloy steels', in Davis, J.R. (ed.) *Metals handbook: desk edition*. 2nd edn. Cleveland: ASM International, pp. 301-306.

Electronic book (eBook) or online book

What to include in the reference:

- Author/Editor(s) (surname, initials)
- (Year of publication of book)
- *Title*
- Edition (only include if not the first edition)
- Place of publication: Publisher
- (Series, Volume number)
- Available at: URL/DOI
- (Accessed: date)

In-text citation

The project manager's role can be defined as... (Kerzner, 2009, p.12).

Reference list

Kerzner, H. (2009) *Project management: a systems approach to planning, scheduling, and controlling*. 10th edn. Hoboken: Wiley. Available at: <http://www.dawsonera.com/depp/reader/protected/external/AbstractView/S9780470502181> (Accessed: 7 December 2011).

Book accessed via an eReader e.g. Kindle, iPad etc.

What to include in the reference:

- Author/Editor(s) (surname, initials)
- (Year of Kindle or iPad edition)
- *Title*
- [eReader version e.g. Kindle, ePub, Adobe Digital Editions]
- Edition (only include if not the first edition)
- Place of publication: Publisher
- (Series, volume number)
- Available at: URL /DOI
- (Accessed: date)

In-text citation

Brodie tried to decipher the code (Dennis, 2012).

Reference list

Dennis, H.L. (2012) *Secret breakers: the power of three* [Kindle]. London: Hodder Children's Books. Available at: <http://www.amazon.co.uk> (Accessed: 23 April 2014).

HELPFUL TIP

If the eBook has no page numbers indicate which chapter, section heading or paragraph number the quote came from.

Translated book

What to include in the reference:

- Author(s) (surname, initials)
- (Year of original work)
- *Title*
- Translated by translator's name in full
- Edition (only include if not the first edition)
- Place of publication: Publisher
- (Series, volume number)
- Year of publication of translation

In-text citation

In his discussion about algebraic topology, Matveev (1975) considered...

Reference list

Matveev, S. V. (1975) *Lectures on algebraic topology*. Translated by Ekaterina Pervova. Zurich: European Mathematical Society, 2006.

Anthology or collected works

A whole anthology or collected works should be cited in the same way as an edited book. If referring to a specific piece within a collected work (e.g. poem, book, quotation) use the format for a chapter in a book. If the anthology contains pieces of work with different publication dates, you will need to include both the publication date of the anthology and the original publication date in your reference.

In-text citation

The three steps model is illustrative of this (Lewin, 1947/1997).

Reference list

Lewin, K. (1997) 'Frontiers in group dynamics', in Lewin, K. *Resolving social conflicts and field theory in social science*. Washington, DC: American Psychological Association, pp. 301-336. (Original work published 1947).

Journal articles

What to include in the reference:

- Author(s) (surname, initials)
- (Year of publication)
- 'Title of article'
- *Title of Journal*
- Volume (Issue)
- Pages

Journal article with one author

In-text citation

In a recent article Hutchinson (2010) discussed the fracture...

Reference list

Hutchinson, M.D. (2010) 'With fracture Gurney model to estimate both fragment and blast impulses', *Central European Journal of Energetic Materials*, 7(2), pp.175-186.

Journal article with two authors

In-text citation

It was not possible to separate targets (Yang and Chen, 2016).

Reference list

Yang, L. and Chen, K. (2016) 'A perceptual space for underwater man-made sounds towards target classification carried out in the United Kingdom', *Applied Acoustics*, 110, pp.119-127.

Journal article with four or more authors

In-text citation

Langley et al. (2013) identify assumptions...

Reference list

Langley, A., Smallman, C., Tsoukas, H. and Van de Ven, A.H. (2013) 'Process studies of change in organization and management: unveiling temporality, activity, and flow', *Academy of Management Journal*, 56(1), pp.1-13.

Online journal article

What to include in the reference:

- Author(s) (surname, initials)
- (Year of publication)
- 'Title of article'
- *Title of Journal*
- Volume (Issue)
- Pages
- Available at: URL/DOI (if available)
- (Accessed: date)

In-text citation

The synthesis of a new polymer of cadmium(II) ethylenediamine azide was determined by ... (Yang et al., 2010).

Reference list - Digital Object Identifier

Yang, L., Wu, B., Zhang, T., Liu, Z. and Zhang, J. (2010) 'Preparation, crystal structure, thermal decomposition, and explosive properties of [Cd(en)(N₃)₂]ⁿ', *Propellants, Explosives, Pyrotechnics*, 35(6), pp.521-528. Available at: doi/10.1002/prep.200900095/abstract.

HELPFUL TIP

If citing a DOI it is not necessary to provide the date the resource was accessed.

Reference list - URL

Yang, L., Wu, B., Zhang, T., Liu, Z. and Zhang, J. (2010) 'Preparation, crystal structure, thermal decomposition, and explosive properties of [Cd(en)(N₃)₂]ⁿ', *Propellants, Explosives, Pyrotechnics*, 35(6), pp.521–528. Available at: <http://onlinelibrary.wiley.com/doi/10.1002/prep.200900095/abstract> (Accessed: 7 December 2012).

Journal article with no author

When an article has no identified author, use the abbreviation Anon. in both the in-text citation and the reference list.

What to include in the reference:

- Anon
- (Year of publication)
- 'Title of article'
- *Title of Journal*
- Volume (Issue)
- Pages

In-text citation

TC-32B QT was demonstrated at an exhibition held in Kent (Anon., 2005).

Reference list

Anon. (2005) 'First UK showing of TC-32B QT with Fastems robotic load/unloads system', *Machinery*, April, p.29.

Conference proceedings

Full conference proceeding

What to include in the reference:

- Editor(s) (surname, initials) or organisation
- (Year of publication)
- *Title of Conference: Subtitle*
- Location and date
- Place of publication: Publisher

In-text citation

The conference (IEEE, 2010)...

Reference list

IEEE (2010) *Military Communications Conference: MILCOM 2010*. San Jose Convention Center, California, 31 Oct – 3 Nov 2009. Piscataway: Institute of Electrical and Electronic Engineers.

Individual paper

What to include in the reference:

- Author(s) of paper (surname, initials)
- (Year of publication)
- 'Title of paper'
- *Title of Conference: Subtitle*
- Location and date
- Place of publication: Publisher
- Paper number (if available)
- Volume (if known)
- Pages

In-text citation

Moon and Koh (2003) provide computations...

Reference list

Moon, Y. and Koh, S. (2003) 'Aeroacoustic computations of turbulent flows over an open cavity', *Proceedings of the 9th*

AIAA/CEAS Aeroacoustics Conference and Exhibit. Hilton Head, South Carolina, 12-14 May 2003. Reston: AIAA, AIAA-2003-102, Vol. 1, pp.21-31.

Online proceeding or paper

What to include in the reference:

- Editor(s) (surname, initials) or organisation
- (Year of publication)
- 'Title of paper'
- *Title of Conference: Subtitle*
- Location and date
- Place of publication: Publisher
- Pages
- Available at: URL/DOI
- (Accessed: date)

In-text citation

Wessel and Meyer (2010) provide a ten step method...

Reference list

Wessel, J.T. and Meyer, B.L. (2010) 'Assessing system software performance in complex system of systems environments', *Military Communications Conference: MILCOM 2010*. San Jose Convention Center, California, 31 Oct – 3 Nov 2009. Piscataway: Institute of Electrical and Electronic Engineers, pp. 2310-2315. Available at: <http://ieeexplore.ieee.org/xpl/mostRecentIssue.jsp?punumber=5673920> (Accessed: 7 December 2011).

Offshore Technology Conference (OTC) paper

What to include in the reference:

- Editor(s) (surname, initials)
- (Year of publication)
- 'Title of paper'
- *Title of Conference: Subtitle*
- Location and date
- Paper number (if available)
- Pages
- Available at: DOI

In-text citation

According to Chiasson, Smith and Stewart (1999) large bore...

Reference list

Chiasson, G., Smith, C. and Stewart, D. (1999) 'Large bore 'HPHT' wellheads and Christmas trees', *Offshore Technology Conference*. Houston, Texas, 3 - 6 May 1999. OTC-10966-MS, pp.1-12. Available at: <http://dx.doi.org/10.4043/10966-MS>.

Internet

For images and audio visual downloads see Audio visual materials and images.

Web page with an individual author

What to include in the reference:

- Author of web page (surname, initials)
- (Year site last published/updated)
- *Title of Internet site*
- Available at: URL
- (Accessed: date)

In-text citation

Bradley (2014) lists over 170 web search engines.

Reference list

Bradley, P. (2014) *Web search engines*. Available at: <http://www.philb.com/webse.htm> (Accessed: 30 July 2014).

Web page with an organisation as author

What to include in the reference:

- Organisation responsible for site
- (Year site published/updated)
- *Title of Internet site*
- Available at: URL
- (Accessed: date)

In-text citation

The Natural Hazards Centre is a great example (University of Colorado Boulder, 2011).

Reference list

University of Colorado Boulder (2011) *Natural Hazards Centre*. Available at: <http://www.colorado.edu/hazards/> (Accessed: 8 December 2011).

Blog

What to include in the reference:

- Author of blog or post (surname, initials)
- (Year site published/updated)
- 'Title of post'
- [Blog]
- *Title of blog*
- Day/month of post
- Available at: URL
- (Accessed: date)

In-text citation

Julian Borger (2010) claims there aren't many alternatives left.

Reference list

Borger, J. (2010) 'Afghanistan options are running out', [Blog] *Julian Borger's global security blog*. 9 September. Available at: <http://www.guardian.co.uk/world/julian-borger-global-security-blog/2010/sep/08/afghanistan-policy-uk> (Accessed: 8 December 2011).

HELPFUL TIP

To find a web page date try right clicking on the page and select view page info. This will tell you when a web page was last updated.

If it displays the current date and time and there is no indication elsewhere on the web page then enter: no date.

Wiki

What to include in the reference:

- Author of article (surname, initials) if known
- (Year site published/updated)
- 'Title of article'
- [Wiki]
- *Title of Wiki*
- Available at: URL
- (Accessed: date)

In-text citation

The *CILIP ARLG National committee meeting notes* show... (Barefoot, 2012).

Reference List

Barefoot, A. (2012) 'October 2012 national ARLG committee meeting notes', [Wiki] *ARLGSW PBWorks*. Available at: <http://arlgsw.pbworks.com/> (Accessed: 4 December 2012).

Social networking website e.g. Facebook

Other social media sites such as YouTube and Instagram are covered further on in the guide under Audio visual materials and images.

What to include in the reference:

- Author (surname, initials)
- (Year site published/updated)
- 'Title of page'
- *Title of Internet site*
- Day and month of post
- Available at: URL
- (Accessed: date)

In-text citation

Cranfield University Library (2014) announced that...

Reference list

Cranfield University Library (2014) 'Timeline', *Facebook*, 18 July. Available at: <http://www.facebook.com/cranfieldlibrary> (Accessed: 30 July 2014).

Discussion forum

See also Course materials for course Virtual Learning Environment discussion forums.

What to include in the reference:

- Author (surname, initials)
- (Year of post)
- 'Title of post'
- *Discussion forum name*
- Day and month of post.
- Available at: URL
- (Accessed: date)

In-text citation

According to Friedman (2012) data mining...

Reference list

Friedman, K. (2012) 'Data mining and computer models', *JISCMail PHD-DESIGN*, 11 November. Available at: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=phd-design> (Accessed: 4 December 2012).

HELPFUL TIP

Always reference the specific webpage URL that you are referring to in your work, as opposed to the website as a whole.

Tweet

What to include in the reference:

- Author's user name as written
- (Year)
- *Write whole post as a title*
- [Tweet]
- Day and month of tweet
- Available at: URL
- (Accessed: date)

In-text citation

There was great excitement about the sighting of a Higgs boson (ProfBrianCox, 2012).

Reference list

ProfBrianCox (2012) *Looking forward to the Higgs update tomorrow from CERN. This is pure curiosity driven exploration happening before our eyes* [Tweet]. 2 July. Available at: <http://twitter.com/profbriancox/status/220048242572922881> (Accessed: 24 July 2012).

Theses or dissertations

Print thesis or dissertation

What to include in the reference:

- Author (surname, initials)
- (Year of publication)
- *Title*
- Name of degree award
e.g. BSc, PhD, MSc
- Degree-awarding body

In-text citation

An examination of Tatham's (2010) research shows that...

Reference list

Tatham, P. (2010) *Confidence in United Kingdom defence logistics: rhetoric or reality?* PhD thesis. Cranfield University.

Online thesis or dissertation

What to include in the reference:

- Author (surname, initials)
- (Year of publication)
- *Title*
- Name of degree award
e.g. BSc, PhD, MSc
- Degree-awarding body
- Available at: URL
- (Accessed: date)

In-text citation

Tatham (2010) identifies three areas undergoing notable change...

Reference list

Tatham, P. (2010) *Confidence in United Kingdom defence logistics: rhetoric or reality?* PhD thesis. Cranfield University. Available at: <http://dspace.barrington.cranfield.ac.uk/jspui/handle/123456789/639> (Accessed: 7 December 2011).

Course materials

Lecture or seminar

What to include in the reference:

- Author/speaker(s) (surname, initials)
- (Year)
- 'Title of lecture'
- [Medium]
- *Module name*
- Institution
- Day/month

In-text citation

The lecture provoked much debate (Johnson, 2012).

Reference list

Johnson, J.M. (2012) 'Peat bogs and climate change' [Lecture], *Plant Science*. Durham University. 9 June.

Lecturers' notes on Virtual Learning Environment e.g. Blackboard, Moodle

What to include in the reference:

- Author (surname, initials)
- (Year)
- 'Title of notes'
- [Medium]
- *Module name*
- Institution
- Available at: URL
- (Accessed: date)

In-text citation

As illustrated in the course materials (Forth, 2009).

Reference list

Forth, S. (2009) 'Analysis of two-dimensional heat transfer' [PowerPoint presentation], *Finite Element Methods in Engineering*. Cranfield University. Available at: <https://moodle.cranfield.ac.uk/course/view.php?id=5126> (Accessed: 17 June 2010).

Course Virtual Learning Environment discussion forum

What to include in the reference:

- Author (surname, initials)
- (Year)
- 'Title of message'
- [Discussion forum]
- *Title of discussion board*
- in
- *Module name*
- Institution
- Available at: URL
- (Accessed: date)

In-text citation

The debate during the lecture continued in the discussion forum. Hirst (2012) was particularly vociferous.

Reference list

Hirst, L.M. (2012) 'Are peat bogs creating or storing carbon dioxide?' [Discussion forum], *Further discussion area in Plant Science*. Durham University. Available at: <http://duo.dur.ac.uk/> (Accessed: 28 June 2012).

Official publications

The guidelines below follow the Harvard style, although you may prefer to follow other recognised legal sources, such as Oxford Standard for the Citation of Legal Authorities (OSCOLA).

UK Statute (Act of Parliament)

Acts prior to 1963 require the regnal year and parliamentary session to be included.

What to include in the reference:

Pre-1963 acts:

- *Short title of Act and year*
- Regnal year
- Name of sovereign
- Chapter number

In-text citation

Smith prosecuted Goff using newly established *Criminal Justice Act 1948* (11&12 Geo. 6, c. 58).

Reference list

Criminal Justice Act 1948
(11&12 Geo. 6, c. 58).

Post-1963 acts:

- Great Britain
- *Name of Act: name of sovereign. Chapter number*
- (Year of publication)
- Place of publication: Publisher

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

Under copyright law (Great Britain. *Copyright, Designs and Patent Act 1988: Elizabeth II. Chapter 48, 1988*) you are protected...

Reference list

Great Britain. *Copyright, Designs and Patent Act 1988: Elizabeth II. Chapter 48* (1988) London: Her Majesty's Stationery Office. Available at: <http://www.legislation.gov.uk/ukpga/1988/48/contents> (Accessed: 10 May 2011).

House of Commons or House of Lords Paper

What to include in the reference:

- Great Britain
- Parliament: House of...
- (Year of publication)
- *Title*
- Place of Publication: Publisher
- (Paper number)

Note: House of Lords Paper number is also in round brackets to distinguish it from House of Commons papers, e.g. (HL 2010-2012 (234)).

If accessing online, add:

- Available at: URL
- (Accessed: date)

HELPFUL TIP

If using many official publications in your work, it is acceptable to drop Great Britain from the beginning to make the reference list shorter and easier to follow.

If using papers from outside of the UK you will need to indicate this in the reference, e.g. *Accident Compensation Act 1972 (NZ)*.

Please do check with your lecturer or supervisor that this is acceptable.

In-text citation

As reported by the Ministry of Defence (Great Britain. Parliament. House of Commons, 2011) defence spending...

Reference list

Great Britain. Parliament. House of Commons (2011) *The performance of the Ministry of Defence 2009-2010, Third report of session 2010-2012, Vol. 1*. London: The Stationery Office (HC 2010-2012 760). Available at: <http://www.publications.parliament.uk/pa/cm201012/cmselect/cmdfence/760/760.pdf> (Accessed: 8 November 2011).

House of Commons or House of Lords Bill

What to include in the reference:

- Great Britain
- Parliament. House of...
- (Year of publication)
- *Title*
- Place of publication: Publisher
- (Bill number)

In-text citation

Their funds were frozen under the *Terrorist Asset Freezing etc. Bill* (Great Britain. Parliament. House of Lords, 2010).

Reference list

Great Britain. Parliament. House of Lords (2010) *Terrorist Asset Freezing etc. Bill*. London: The Stationery Office (Bills 2010-2011 20).

Statutory Instruments (SIs)

What to include in the reference:

- *Name/title*
- (Year of publication)
- (SI year and number)

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

The *Income Tax (Indexation) Order* (2011) lists the rates as...

Reference list

Income Tax (Indexation) Order (2011) (SI 2011/2926). Available at: http://www.legislation.gov.uk/ukxi/2011/2926/pdfs/ukxi_20112926_en.pdf (Accessed: 10 December 2011).

Departmental publication

What to include in the reference:

- Country
- Name of government department
- (Year of publication)
- *Title*
- Place of publication: Publisher
- (Series)

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

The number and diversity of men with mental health issues decreased during 2010 (Great Britain. Department of Health, 2011).

Reference list

Great Britain. Department of Health (2011) *No health without mental health: a cross-government mental health outcomes strategy for people of all ages* – IA: 7008. (Impact Assessment). Available at: http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsLegislation/DH_123984 (Accessed: 8 December 2011).

Hansard Debate

What to include in the reference:

- Abbreviation of house e.g. HC or HL
- Deb (for debates)
- Date of debate
- Volume number
- Column number (if debate is Written Answers add W, WH for Westminster Hall, or WS for Written Statements)

If accessing online add:

- Available at: URL
- (Accessed: date)

In-text citation

In discussions on the steel industry Smith advised... (HC Deb, 22 January 2004).

Reference list

HC Deb 22 January 2004 vol 416 c1454. Available at: [http://www.publications.parliament.uk/pa/cm200304/cmhansard/vo\)40122/debindx/40122-x.htm](http://www.publications.parliament.uk/pa/cm200304/cmhansard/vo)40122/debindx/40122-x.htm) (Accessed: 8 December 2011).

Command Paper (Green or White Paper)

What to include in the reference:

- Great Britain
- Name of committee or Royal Commission
- (Year of publication)
- *Title*
- Place of publication: Publisher
- (Paper number)

If accessing online, add:

- Available at: URL
- (Accessed: date)

In-text citation

As per the paper *Delivering security in a changing world* (Great Britain. Ministry of Defence, 2003) the local police force...

Reference list

Great Britain. Ministry of Defence (2003) *Delivering security in a changing world*. London: The Stationery Office (Cm. 6041-I). Available at: <http://merln.ndu.edu/whitepapers/UnitedKingdom-2003.pdf> (Accessed: 1 July 2008).

European Directive

What to include in the reference:

- Name of EU institution
- (Year of publication)
- *Number: Title*

If accessing online, add:

- Available at: URL
- Date accessed

In-text citation

As per *European Directive 2001/83/EC* the medicinal products met the correct requirements (European Parliament. Council of the European Union, 2001).

Reference list

European Parliament. Council of the European Union (2001) *Directive 2001/83/EC of 6 November 2001 on the community code relating to medicinal products for human use*. Available at: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:32001L0083> (Accessed: 25 June 2014).

Reports

For governmental reports see Official publications.

What to include in the reference:

- Author(s) (surname, initials) or organisation.
- (Year of publication)
- *Report number if known*
- *Title*
- Place of publication:
- Publisher/Sponsoring organisation

In-text citation

An analysis of China's investment in companies in different countries has shown... (Wolf et al., 2011)

Reference list

Wolf, C., Chow, B.G., Jones, G.S. and Harold, S. (2011) *MG-1162: China's expanding role in global mergers and acquisitions markets*. Santa Monica: RAND.

Online report

What to include in the reference

- Author(s) (surname, initials) or organisation
- (Year of publication)
- *Report number if known*
- *Title*
- Place of publication:
- Publisher/Sponsoring organisation
- Available at: URL
- (Accessed: date)

In-text citation

The effect was... (Curry, Moulton and Kresse, 1989).

Reference list

Curry, R.E., Moulton, B.J. and Kresse, J. (1989) *NASA-TM-101708: An in-flight investigation of ground effect on a forward-*

swept wing plane. Edwards: Ames Research Center. Available at: http://www.nasa.gov/centers/dryden/pdf/88171main_H-1573.pdf (Accessed: 25 June 2014).

Online industry or market research report

What to include in the reference:

- Publishing organisation or author(s)
- (Year of publication)
- *Title or section of report*
- Day/month if available
- Available at: URL
- (Accessed: date)

In-text citation

Media trends in the UK... (MarketLine, 2013).

Reference list

MarketLine (2013) *Media in the United Kingdom*. April. Available at: <http://advantage.marketline.com> (Accessed: 24 April 2014).

Online company or annual report

What to include in the reference:

- Organisation
- (Year of publication)
- *Title*
- Available at: URL
- (Accessed: date)

In-text citation

Despite economic uncertainty the company's profits did increase (Rolls-Royce Group plc, 2011).

Reference list

Rolls-Royce Group plc (2011) *Annual report 2010*. Available at: http://www.rolls-royce.com/about/publications/annual_report/ (Accessed: 7 December 2011).

Financial data sources

Financial report

What to include in the reference:

- Publishing organisation or author
- (Year of publication/last update)
- 'Title or section of report'
- *Name of database the data was retrieved from*
- Available at: URL
- (Accessed: date)

In-text citation

Tesco PLC turnover showed a steady increase between 2013-2014 (Bureau van Dijk, 2014).

Reference list

Bureau van Dijk (2014) 'Tesco PLC financial report', *FAME*. Available at: <https://fame2.bvdep.com> (Accessed: 10 May 2014).

Financial data source

What to include in the reference:

- Publishing organisation or author.
- (Year of publication/last update)
- 'Title of extract'
- *Name of the database the data was retrieved from*
- Available at: URL/subscription service.
- (Accessed: date)

In-text citation

British Airways share price dropped at the start of the first quarter (Thomson Reuters, 2010).

Reference list

Thomson Reuters (2010) 'British Airways share price 01/01/2000 to 30/12/2009', *Datastream*. Available at: *Datastream* (Accessed: 22 June 2010).

HELPFUL TIP

Any financial data that has been retrieved from one of the specialist financial databases needs to be acknowledged.

It is advised to include the database name/subscription service to show that the data has come from a reputable source.

Case studies

Case study

What to include in reference:

- Author(s) (surname, initials) or organisation
- (Year of publication)
- *Number/identifier of case study* (if available)
- *Title of case*
- Place of publication: Publisher

In-text citation

According to the case... (Aaker and Chang, 2010).

Reference list

Aaker, J. and Chang, V. (2010) *Case No. M321: Obama and the power of social media and technology*. Stanford: Stanford Business School.

Online case study

What to include in reference:

- Author(s) (surname, initials) or organisation
- (Year of publication)
- *Number/identifier of case study* (if available)
- *Title of case*
- Place of publication: Publisher
- Available at: URL
- (Accessed: date)

In-text citation

According to Gleich and Shaffu (2005) ...

Reference list

Gleich, R. and Shaffu, M. (2005) *Case No. 405-067-1: Post-acquisition change management in a microtechnology start-up*. Oestrich-Winkel: EBS Universität. Available at: <http://www.thecasecentre.org/> (Accessed: 25 June 2014).

Working papers

What to include in the reference:

- Author(s) (surname, initials) or organisation/institution
- (Year of publication)
- *Title*
- Working paper series and/or number (if available)
- Place of publication: Publisher (if available)
- Available at: URL/DOI
- (Accessed: date)

In-text citation

According to Malter (2014) identities have been confounded by organizations.

Reference list

Malter, D. (2014) *Eclipsed and confounded identities: when high-status affiliations impede organizational growth*. Harvard Business School Strategy Unit Working Paper No. 15-019. Available at: <http://dx.doi.org/10.2139/ssrn.2505184> (Accessed: 10 February 2015).

Newsletters

Printed newspaper article

What to include in the reference:

- Author(s) (surname, initials)
- (Year of publication)
- 'Article title'
- *Newspaper Title*
- (Edition – if known e.g. evening)
- Day and month
- Page

In-text citation

A blast at an atomic weapons factory was met with denials by Iran (Frenkel, 2011).

Reference

Frenkel, S. (2011) 'Europe tightens sanctions over nuclear weapons threat', *The Times*, 2 December, p.39.

Article from an online newspaper

What to include in the reference:

- Author(s) (surname, initials)
- (Year of publication)
- 'Article title'
- *Newspaper Title*
- Day and month
- Available at: URL
- (Accessed: date)

In-text citation

Rayner (2011) reports that *The Royal British Legion Centre for Blast Injury Studies* is to design...

Reference

Rayner, G. (2011) 'Combat boots that deflect blast of roadside bombs being designed at new £8m research centre', *The Telegraph*, 7 December. Available at: <http://www.telegraph.co.uk/news/uknews/defence/8940510/Combat-boots-that-deflect-blast-of-roadside-bombs-being-designed-at-new-8m-research-centre.html> (Accessed: 7 December 2011).

Standards, patents, protocols and datasheets

Standard

What to include in reference:

- Authorising organisation
- (Year of publication)
- *Number: Title*
- Place of publication: Publisher

In-text citation

In projects "specification, schedule and cost always have to be bounded to ensure ongoing viability" (British Standards Institution, 2010, p.12).

Reference list

British Standards Institution (2010) *BS 6079-1:2010: Project management: part 1: principles and guidelines for the management of projects*. London: British Standards Institution.

Online standard from a database

What to include in the reference:

- Authorising organisation
- (Year of publication)
- *Number: Title*
- Available at: URL/DOI
- (Accessed: date)

In-text citation

Some standards provide guidelines for effective project management (British Standards Institution, 2010).

Reference list

British Standards Institution (2010) *BS 6079-1:2010: Project management: part 1: principles and guidelines for the management of projects*.

Available at: <https://bsol.bsigroup.com/> (Accessed: 7 December 2011).

Patent

What to include in the reference:

- Inventor(s) (surname, initials)
- (Year of publication)
- *Patent number: Title*
- Authorising organisation
- Available at: URL
- (Accessed: date)

In-text citation

The method of assembly... (Hodge, 2008).

Reference list

Hodge C.D. (2008) *US 20080007021 A1: Rear suspension assembly for a drag racing vehicle*. United States Patent and Trademark Office. Available at: <http://patft.uspto.gov/> (Accessed: 25 June 2014).

Joint Service Publication or Protocol

Please note: due to the way JSPs are updated, version numbers and dates will vary between pages within the same document so make sure you check each page to ensure the reference is traceable. It is possible to drop the Great Britain from your reference (see the country data tip in the Official publications section).

What to include in the reference:

- Authorising organisation
- (Year of publication) ensure you take the issue date rather than review date
- *Number: Title: Version number*

If accessing online, add:

- Available at: MOD Intranet
(Note: do not cite DII link)
- (Accessed: date)

In-text citation

The MOD has a simple definition of knowledge (Great Britain. Ministry of Defence, 2011).

Reference list

Great Britain. Ministry of Defence (2011) *JSP 747: IM protocol 051: Retaining knowledge: Version 1.4*. Available at: MOD Intranet (Accessed: 23 April 2014).

Datasheet e.g. ESDU

What to include in the reference:

- Author or authorising organisation
- (Year of publication)
- *Number: Title: Version number*
- Day/Month if available
- Place of publication: Publisher

If accessing online, add:

- Available at: URL
- (Accessed : date)

In-text citation

The buckling of the panel ... (ESDU, 2008).

Reference list

ESDU (2008) *ESDU 003001: Elastic buckling of long, flat, symmetrically-laminated (AsBoDf), composite stiffened panels and struts in compression: Amendment A*. 1 February. London: ESDU. Available at: http://www.esdu.com/cgi-bin/ps.pl?t=doc&p=esdu_03001a (Accessed: 25 June 2014).

Datasets and software

Dataset

What to include in the reference:

- Creator(s) (surname, initials)
- (Year)
- *Dataset title*
- Publisher
- Available at: URL (using DOI)
- (Accessed: date)

In-text citation

Data from Partridge (2014) showed...

Reference list

Partridge, M.C. (2014) *Spectra from LPG sensor repeat testing with 100ppm toluene*. Cranfield University. Available at: <https://dx.doi.org/10.6084/m9.figshare.1004753.v1>. (Accessed: 10 October 2016).

Software

What to include in the reference:

- Programmer or producer(s) (surname, initials) or organisation
- (Year of release/update)
- *Title of software, computer programme or app*
- (Version number if available)
- [Medium e.g. Software or Mobile app]
- Available at: URL or app store name
- (Accessed: date)

In-text citation

Plone is an example of this sort of use of an open source content management system (Plone Foundation, 2016).

Reference list

Plone Foundation (2016) *Plone (5.0.5)* [Software]. Available at: <https://plone.org/> (Accessed: 14 September 2016).

HELPFUL TIP

All DOIs begin with 10, e.g., 10.6084/m9.figshare.1004753.v1. We advise that DOIs are converted into URLs by adding 'https://doi.org/' before the DOI, e.g., <https://doi.org/10.6084/m9.figshare.1004753.v1>

Audio visual materials

Film or programme on DVD/Blu-ray/VHS

What to include in the reference:

- *Title of film*
- (Year of distribution)
- Directed by
- [Medium e.g. DVD]
- Place of distribution:
Distribution company

In-text citation

Some funny films about cover-ups, such as *The Pentagon wars* (2005)...

Reference list

The Pentagon wars (2005) Directed by Richard Benjamin [DVD]. New York: HBO Films.

Video on YouTube

What to include in the reference:

- Name of person posting (as written)
- (Year video posted)
- *Title of video*
- [Video]
- Available at: URL
- (Accessed: date)

In-text citation

This is a good example of brightening up a building (UrgentGenius, 2011).

Reference list

UrgentGenius (2011) *Christmas light show, Saks 2011* [Video]. Available at: <http://www.youtube.com/watch?v=DTXC6eubhos> (Accessed: 7 December 2011).

Video embedded in a website

What to include in the reference:

- 'Title of video, article or webpage'
- (Year video posted)
- *Title of hosting website*, e.g. *BBC News*
- [Video]
- Day/Month video posted
- Available at: URL
- (Accessed: date)

In-text citation

The Defence Secretary admitted to failures ('Philip Hammond admits millions wasted on army IT failure', 2014).

Reference list

'Philip Hammond admits millions wasted on army IT failure' (2014) *The Telegraph* [Video]. 14 January. Available at: <http://www.telegraph.co.uk/news/uknews/defence/10572453/Philip-Hammond-admits-millions-wasted-on-army-IT-failure.html> (Accessed: 24 April 2014).

Podcast with author/presenter

Reference where the podcast was published or displayed.

What to include in the reference:

- Author / presenter (surname, initials)
- (Year podcast was posted)
- 'Title of podcast'
- *Title of hosting website*
- [Podcast]
- Day and month of posted message
- Available at: URL
- (Accessed: date)

In-text citation

Butler (2011) gives an account of the misery endured by Bali's young orphans.

Reference list

Butler, E. (2011) 'Exposing Bali's orphanages', *Crossing Continents* [Podcast]. 8 December. Available at: <http://www.bbc.co.uk/podcasts/series/cc> (Accessed: 9 December 2011).

Television programme

What to include in the reference:

- *Title of programme*
- (Year of transmission)
- Name of channel
- Day and month of transmission

In-text citation

Basil Fawlty (*Fawlty Towers*, 1975) is the epitome of bad manners.

Reference list

Fawlty Towers (1975) BBC Two Television, 19 September.

Episode of a television series

What to include in the reference:

- 'Title of episode'
- (Year of transmission)
- *Title of television series*
- Series and episode numbers
- Name of channel
- Day and month of transmission

In-text citation

This road trip was the exit point for Cleveland to leave the show (Cool hand Peter, 2011).

Reference list

'Cool hand Peter' (2011) *Family Guy*, Series 10, episode 8. Fox Broadcasting Company, 4 December.

Audio/video download e.g. iTunes

What to include in the reference:

- Artist (if unavailable, use title in italics first)
- (Year of distribution)
- *Title of recording*
- [Medium e.g. video, CD]
- Available at: URL
- (Downloaded: date)

In-text citation

There's a place was the first track they ever released (Carpark North, 2001).

Reference list

Carpark North (2001) *There's a place* [MP3]. Available at: <http://www.apple.com/uk/itunes/> (Downloaded: 6 December 2011).

Audio recording

What to include in the reference:

- Artist (if unavailable, use title in italics first)
- (Year of distribution)
- *Title of recording*
- [Medium e.g. CD, LP]
- Place of distribution: Distribution company

In-text citation

"I'm caught in the symmetry of your mind" (Mew, 2003).

Reference list

Mew (2003) *Frengers* [CD]. New York: Sony Music.

Radio programme

What to include in the reference:

- *Title of programme*
- (Year of transmission)
- Name of channel
- Day/month of transmission

If accessed online, add:

- Available at: URL
- (Accessed: date)

In-text citation

The collected viewpoints on America's presidential election outcome...
(*Letters from America*, 2016).

Reference list

Letters from America (2016) BBC Radio 4. 23 November 2016. Available at: <http://www.bbc.co.uk/programmes/b083h0tp> (Accessed: 24 November 2016).

Microfiche/microfilm

What to include in the reference:

- Author (surname, initials)
- (Year of publication)
- *Title of fiche / form*
- [Microfiche or Microform]
- Place of publication: Publisher

In-text citation

The table shows the level of thrust needed (Burns, 1962).

Reference list

Burns, T. (1962) *Homemade rockets* [Microfiche]. Toronto: Canadian Institute of Pyrotechnics.

Images

Illustration, figure, diagram, logo or table

Use this when citing an illustration, diagram, etc., drawn by the author of the book/article.

What to include in the reference:

- Author (surname, initials)
- (Year of publication)
- *Title of book*
- Edition
- Place of publication: Publisher

In-text citation

To improve research supervisory skills... (Wisker, 2012, p.251).

Reference list

Wisker, G. (2012) *The good supervisor: supervising postgraduate and undergraduate research for doctoral theses and dissertations*. 2nd edn. Basingstoke: Palgrave MacMillan.

How a picture or figure should appear in the text of your essay:

N.B. caption appears below the figure

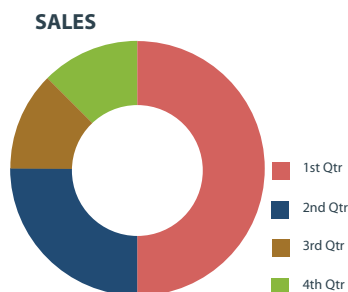


Figure 1: Estimated Sales Forecast (Jones, 2012, p.4)

Embedded illustration, cartoon, diagram, etc

Use this when another author/artists work has been used to illustrate a point, e.g. Dilbert cartoon embedded within a website article.

What to include in the reference:

- Artist(s) (surname initials)
- (Year of publication)
- 'Title of illustration, article or webpage'
- [Medium, e.g. Cartoon]
- *Title of publication or hosting website* e.g. *Private Eye*
- Issue/volume number if available
- Day/Month if available

If accessing online, add

- Available at: URL/DOI
- (Accessed: date)

In-text citation

The pressure on the housing market.... (Wood, 2014).

Reference list

Wood, P. (2014) 'I told you the housing market was overheating' [Cartoon]. *Private Eye*, 1364, April. Available at: http://www.private-eye.co.uk/sections.php?section_link=news& (Accessed: 24 April 2014).

How an adapted figure should appear in the text of your essay:

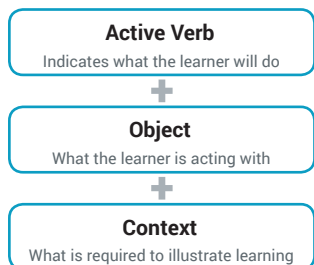


Figure 3: Structure of IL0s Adapted from: Bailey (2011) and Moon (2002, p.76)

Ordnance Survey map

What to include in the reference:

- Ordnance Survey
- (Year of publication)
- *Title*
- [Map]
- Sheet number, scale
- Place of publication: Publisher
- (Series)

In-text citation

P.O. equates to Post Office (Ordnance Survey, 1994).

Reference list

Ordnance Survey (1994) *Oxford and surrounding area* [Map], Sheet 164, 1:50,000. Southampton: Ordnance Survey (Landranger series).

Online map

What to include in the reference:

- Map publisher
- (Year)
- *Title of map section*
- [Map]
- Sheet number or tile, scale
- Available at: URL
- (Accessed: date)

In-text citation

There are many farms in the area (Ordnance Survey, 2011).

Reference list

Ordnance Survey (2011) *Peak District National Park* [Map], Tile SK17NW, 1:50,000. Available at: <http://edina.ac.uk/digimap/> (Accessed: 25 July 2012).

Painting or drawing

What to include in the reference:

- Artist (surname, initials)
- (Year)
- *Title of work*
- [Medium]
- Institution or collection where the work is held, City

In-text citation

The 'Mona Lisa' by Leonardo da Vinci (1519) is arguably best known for the enigmatic smile.

Reference list

da Vinci, L. (1519) *Mona Lisa* [Oil on canvas]. Musée du Louvre, Paris.

Painting or drawing online

What to include in the reference:

- Artist (surname, initials)
- (Year of publication)
- *Title of work*
- [Medium e.g. watercolour on paper]
- Available at: URL
- (Accessed: date)

In-text citation

Groves' 'Carrot on a stick' (2007) is playing with colours.

Reference list

Groves, P. (2007) *Carrot on a stick* [Oil on canvas]. Available at: <http://www.blackcountryartystuff.com> (Accessed: 27 April 2009).

Photograph – print or slide

What to include in the reference:

- Photographer (surname, initials)
- (Year)
- *Title of photograph*
- [Photograph]
- Place of publication: Publisher (if available)

In-text citation

Sublime lighting captures the atmosphere wonderfully (Collins, 2010).

Reference list

Collins, D. (2010) *Pictures of the West Midlands* [Photograph]. Birmingham: Brummie Books.

Photograph online and in an online collection e.g. Flickr, Instagram

What to include in the reference:

- Photographer (surname, initials)
- (Year of publication)
- *Title of photograph*
- [Photograph]
- Available at: URL
- (Accessed: date)

In-text citation

An abundance of movement is captured (Rush, 1997).

Reference list

Rush, C. (1997) *Running to work* [Photograph]. Available at: http://www.sounlikelytodo.com/photo_224671.html (Accessed: 3 May 2000).

HELPFUL TIP

Make sure you have actually included some text about your tables or figures in your work.

Simply dropping a table in your paper without any explanation in your text of why you have included it provides more confusion than clarity.

Personal communications

It is generally recommended to refer to personal communications within the text of your work rather than include them as formal references within a reference list because they are non-recoverable. However, if they are being included as appendices to your work and you wish to refer to them, check first with your lecturer or supervisor as to whether this is appropriate and use the format below. Please also note that if quoting or referring to personal communications that are not publicly available, you must have the permission of parties involved to use them in your work.

Email or letter

What to include in the reference:

- Sender/author (surname, initials)
- (Year of communication)
- *Subject title of email/letter if available*
- Medium e.g. Email, Letter to:
- Full name of recipient
- Day/Month of communication

In-text citation

Considering the sensitivity of the matter, it wasn't dealt with well (Jones, 2013).

Reference list

Jones, G. (2013) *Departmental restructure*. Email to: John Gould, 24 December

Conversation

What to include in the reference:

- Speaker (surname, initials)
- (Year of conversation)
- Conversation with:
- Full name of recipient

- Status, if relevant
e.g. Managing Director of GE
- Day/Month of communication

In-text citation

Different approaches to the subject were discussed (Timmins, 2014).

Reference list

Timmins, J. (2014) Conversation with: Samantha Beatty, 12 March.

Interview, survey or questionnaire

What to include in the reference:

- Interviewee/recipient name (surname, initials)
- (Year of interview)
- *Title of interview/survey/questionnaire if available*
- Interviewed by:
- Full name of interviewer
- Day/Month of communication

In-text citation

The theory was dismissed as nothing new (Benson, 2013).

Reference list

Benson, M. (2013) *Should shots be served in a tall glass?* Interviewed by: Iris Highball, 21 May.

|| Contact us

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