

## SRMC Essay and Dissertation Style Guide

### 1) Formatting

Please use **double spacing** between lines and margins of 2cm.

Use a sans serif font such as Arial or Helvetica in 10, 11 or 12 size.

Number each page of your assignments.

Doing so makes it a lot easier for academic staff to read and mark your work.

You **do not** need to include an abstract in essays, just your dissertation.

You **do** need to include a cover sheet with **all** written work.

### 2) Word Count

Word limits apply to the main text, quotes, footnotes and appendices (except where these are for illustrative reference only): only your title, front matter (cover sheet) and bibliography are excluded from the word count.

Appendices for illustrative reference purposes refers to copies of research ethics approval documents and non-text-based visual images, such as photographs, charts and graphs.

### 3) Referencing

#### a) Why do I need to provide references in my work?

Referencing demonstrates that you have read widely and researched thoroughly. It enables readers of your work to see clearly and perhaps locate for themselves where you obtained quotes or ideas.

By referencing an original source you are acknowledging that you have read the work and recognise the original author(s) ideas. This will ensure also that you are not accused of plagiarism.

**SRMC uses the Harvard style of referencing.**

In the Harvard system, the author's surname and year of publication are cited in the text of your work. The full details of the source are set out in the bibliography at the end of the assignment. This system does not use footnotes or endnotes.

**b) Citing References In-Text**

Any in-text reference should include the **author's name and the year of publication**.

Where you are mentioning a particular part of the work, and making **direct reference** to this, a page reference should be included:

e.g. Cormack (1994, pp.32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

If you make reference to a work or piece of research **without mentioning the author in the text** then both the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

e.g. Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

Where reference is made to **more than one author** in a sentence, and they are referred to **directly**, they are both cited:

e.g. Smith (1946) and Jones (1948) have both shown ...

If there is **more than one author not cited directly** in the text then list these at the relevant point in the sentence or at the end of the sentence, putting the author's name, followed by the date of publication and separated by a semi-colon and within brackets.

e.g. Further research in the late forties (Smith, 1946; Jones, 1948) led to major developments ...

Where **several publications from a number of authors** are referred to, then the references should be cited in chronological order (i.e. earliest first):

e.g. Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that ...

When there are **two or three authors for a work**, they should be noted in the text.

Either **directly** using an 'and'

e.g. White and Brown (2004) in their recent research paper found ...

or **indirectly**

e.g. Recent research (White and Brown, 2004) suggests that.....

When there **are two or three authors for a work they should all be listed** (in the order in which their names appear in the original publication), with the name listed last preceded by an 'and'.

**Where there are several authors (four or more), only the first author should be used, followed by et al.** (meaning 'and others'):

e.g. Green, et al. (1995) found that the majority ...

or

Recent research (Green, et al., 1995) has found that the majority of ...

If **more than one publication from an author** illustrates the same point and the works were **published in different years**, then the references should be cited in chronological order (i.e. earliest first):

e.g. as suggested by Patel (1992; 1994) who found that ...

or

research in the nineties (Patel, 1992; 1994) found that ...

If you are quoting **several works published by the same author in the same year**, they should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

e.g. Earlier research by Dunn (1993a) found that...but later research suggested again by Dunn (1993b) that ...

If **several works published in the same year are referred to on a single occasion**, or an author has made the same point in several publications, they can all be referred to by using lower case letters (as above):

e.g. Bloggs (1993a; b) has stated on more than one occasion that ...

References to **the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else**, should be cited within your text using the name of the contributory author not the editor of the whole work.

e.g. In his work on health information, Smith (1975) states ...

In your bibliography, you should include details of both the chapter author and the editor of the whole work

e.g. Smith, J., 1975. A source of information. In: W. Jones, ed. 2000. *One hundred and one ways to find information about health*. Oxford: Oxford University Press. Ch.2.

If the **work is by a recognised organisation** and has no personal author then it is usually cited under the body that commissioned the work. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Royal College of Nursing.

Some reports are written by **specialty convened groups or committees** and can be cited by the name of the committee:

e.g. Committee on Nursing (1972)

**If the author cannot be identified** use Anonymous or Anon. and the title of the work and date of publication. The title should be written in italics:

e.g. *Marketing strategy* (Anon., 1999)

**If the source has no date** the abbreviation n.d. is used to denote this:

e.g. Smith (n.d.) has written and demonstrated ...

or

Earlier research (Smith, n.d.) demonstrated that ...

**Including the page numbers of a reference** will help readers trace your sources. This is particularly important for quotations and for paraphrasing specific paragraphs in the texts:

e.g. Lawrence (1966, p.124) states 'we should expect ...'

or

This is to be expected (Lawrence, 1966, p.124) ...

**Please note page numbers: preceded with p. for a single page and pp. for a range of pages.**

### c) Quoting Primary Sources

If you want to include text from a published work then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as: the author states that ‘.....’ or the author writes that ‘.....’

**When quoting you must include page number(s).**

**If you are quoting from a web-based resource (although we recommend you do this only when relevant academic literature is not available) or a source where the page number is not available, you should instead use the paragraph number**

Tate’s mission and priorities highlight the need for diversity and opportunity for the museum to play a role of intermediary “A diversity of viewpoints is integral to the concept of the public realm. Today more than ever the museum is a place where ideas, experiences and opinions are exchanged” (Tate, 2016, para. 7)

**If the quotation is longer than three lines** it should be indented, and should end with the author, date and page reference.

Outside the UK, the BBC World Service has provided services by direct broadcasting and re-transmission contracts by sound radio since the inauguration of the BBC Empire Service in December 1932, and more recently by television and online. (Jones, 1967, p.27)

When referencing **an interview that you have carried out yourself** you do not need to list it in your bibliography because a private interview is not a public source, and is therefore not considered to be "recoverable data". However, you can refer to the interview in the body of your text, e.g.

... indicated a clear preference for private schools (J. Smith, personal communication, July 15, 2004)

#### d) Quoting Secondary Sources

You may come across a summary of another author's work in the source you are reading, which you would like to make reference to in your work; this is called secondary referencing.

e.g. Research recently carried out in the Greater Manchester area by Brown (1966 cited in Bassett, 1986, p.142) found that ...

In this example, Brown is the work which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown's work.

If referred to indirectly:

(Brown, 1966 cited in Bassett, 1986, p.142)

It is important to realise that Bassett may have taken Brown's ideas forward, and altered their original meaning. If you need to cite a secondary reference it is recommended that, where possible, you read the original source for yourself rather than rely on someone else's interpretation of a work. For this reason **it is best to avoid using secondary referencing wherever possible.**

**The reference list at the end of your document should only contain works that you have actually read.**

#### e) How to reference other types of material

##### Tables & Diagrams

When reproducing selected data, or copying an entire table or diagram, a reference must be made to the source. A reference within the text to a table taken from someone else's work should include the author and page (Smith, 2005, p.33) to enable the reader to identify the data. If the source of the data is not the author's own, but obtained from another source, it becomes a secondary reference and needs to be cited as such: e.g. (United Nations, 1975 cited in Smith, 2005, p.33)

If the table is reproduced in its entirety, place the citation below the table. Be particularly careful to note the original source of data, as well as the authorship of the document you are using. Full details should be included in the reference list.

If you wish to quote from a table in your essay (treat as secondary referencing):

e.g. ... historical figures demonstrate that only sixty percent of households had televisions in Britain by the 1970s (National Statistics Office, 1985 cited in Brown, 2005, p. 267).

**Ensure you include details of the book in your reference list.**

### **Websites**

When citing material found on a website, you should identify the authorship of the website. This may be a corporate author, an organisation or a company; a guide to this can be found by looking at the URL or web address. To find the date of publication, reference to this might be found at the bottom of a web page relating to copyright, or from a date headline.

**If you are quoting from a web-based resource (although we recommend you do this only when relevant academic literature is not available) or a source where the page number is not available, you should instead use the paragraph number.**

e.g. Tate’s mission and priorities highlight the need for diversity and opportunity for the museum to play a role of intermediary “A diversity of viewpoints is integral to the concept of the public realm. Today more than ever the museum is a place where ideas, experiences and opinions are exchanged” (Tate, 2016, para. 7)

#### f) **Compiling your Bibliography**

**Use the title page, not the book cover, for the reference details.** Only include the edition where it is not the first. A book with no edition statement is most commonly a first edition.

#### **Books**

Author, Initials., Year. *Title of book.* [in italics] Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

#### **- For books with one author:**

e.g. where 1<sup>st</sup> edition

Baron, D. P., 2008. *Business and the organisation.* Chester: Pearson.

where 3<sup>rd</sup> edition

Redman, P., 2006. *Good essay writing: a social sciences guide.* 3rd ed. London: Open University in assoc. with Sage.

**- For books with multiple authors, all the names should all be included in the order they appear** in the document. Use an ‘and’ to link the last two multiple authors.

e.g. Adams, R. J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

- **For books which are edited**, give the editor(s) surname(s) and initials, followed by ed. or eds.

The required elements for a reference are:

Author, Initials. ed., Year. *Title of book*. Edition. Place: Publisher.

e.g. Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press.

- **For chapters of edited books** the required elements for a reference are:

Chapter author(s) surname(s) and initials., Year of chapter. Title of chapter followed by In: Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full stop.

e.g. Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. *Humanities information research*. Sheffield: CRUS, pp.44-68.

- **Where there are several works by one author and published in the same year** they should be differentiated by adding a lower case letter after the date. Remember that this must also be consistent with the citations in the text

For multiple works the required elements for a reference are:

Author, Initials., Year followed by letter. *Title of book*. Place: Publisher.

e.g. Soros, G., 1966a. *The road to serfdom*. Chicago: University of Chicago Press.

Soros, G., 1966b. *Beyond the road to serfdom*. Chicago: University of Chicago Press.

Works by the same author should be displayed in the order referenced in your work, earliest first (as above). **Where there are several works by one author, published in different years**, these should be arranged in chronological order, with the earliest date first.

### **Journal articles**

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page number(s).

e.g. Cox, C., 2002. What health care assistants know about clean hands. *Nursing Today*, Spring Issue, pp.647-85.

**Web-based magazine or journals** which are freely available over the web:

Authors, Initials., Year. Title of article, *Full Title of Magazine*, [online] Available at: web address (quote the exact URL for the article) [Accessed date].

e.g. Kipper, D. , 2008. Japan's new dawn, *Popular Science and Technology*, [online] Available at: <<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

An in-text reference for the above example would read:

(Kipper, 2008)

### **Newspaper articles**

Author, Initials., Year. Title of article or column header. *Full Title of Newspaper*, Day and month before page number and column line.

e.g. Slapper, G., 2005. Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep. p.4b.

(The 4b indicates that the article is on the fourth page of the newspaper, and 'b' indicates that this is the second column of newsprint across the page.)

### **Newspaper articles found in online newspapers**

Author or corporate author, Year. Title of document or page. *Name of newspaper*, [type of medium] Additional date information. Available at: url [Accessed date].

e.g. Chittenden, M., Rogers, L. and Smith, D., 2003. Focus: 'Targetitis ails NHS. *Times Online*, [online] 1 June. Available at:

<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece> [Accessed 17 March 2005].

### **Annual reports**

Corporate author, Year. *Full title of annual report*. Place of publication: Publisher.

e.g. Marks & Spencer, 2004. *The way forward, Annual report 2003-2004*. London: Marks & Spencer.

### **For an e-version of an annual report**

Author or corporate author, Year. *Title of document or page*. [type of medium] Available at: include web site address/URL [Accessed date].

e.g. Marks & Spencer, 2004. *Annual report 2003-2004*. [online] Available at: <<http://www-marks-and-spencer.co.uk/corporate/annual2003/>> [Accessed 4 June 2005].

### **Material from archives or special collections**

Author, Initials., Year. *Title of document*. [type of medium] Collection, Document number.  
Geographical Town/Place: Name of Library/Archive/Repository.

e.g. Brown, P.S., 1915. *An address to the Farmer*. [manuscript] Holdbury Collection. 600.  
London. Holdbury Library.

An in-text reference for the above example would read:

(Brown, 1915)

### **Conference reports**

Authorship, Year. *Full title of conference report*. Location, Date. Place of publication: Publisher.

e.g. UNDESA (United Nations Department of Economic and Social Affairs), 2005.  
*6<sup>th</sup> Global forum on reinventing government: towards participatory and transparent governance*.  
Seoul, Republic of Korea 24-27 May 2005. New York: United Nations.

### **For a conference paper**

Author, Initials., Year. Full title of conference paper. In: followed by editor or name of  
organisation, *Full title of conference*. Location, Date. Place of publication: Publisher.

e.g. Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United  
Nations Department of Economic and Social Affairs), *6<sup>th</sup> Global forum on reinventing  
government: towards participatory and transparent governance*. Seoul, Republic of Korea 24-  
27 May 2005. New York: United Nations.

### **Websites**

Authorship or Source, Year. *Title of web document or web page*. [type of medium] (date of update  
if available) Available at: include web site address/URL [Accessed date].

### **Email correspondence or discussion lists**

Name of sender and email address, Year. *Message or subject title from posting line*. [type of medium] Recipient's name and email address. Date sent: Including time. Available at: URL (e.g. details of where message is archived). [Accessed date].

e.g. Jones, P., jones@jones.com, 2005. *Mobile phone developments*. [email] Message to R G. Schmit (r.g.schmit@syy.ac.uk). Sent Monday 7 June 2005, 08:13. Available at: <[http://gog.defer.com/2004\\_07\\_01\\_defer\\_archive.html](http://gog.defer.com/2004_07_01_defer_archive.html)> [Accessed 7 July 2005].

### **Blogs**

Author/User name, Year. Title of individual blog entry. *Blog title*, [medium] Blog posting date. Available at: include web site address/URL [Accessed date].

e.g. Whitton, Felix, 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June. Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

#### To reference **blog comments**:

Comment Author, Year. Title of individual blog entry. *Blog title*, [medium] Comment posting date. Available at: include web site address/URL [Accessed date].

e.g. DGeezer, 2009. Conservationists are not making themselves heard. *Guardian.co.uk Science blog*, [blog] 18 June, Available at: <<http://www.guardian.co.uk/science/blog/2009/jun/18/conservation-extinction-open-ground>> [Accessed 23 June 2009].

### **Video or DVD**

*Full title of DVD or video.* Year of release. [type of medium] Director. (if relevant) Country of origin: Film studio or maker. (Other relevant details).

e.g. *Great films from the 80s: a selection of clips from Warner Brothers top films from the 1980s.* 2005. [DVD] New York: Warner Brothers.

### **Film**

*Title.* Year of release. [medium] Director. Country of origin: Film studio.

e.g. *Macbeth*, 1948. [film] Directed by Orson Welles. USA: Republic Pictures.

### **Television or Radio Broadcast**

*Series title and episode name and number if relevant,* Year of broadcast. [type of medium] Broadcasting organisation and Channel, date and time of transmission.

e.g. *Little Britain*, 2006. [TV programme] BBC, BBC2, 30 January 2006 20.00.

### **Images**

Artist/Photographer's name (if known), Year of production. *Title of image.* [type of medium] Collection Details as available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).

e.g. Beaton, C., 1956. *Marilyn Monroe.* [photograph] (Marilyn Monroe's own private collection).

Beaton, C., 1944. *China 1944: A mother resting her head on her sick child's pillow in the Canadian Mission Hospital in Chengtu*. [photograph] (London, Imperial War Museum Collection).

#### For images found on the internet

Author, Year (image created). *Title of work*. [type of medium] Available at: include web site address/URL [Accessed date].

- **Where the author is not known, begin the reference with the title of the work.** Where none of the usual details are known, (such as author, date, or image title) try to find the filename of the image (for example by right clicking and looking at the properties of the file). If none of the above is available begin the reference with the subject and title of the work.

e.g. Pepsi, 2009. *Pepsi can designs*. [image online] Available at: <<http://www.pepsi.co.uk/MaxYourPepsi.aspx>> [Accessed 19 June 2009].

Van Vechten, C. 1934. *Man Ray*. [photograph] Available at: <[http://en.wikipedia.org/wiki/File:Man\\_Ray\\_1934.jpg](http://en.wikipedia.org/wiki/File:Man_Ray_1934.jpg)> [Accessed 04 October 2009].

An in-text reference for the above examples would read:

(Pepsi, 2009)

(Van Vechten, 1934)

#### Podcasts

Broadcaster/Author, Year. *Programme title*, Series Title. (if relevant) [type of medium] date of transmission. Available at: include web site address/URL [Accessed date].

e.g. National Gallery, 2008. *Episode Seventeen (March 2008)*, The National Gallery Monthly Podcast. [podcast] March 2008. Available at: <<http://www.nationalgallery.org.uk/podcasts>> [Accessed 23 June 2009].

### YouTube Clips

Screen name of contributor, Year. *Video Title*, Series Title. (if relevant) [type of medium]  
Available at: include web site address/URL [Accessed date].

e.g. Mrgeorged, 2009. *Top Gear The Stig revealed Full*. [video online]  
Available at:<<http://www.youtube.com/watch#!v=eTapK5dRaw4>> [Accessed 23 June 2009].

Defra, 2007. *Sustainable development: the bigger picture*. [video online] Available at:<<http://youtu.be/keZmg56ahdM>> [Accessed 23 June 2012].

An in-text reference for the above example would read:

The principle research states ‘The need for sustainable development...’ (Defra, 2007)

- Where you refer to a more **informal personal communication**, e.g. letter, email, phone call or conversation, provide as much detail as possible and note the nature of the communication. Permission should be sought before these sources are quoted, and a copy retained for reference.

e.g. Hindle, E., 2000. *Introducing Cow & Gate Omneo Comfort: an infant milk for digestive comfort*. [letter] (Personal communication, 2 June 2000).