



A guide to referencing for music students

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UG EDU012 [<https://www.abdn.ac.uk/library/documents/guides/ugedu012.pdf>]



PLEASE NOTE: This guide is for music students only – Year 1 students should also look for the ‘very quick guide to referencing’ available in My Aberdeen.

All other students should consult their relevant course handbook or contact their tutor for details of the referencing system they are to use. Music Education and Music and Communities students should check with their tutor as they **may be** required to use the education referencing guide: <http://www.abdn.ac.uk/library/documents/guides/ugedu010.pdf>

Introduction

When you complete any assignment you will provide a **bibliography** or **reference list** which states which references you have read and cited in your work. There are many different styles of referencing and each book or article you have read may have used a different one; even here at the University the various schools and departments use lots of different styles. Students in music use a version of the **Modern Humanities Research Association or MHRA style**.

This guide is to try and help you make sense of referencing. We have tried to pull together information which shows you how to reference different formats (books, chapters, journal articles, web pages and so on) within the text of your assignment and in your bibliography.

The most important thing to remember is **not to panic!** We are here to help you and if you want to talk to someone about your referencing just contact the Librarian for Music, Education and Social Science, **Claire Molloy**, by email at: c.a.l.molloy@abdn.ac.uk or on **Floor 6** of The Sir Duncan Rice Library.

In addition to this guide on how to manually reference, there are a number of web-based bibliographic tools available that will allow you to search for information resources and save details of references. You can then automatically create a bibliography in the style of your choosing using all or some of the references you have saved. Here at Aberdeen we currently support a product called **RefWorks**, for full details or to organise a demonstration, please contact Claire Molloy: c.a.l.molloy@abdn.ac.uk.

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Why reference?

Although at first glance it may seem obvious, it does help to understand why we reference using a particular style when we write a piece of academic work. It isn't just more annoying bureaucratic red tape – there are some very practical and important reasons for following a style and sticking to it.

Whilst reading, listening and viewing you are going to come across many different ideas and theories. You will use these to expand and develop your own arguments, but you must give full credit to those that you have read or heard. If you do not acknowledge those authors, you could be accused of plagiarism – taking the ideas of others and trying to pass them off as your own. This is considered a very serious matter at this University. (See the Code of Practice on Student Discipline: <https://www.abdn.ac.uk/infohub/study/student-discipline.php>)

Referencing correctly also shows you are well read and knowledgeable about your subject – it may get you better marks! Your tutor will use your referencing to check what you have read; they may even use it to find something you have referred to that they haven't read themselves. Put simply, correct referencing allows any reader of your work to easily find exactly what you have been reading and listening to.

What is the difference between a reference, a citation and a bibliography?

When you refer to something you have read, either directly (i.e. word for word) or indirectly (i.e. paraphrase/put it into your own words) you must show clearly it is not your work but someone else's by putting the author and year of publication in a footnote with a number after your direct or indirect reference to indicate the footnote. This is called **referencing** or **citing**.

A **reference list** is a list of all the titles you have **referenced** whilst compiling your assignment. You would not include items you have read to inform your thinking but subsequently not referred to in your text (see note below!). The **reference list** goes at the end of your assignment but before any appendices.

A **bibliography** is a list of all the titles you read or referred to whilst compiling your assignment (see the note below!). The **bibliography** goes at the end of your assignment but before any appendices.

What is Modern Humanities Research Association/MHRA style?

You will come across many other styles (in-text, numbered lists etc.) in other parts of the University and the wider literature, but we use the **footnote** style known as **MHRA**.

When we quote from an author in our writing we correctly refer to this as not our own work or idea by placing the **name** of the author and the **year** of publication along with the **page number** of where the quote was found. Usually this is done as a footnote with a number after the quote to refer readers to the note at the bottom of the page.

Do I put everything I have read in my bibliography?

Yes, you should if asked to compile a **bibliography**. However, your tutor may sometimes use 'bibliography' when they mean 'reference list' – if in doubt ask them!

How do I lay out the bibliography/reference list?

Place everything A to Z by **author surname** (do not include The!) regardless of whether it is a book, article, score or website (and if you have websites with no authors, you reference them within the text by title – see page 3 of this guide for an example – and put them in your bibliography alphabetically by title but with author as **Anon.**).

Do I then need to separate out by article, book, webpage, score etc.?

No! It makes it much harder for anyone reading your work to find the relevant reference if you do this. So, place all items A to Z by author surname regardless of format.

CITING WITHIN YOUR ESSAY OR ASSIGNMENT

The instructions below refer to citing from a book, a journal article, a report, a website and so on, although the examples given are all from books.

Direct quotations

Although you should do it sparingly, you can quote directly from an author within your text. In other words take exactly word for word what s/he said in the text and put it into yours. Direct quotations within the text (i.e. up to about 50 words) should have single quotation marks; longer quotations forming a paragraph should be indented left, single spaced rather than double spaced, and without quotation marks. Optionally, the typeface can be slightly smaller.

Battles rage in the scholarly literature and popular press about numerous details: the best way to apply ornamentation in various repertoires, the interpretation of tempo markings, and the choice of instruments to be employed (whether in the orchestra, for solo keyboard works, or in the accompaniment of secco recitative).¹

¹ Philip Gossett, *Divas and Scholars: Performing Italian Opera*, (Chicago, IL: University of Chicago Press, 2008), pp.203-204.

The footnote number needs to come after all punctuation. If a sentence is quoted in its entirety, and not incorporated into the flow of the author's text, then the full stop comes first, followed by close single quotation mark, followed by footnote number. If the quotation is used within one of the author's sentences, then the single quotation mark comes first, then the full stop (or comma, or semicolon, if the sentence is to continue), followed by the footnote numeral.

Indirect references

Indirect references can either be when you refer to **an idea carried through an article or book**, or when you have taken a specific idea and put it into your own words. Both types of reference should be properly attributed to their original author.

Where the idea is a broad one or a theme carried throughout the book or article:

- The author's name can be included within the sentence:

'It has been said by Hesmondhalgh (1991) that indie music becoming professionalised was not simply selling out'.¹

- or it can be put in the footnote alone:

'It has been said that indie music becoming professionalised was not simply selling out.'¹

¹David Hesmondhalgh, 'Indie: the institutional politics and aesthetics of a popular music genre', *Cultural Studies*, 13/1 (1999) pp.34-61

If you paraphrase, in other words put an idea you have read about into your own words, you do not have to put in quotation marks as it is not an **exact quote**, but you should still reference as above you would have a number after the full stop including the page number the idea came from.

Indenting – if your direct quote is more than a sentence long (or if the one sentence is very long, running for several lines!) you should indent the words. You do not have to put the indented quote in italics or quotation marks. Indirect references should not be indented.

Referencing multiple items in-text – you may find when reading that a number of authors (or the same author in different books/articles) have spoken about the same theme or theory which you wish to refer to. You would reference each of these in chronological order, in other words the item published first is listed first but only one footnote need be used.



NOTE: Remember, every published item referred to in your text should be listed in the bibliography/reference list at the end of the assignment. Examples are given later in this guide.

Secondary referencing - citing work referred to by another author

It may be the case that you refer to work that has been cited by another author. For example, you may read a book and in that another (secondary) author is quoted. **You should try your best to find the original work, read it** (try the library!) and refer to it. If you cannot then refer in your text to the fact a second author is being referred to Jones cited Smith 1 and then in your subsequent footnote you should refer to the **actual book you read and the page number of the quote** from that book, and not the work of the secondary (referred to) author as you have not read this.

WRITING YOUR BIBLIOGRAPHY/REFERENCE LIST AND FOOTNOTES -

some examples of how to reference books, articles, scores, websites etc.

1. Book with one author

In a Bibliography	Author Surname, First Name, <i>Title of Book (in italics)</i> , Edition, if not the first (Place of publication: Publisher, Year of publication).
EXAMPLE	LaBelle, Brandon, <i>Background noise: perspectives on sound art</i> (New York; London: Continuum, 2006).
1st Reference	Author First Name Surname, <i>Title of Book (in italics)</i> , Edition, if not the first (Place of publication: Publisher, Year of publication), page number.
EXAMPLE	Brandon LaBelle, <i>Background noise: perspectives on sound art</i> (New York; London: Continuum, 2006), p.14.
Further References	Author Surname, <i>Title of Book (in italics)</i> , p.#.
EXAMPLE	LaBelle, <i>Background noise: perspectives on sound art</i> , p.14.

2. Book with two authors

In a Bibliography	Author Surname, First Name and Author Surname, First Name, <i>Title of Book (in italics)</i> , Edition, if not the first (Place of publication: Publisher, Year of publication).
EXAMPLE	Harman, Alec and Milner, Anthony. <i>Man and His Music: Late Renaissance and Baroque Music</i> (London, 1988), II/IV. Note that putting the volume number AFTER the date of publication indicates that all the volumes were published in the same year. If the volumes came out in different years then the volume number should appear in the format <i>title, volume (place, date)</i> etc.
1st Reference	Author First Name Surname, and Author First Name Surname, <i>Title of Book (in italics)</i> , Edition, if not the first (Place of publication: Publisher, Year of publication), page number.
EXAMPLE	Alec Harman and Anthony Milner, <i>Man and His Music: Late Renaissance and Baroque Music</i> (London, 1988), II/IV, p.298.
Further References	Author Surname, and Author Surname, <i>Title of Book (in italics)</i> , p.#.
EXAMPLE	Harman and Milner, <i>Late Renaissance and Baroque Music</i> , pp.502-3.

3. Book with more than three authors

If you have more than three authors, only mention the first author as above followed by either 'and others', or you can use 'et al'.

4. Corporate author

Corporate Author (you can put any well-used acronym in parentheses), *Title of Book (in italics)*, Edition if not the first (Place of publication: Publisher, Year of publication).

EXAMPLE Scottish Consultative Council on the Curriculum, *Expressive Arts 5-14 Exemplification* (GB: SCCC, 1994).

5. Report

Author's Name or Corporate Author (you can put any well-used acronym in parentheses), *Title of Report (in italics)* (Place of publication: Publisher, Year of publication). Report number if there is one.

And an online report:

Author's Name or Corporate Author (you can put any well-used acronym in parentheses), *Title of Report (in italics)* (Place of publication: Publisher, Year of publication). Report number if there is one.

Available: web address (Authored Year, Date Accessed: Day Month Year)

EXAMPLE Department For Education and Department of Culture, Media and Sport, *The Importance of Music; A National Plan for Music Education* (UK: Department for Education, 2011).

And an online report would look like this:

Department For Education and Department of Culture, Media and Sport, *The Importance of Music; A National Plan for Music Education* (UK: Department for Education, 2011).

Available:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/180973/DFE-00086-2011.pdf (Authored 2011, Date Accessed: 24th August 2016).

6. Act of Parliament

You may quote from Acts of Parliament within your text and you do so by quoting the title of the Act and the year; (Special Educational Needs and Disability Act, 2001). See the example below for how to reference in your bibliography.

The author is always the country of origin, the short title of the Act should appear in italics followed by the year with the chapter number (or running number as sometimes called) given in brackets. The place of publication and publisher should also appear:

Author/Country of origin. *Title of Act (in italics)*, Year (chapter number c.#) (Place of publication: Publisher).

EXAMPLE Great Britain. *Special Educational Needs and Disability Act, 2001 (c.2)* (London: HMSO).

7. Chapter from a book or contribution to a book

In a Bibliography Author Surname, First Name, 'Title of chapter', in Editor First Name, Surname (ed.), *Title of Book (in italics)* (Place of publication: Publisher, year of Publication), pp of complete contribution.

EXAMPLE Wolff, Christoph. 'J. S. Bach and the Legacy of the Seventeenth Century', in Daniel R. Melamed (ed.), *Bach Studies 2* (Cambridge: Cambridge University Press, 1995), pp.192-201.

1st Reference Author First Name Surname, 'Title of Chapter or contribution' in Editor First Name Surname (ed.), *Title of book (in italics)* (Place of publication: Publisher, year of Publication), p.number of reference.

EXAMPLE Christoph Wolff, 'J. S. Bach and the Legacy of the Seventeenth Century', in Daniel R. Melamed (ed.), *Bach Studies 2* (Cambridge: Cambridge University Press, 1995), pp.192-201, at p.200.

Further References Author Surname, 'Title of Chapter', p. number of reference

EXAMPLE Wolff, 'J. S. Bach and the Legacy of the Seventeenth Century', p.201.

8. Journal article

In a Bibliography	Author Surname, First Name, 'Title of article', <i>Title of Journal (in italics)</i> , Volume/Issue (Year of Publication), pp. of complete article.
EXAMPLE	Stopford, John, 'Structuralism, Semiotics and Musicology', <i>Journal of the British Society of Aesthetics</i> , 24/1 (1983), pp.129-37.
1st Reference	Author First Name Surname, 'Title of article', <i>Title of journal (in italics)</i> Volume/Issue (Year of Publication), pp of complete article (pp.of reference)
EXAMPLE	John Stopford, 'Structuralism, Semiotics and Musicology', <i>Journal of the British Society of Aesthetics</i> , 24/1 (1983), pp.129-37 (pp.133-4)
Further References	Author Surname, 'Title of article', p.of reference.
EXAMPLE	Stopford, 'Structuralism, Semiotics and Musicology', p.134. [There is no need to cite the page range again. The page number indicates reference to a specific location in the main text.]

If the article you have read is so recent it has yet to be assigned an issue or page numbers, often referred to as 'online first', 'early view' or 'article in press' you can reference it as such:

Duncan, Cheryll, 'Henry Purcell and the construction of identity: iconography, heraldry and the Sonnata's of III Parts (1683)' *Early Music* (2016). **First published online: July 13, 2016** (Available: DOI: 10.1093/em/caw031)

In this example the article, at time of reading, had no volume, issue or page details. Here we have referred to it as 'First Published online' as this is what this particular publisher calls it, along with the publication/available online date and the DOI (Digital Object Identifier - this is the standard way to give the location of an article and useful to do whilst there are no further publication details) which can usually be found on the same page as the abstract.

Author Surname, First Name and further authors if appropriate, Title of the article. *Name of Journal (in italics)*, (Year of Publication) '**Online First**' or '**Article in Print**' or '**Early View**': **Publication date (all in bold)** [Available from: DOI].

9. Book read via an e-reader

As noted on page 11 of this guide, e-books (via EBook Central, for example) can simply be treated as if they were paper. E-books read via an e-reader such as the Kindle do not have traditional page numbers and there is a note on page 11 about how to reference quotes from such a book. When referencing the book in your bibliography you should note it is an e-reader edition.

Author Surname, First Name, *Title of Book (in italics)*, Edition, if not the first (Place of publication: Publisher Year of Publication) (Name of e-reader edition).

EXAMPLE	Schroeder, Ralph and Axelsson, Ann-Sofie., <i>Avatars at Work and Play. Collaboration and Interaction in Shared Virtual Environments</i> (Dordrecht: Springer, 2006) (Kindle edition).
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10. Lecture

It is not normal academic practice to reference a lecture. Your lecturer will provide references on their slides/in their presentation or provide a reading list for you. You should use the *ideas* from the lecture and follow those up with your own reading and it is that reading you will reference, not the lecturer, unless of course you have read their book or article!

However, some academics may specifically ask you to reference lectures in their particular course and if so you should make sure you have the following information: the author, title and/or course, institution and date of lecture:

Author Surname, First Name. Course Code: Course Title (Lecture date: Day Month Year).

Note that the lecture title is non-italicised.

In a Bibliography	Author Surname, First Name. Course Code: Course Title (Lecture date: Day Month Year).
EXAMPLE	Cameron, Jasmin. MU4091: An Introduction to Semiotic Analysis (Lecture date: 28 th Oct 2011).
1st Reference	Author First Name Surname, Course Code: Course Title (Lecture date: Day Month Year).
EXAMPLE	Jasmin Cameron, MU4091: An Introduction to Semiotic Analysis (Lecture date: 28 th Oct 2011).
Further References	Author Surname, Course Code: Course Title.
EXAMPLE	Cameron, MU4091: Semiotic Analysis.

11. Personal communications, emails, grey literature etc.

Personal Communications

There may be occasions when someone has communicated with you and there is no published source from which you can cite his or her comments. As there is usually no published work that your reader can use to find the item and read it for themselves it is not referenced at the end of the work in a bibliography. You only cite the personal communication in the text. See example below. This would also be relevant for letters or conversations in person or by phone.

The general format is given below. Make sure that you observe the subtle differences between 1st Reference, Further References and Bibliography (check punctuation and ensure the order of first name/surname is correct. DO NOT italicise the title of the communication (unpublished material – unless the communication has been officially published, of course).

EXAMPLE Name of Author, Title of E-mail/Letter (date).

Grey Literature

Sometimes you may refer to internal **unpublished** documentation within an organisation or other unpublished material. This **grey literature** is often impossible for anyone else to trace. You may also want to keep the organisation anonymous. You should, however, refer to it as an ordinary report/book etc. in the text (anonymising any names if needed).

As there is usually no published work that your reader can use to find the item and read it for themselves it is not referenced at the end of the work in a bibliography. Instead, a copy should be inserted into an appendix and referred to: see example below (again, anonymising any names if needed).

EXAMPLE Author's Name or Corporate Author (you can put any well-used acronym in parentheses), *Title of Report* (in italics) (Place of publication: Publisher, Year of publication).

12. Conference paper

You may need to adapt the title of the conference accordingly. There may or may not be an editor for the volume. If there is not, simply use 'Proceedings of xx Conference' or 'Symposium on xxx' etc., then give the place and date of the conference in brackets.

In the example given below, two volumes were printed. This is indicated after the date. These volumes were an 'informal' and limited publication by the Department of Music at the University of Belfast and therefore the title has not been italicised. If a conference volume has been published, then follow the procedure for referencing as a chapter.

You may also find conference papers on the web. You should then replace volume and page numbers with the URL and (Date Accessed, Day, Month, Year)

In a Bibliography	Author Surname, First Name. 'Title of Conference Paper' in Proceedings of Conference, Editor of published proceedings if there is one, followed by (ed.), Conference Title (Place of conference, Date and Year) Volume Number, pp.page numbers of complete paper
EXAMPLE	Cameron, Jasmin. 'Placing the <i>Et incarnatus</i> and <i>Crucifixus</i> in Context: Bach and the Panorama of the Baroque Mass Tradition' in Proceedings of Conference, Yo Tomita (ed.), International Symposium on Understanding Bach's B Minor Mass (Belfast, 2007), I/II, pp.11-26
1st Reference	Author First Name Surname, 'Title of Conference Paper' in Editor of published proceedings if there is one, followed by (ed.) Conference Title (Place of conference, Date and Year) Volume Number, p.page numbers of reference
EXAMPLE	Jasmin Cameron, 'Placing the <i>Et incarnatus</i> and <i>Crucifixus</i> in Context: Bach and the Panorama of the Baroque Mass Tradition' in Yo Tomita (ed.), International Symposium on Understanding Bach's B Minor Mass (Belfast, 2007), I/II, p.20
Further References	Author Surname, 'Title', p.number of reference
EXAMPLE	Cameron, 'Placing the <i>Et incarnatus</i> and <i>Crucifixus</i> in Context', p.20

13. Thesis or dissertation

Note that the TITLE is NOT italicised – this indicates that the work is unpublished.

In a Bibliography	Author Surname, First Name, 'Title of theses/dissertation' (Degree, University name, year of submission)
EXAMPLE	Cameron, Jasmin Melissa, 'Two <i>Gloria</i> Settings by Giovanni Maria Ruggieri' (M. Mus Dissertation, University of Liverpool, 1995).
1st Reference	Author First Name Surname, 'Title of theses/dissertation' (Degree, University name, year of submission), p.number of reference.
EXAMPLE	Jasmin Melissa Cameron, 'Two <i>Gloria</i> Settings by Giovanni Maria Ruggieri' (M. Mus Dissertation, University of Liverpool, 1995), p.35.
Further References	Author Surname, Title of theses/dissertation, p.number of reference.
EXAMPLE	Cameron, 'Two <i>Gloria</i> Settings', p.12.

14. Newspaper article

Author Surname, First Name if known; otherwise name of newspaper, 'Title of the article'. *Name of Newspaper (in italics)*, part number if known then day and month and year, page number preceded with p. If this is available online then add Available: along with the URL and [Date Accessed:] If there are no page numbers then use paragraph numbers for in-text quotes and in the bibliography use the URL.

EXAMPLE Ward, Lucy, 'Parents "Should Pay for Schools"'. *The Guardian*, Wednesday 4th February, 2004, p.10.

15. Web page

In your text, you will quote the author/corporate author and if there is none, then use the title of the web page, not the URL.

If information is unavailable use '..... not stated' – this demonstrates that you are aware of bibliographical conventions.

Note that the word 'website' in the title is enclosed in brackets as it does not appear as part of the title page itself.

When quoting in-text you should use paragraph numbers to identify the location of your quote, see page 4 of this guide.

In a Bibliography Author or Corporate Author, *Title of website (in italics) [Website]*, URL (Authored Year, Accessed Day Month Year).

EXAMPLE BBC, The, *BBC [Website]*, <http://www.bbc.co.uk> (Authored 2012, Accessed 30th January 2012).

1st Reference Author or Corporate Author, *Title of website (in italics) [Website]*, URL (Authored Year, Accessed Day Month Year).

EXAMPLE The BBC, *BBC [Website]*, <http://www.bbc.co.uk> (Authored 2012, Accessed 30th January 2012).

Further References Author (title if no Author), URL.

EXAMPLE The BBC, <http://www.bbc.co.uk>

16. Broadcast on TV, film, DVD or video

Use the director's name, followed by (dir.), but if you wish you may also include the producer's (prod.) name. If you are going to do this, be consistent (i.e., adopt this format for every film/programme). In the reference below, the time refers the reader to a specific part of the film (if viewed on DVD – not necessary if you are engaging in more general description).

As with other unusual media, just make sure you have all the details written down to allow someone else to find the item you are referring to (see example below).

If the film has been accessed online quote as if it were a film or programme then add Available: web address and [Date: DD, MMMMM, YYYY] (see example below).

Films

In a Bibliography Director Surname, First Name (dir.). *Title of Film in italics* (Production Company/Distributor, Country of Production, Year of Release)

EXAMPLE Palmer, Tony (dir.). *Rachmaninoff: The Harvest of Sorrow* (NVC Arts [Warner], USA, 1998)

1st Reference Director First Name Surname (dir.). *Title of Film in italics* (Production Company/Distributor, Country of Production, Year of Release) Time stamp to which you are referring

EXAMPLE Tony Palmer (dir.), *Rachmaninoff: The Harvest of Sorrow* (NVC Arts [Warner], USA, 1998), 20:00-4:05

Further References Director Surname *Title of Film in italics* (Time stamp to which you are referring)

EXAMPLE Palmer, *Rachmaninoff*, 30:34-34:00

TV/ Radio Programmes	
In a Bibliography	Director Surname, First Name (dir.). <i>Title of programme in italics</i> (Channel of Broadcast, Year of Broadcast)
EXAMPLE	Hanly, Francis (dir.). <i>Howard Goodall's Story of Music</i> (BBC2, 2013).
1st Reference	Director First Name Surname (dir.), <i>Title of Programme in italics</i> (Channel of Broadcast, Year of Broadcast). Time stamp to which you are referring if possible.
EXAMPLE	Francis Hanly (dir.), <i>Howard Goodall's Story of Music</i> (BBC2, 2013).
Further References	Director Surname, <i>Title of programme in italics</i> Time stamp to which you are referring if possible.
EXAMPLE	Hanly, <i>Howard Goodall's Story of Music</i> .

17. Online tutorial, presentation or podcast

Online tutorial or presentation

These can appear in various guises from iTunes U to YouTube to anywhere! It is important to give as much detail as you can about the author and title as well as, of course, the web address. Also make sure that you observe the subtle differences between 1st Reference, Further References and Bibliography.

Author/Presenter, *Title of Tutorial or Presentation. [Title of web site] (in italics)*. Day Month Year of release if available. Available: web address (Date Accessed: Day Month Year)

Podcast

Many educational resources can now be found in the form of podcasts. As with referencing online tutorials, give as much detail as you can:

Author/Presenter., *Title of podcast. Title of web site or podcast series (in italics)*. [Podcast]. Day Month Year of podcast release. Available: web address (Date Accessed: Day Month Year)

When quoting from online tutorials etc. you should identify the exact location of your quote using the time stamp – see page 4 of this guide.

EXAMPLE	Glennie, Evelyn, <i>How to Truly Listen. TED Talk</i> . February 2003. Available: http://www.ted.com/talks/evelyn_glennie_shows_how_to_listen?language=en (Date Accessed: 24 th August 2016)
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18. Social networking sites

Often it is difficult for others to find the reference (on Facebook for example) as it may have come from a closed group, but if it is possible you should try to reference as you would a website:

Author Surname, First Name, *Title of page/post. Title of web site (in italics)* Day/month/Year of posted message. Available: web address. (Date Accessed: Day Month Year)

If it is in a **closed site** that no one can get access to then in theory it becomes **grey literature** and a copy should be placed in an appendix and referred to. You should still put the date you referred to the original site.

EXAMPLE	Wheeler, Steve, <i>Reading the World Blog</i> . 17 th July 2012. Available: http://www.steve-wheeler.co.uk/2012/07/reading-world.html [Date Accessed: 17 th July 2016]
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19. Editions, Reprints

Sometimes several dates of publication are listed on the page that contains bibliographic data. Usually these refer to the reprints of the text. In such cases, it is sufficient to cite the most recent date. However, if there has been revision between reprints then these changes are usually discussed/mentioned (sometimes in a preface) and may be significant. In such cases '2nd edition', '3rd edition' OR 'revised and expanded' etc. is usually stated. This information may be included with the date of the reference/bibliographic entry. Furthermore, the original publication may have been revised by another person. Again, this information should be included.

- **2003/2nd rpt.** denotes 2nd reprint, 1916.
- **2003/3rd edn** denotes 3rd edition, 2003.
- **2003/3rd edn, rev. by J. Brown** denotes 3rd edition, 2003, revised by J. Brown, who in this case is not the author. If the publication was revised by the author, there is no need to mention their name again here.

EXAMPLE	Michael Talbot, <i>The Dent Master Musicians: Vivaldi</i> (London, 1993/2 nd edn), p.29.
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This example is a 1st reference. In this case, the author has been responsible for revising the original **work**.

EXAMPLE	Piston, Walter. <i>Harmony</i> (London, 1994/2 nd edn, rev. by Mark DeVoto).
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This example is in bibliographic format. Walter Piston's textbook on *Harmony* has been revised and expanded substantially by Mark DeVoto. This version became the fourth edition of *Harmony* to be published in the USA but was only the second British edition. As this is the British edition of the text (indicated by the bibliographic details), '2nd edition' has been stated. Together with the place of publication this very clearly indicates that the British edition of the text has been used.

20. Scores and Sheet Music

Scores and Sheet music should contain the composer's name, title, place of publication, publisher and date of publication as a minimum. If the music is part of a series, edition or volume, this too should be included.

In a Bibliography	Composer surname, forename <i>Title of score</i> , Forename surname of editor/translator [if required], Series/Edition/Volume (Place of publication: Publisher, Year of publication), act/scene number/pages used.
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EXAMPLE	Dvorak, A. <i>Symphony No. 9 in E minor From the New World</i> , (London: E. Eulenburg, 1903).
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1st Reference	Composer forename surname, <i>Title of score</i> , Forename surname of editor/translator [if needed], Series Statement/Edition Statement/Volume Statement (Place of publication: Publisher, Year of publication), act/scene number/pages used.
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EXAMPLE	Dvorak, A. <i>Symphony No. 9 in E minor From the New World</i> , (London: E. Eulenburg, 1903).
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Further References	Composer, <i>Title in italics</i> ,
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EXAMPLE	Dvorak, <i>Symphony No. 9 in E minor From the New World</i> ,
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21. Recordings

Note the inclusion of the CD number. You may wish to specify different dates of release, for example 'first released ...' or 'this release ...'. Whatever you decide to do, please make sure that you are consistent with your referencing format.

In a Bibliography	<i>Composer Surname, First Name: Title of piece(all in italics), Performer/Orchestra, Conductor First Name Surname (Recorded Location Year, Recording Number, Released Year).</i>
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EXAMPLE	<i>Prokofiev, Sergei: Romeo and Juliet, Chout, London Symphony Orchestra, Claudio Abbado (Recorded London 1966, Decca 425 027-2, Released 1991).</i>
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1st Reference	<i>Composer First Name Surname: Title of piece,(all in italics) Performer/Orchestra Conductor First Name Surname (Recorded Location Year, Recording Number Released Year).</i>
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EXAMPLE	<i>Sergei Prokofiev: Romeo and Juliet, Chout, London Symphony Orchestra, Claudio Abbado (Recorded London 1966, Decca 425 027-2, Released 1991).</i>
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Further References	<i>Composer Surname: Title of piece (all in italics) Performer/Orchestra and Surname of conductor.</i>
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EXAMPLE	<i>Prokofiev: Romeo and Juliet, Chout, London Symphony Orchestra, Abbado.</i>
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Downloads can be referenced in the same way but with the inclusion of where they were downloaded from after the recording number:

In a Bibliography	<i>Composer Surname, First Name: Title of piece(all in italics), Performer/Orchestra, Conductor First Name Surname (Recorded Location Year, Recording Number, Downloaded from: ,Released Year).</i>
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Single tracks from an album can be referenced as above with the inclusion of the track title before the overall title:

In a Bibliography	<i>Composer Surname, First Name: Title of Track, From: Title of album(all in italics), Performer/Orchestra, Conductor First Name Surname (Recorded Location Year, Recording Number, Downloaded from: ,Released Year).</i>
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22. Sleeve or Liner Notes

Sleeve (or liner or album) notes are found on the sleeve, or booklet in albums in most formats prior to digital download. They should include the Composer/Author, Album title (in italics), Media type, Place of production/recording, Record studio if known and Year of production.

In a Bibliography	<i>Composer/Author, Title in italics, (Medium) (Dublin: Windmill Lane Studios, 1987).</i>
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EXAMPLE	<i>The Edge, The Joshua Tree, (CD sleeve notes) (Place of production/recording: Record Studio, Year of production.</i>
----------------	--

1st Reference	<i>Composer/Author, Title in italics, (Medium) (Dublin: Windmill Lane Studios, 1987).</i>
---------------------------------	---

EXAMPLE	<i>The Edge, The Joshua Tree, (CD sleeve notes) (Place of production/recording: Record Studio, Year of production.</i>
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Further References	<i>Composer/Author, Title in italics,</i>
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EXAMPLE	<i>The Edge, The Joshua Tree,</i>
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23. Images, photographs, posters etc.

Images and photographs, (along with tables, figures and graphs) created by others are usually protected by copyright. Under our Higher Education licence we can usually use these for non-commercial research/private study but they cannot be made publically available electronically without seeking the permission of the copyright holder.

In your assignment you would put the title of the image underneath it and then in your footnote give the full details of the source, that might be from a book or article and if so you would comply with the rules detailed earlier in the guide or it may be an artwork you have viewed in which case you would make sure the following details were in the footnote:

Artist, Title, Year Created, Medium used (oil, canvas etc.) Gallery/Museum item held, City artwork is/was displayed in.

23. Translations

Translations of works should include the translator as well as the original author. In your footnote you should put the translated date, but you may wish to add the date of the original work at the end of your reference.

EXAMPLE	Edith Stein, <i>On the Problem of Empathy</i> . Trans. By Wes Stein, (Washington D.C.: ICS Publications, 1989) (Original work published 1916).
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WRITING YOUR BIBLIOGRAPHY/REFERENCE LIST - some FAQs

How do I reference electronic versions of books and articles?

In general, most books and journal articles should be referenced just as if they were paper, whether you read them in an online format or not. This is the case for most journal articles; however, it is becoming increasingly common for articles to be made available online before they have been published in a particular issue. Such articles have no volume, issue or page number information. If you happen to read what is often referred to as an **Online First**, **Early View** or **Article in Press** article you should reference it as such. When quoting within your text you will have to use the page numbers the PDF reader assigns. So the first page of the article would be page one (whereas in the published version it may well be page 56!) and so on.

An example of how to reference such an article in your bibliography can be found under **Writing your bibliography: some examples - number 8 - Journal article** on page 8 of this guide. It is best to say it is **Online First** with the published date and the DOI (the digital object identifier). The DOI is an international standard which is used instead of a URL as a reliable way of giving the location of a journal (a publisher may change and thus the URL would too, but the DOI will remain the same regardless). There is no need to add the DOI to all article references; it is simply a good idea when you do not have the complete information – e.g. the page numbers or the issue number.

Electronic books are similar. An **online book** from Ebook Central appears pretty much as it would in paper format and the page numbering is usually the same. Therefore you can reference using page numbers without having to refer to the fact that you read it online. Books read on e-book readers such as the Kindle are different. The Kindle, as an example, does use page numbers but these differ depending on how large you have the text, the font style etc. It is best to state in your bibliography that you read the Kindle edition (see examples under **Writing your bibliography: some examples - number 9 – Book read via an e-reader** on page 8 of this guide). The best way to reference a quote from a book via a Kindle is to use the **location numbers** which are specific to each line of text so for example:

“Extending one’s sense of self in the form of abstract representation is one of our most fundamental expressions of humanity”¹

¹. Jeremy N. Bailenson and Andrew C. Beall, ‘Transformed social interaction: exploring the digital plasticity of avatars’ in Ralph Schroeder and Ann-Sofie Axelsson (eds.) *Avatars at Work and Play. Collaboration and Interaction in Shared Virtual Environments*, (Netherlands: Springer, 2006), Locations 142-49 of 229.

What does ibid mean?

Make sure that you understand exactly how each of these abbreviations works before applying them. If in any doubt, adhere to the systems listed above.

- **ibid.** = *ibidem*, which means ‘in the same place’. It can only be used for a citation immediately following the citation to which it refers. This reference is repeated up to the point where the details change.

For example (1st Reference):	Umberto Eco, <i>A Theory of Semiotics</i> (Bloomington and London, 1976), p.4. And in the very next footnote: Ibid., p.20
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- **op. cit.** = *opere citato*, which means ‘in the cited work’. It replaces the title of a book in later citations. Obviously, it cannot be used if more than one book by that author is cited. Nowadays, it is more usual to use a short form of the title in later citations and to avoid the use of op. cit. altogether. **Recommendation: to use the shorter title.**
- **loc. cit.** = *loco citato*, which means ‘in the cited place’. It replaces both the title of the book AND the page reference in later citations. Obviously, it can be used ONLY if one book by that author is cited AND if the page number is the same as in ALL the earlier citations. Nowadays it is little used.
- **id.** = *idem*, which means ‘the same person’ In theory, for a female author *eadem* should be used, though this is rarely done. It can be used for a citation immediately following the citation to which it refers.

For example (1st Reference):	Umberto Eco, <i>A Theory of Semiotics</i> (Bloomington and London, 1976), p.4. And in the next footnote: Id., <i>Kant and the Platypus: Essays on Language and Cognition</i> (London, 1999), p.12
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- **et al.** = and others - used when referring to more than two writers, e.g. see Bush, Jones et al. (eds) (1981) would be used for Bush, Jones and Smith
- **et seq.** = and (the) following
- **q.v.** = which see - a reference to see the work mentioned, usually for further detailed information.

pp or p?

Use pp where there is more than one page number and p for 1 so:

pp.203-256 or p.23

Referencing non-English authors

From time to time you will have to reference non-English names. The following is a general guide:

1. German names

Sometimes German names are preceded with **von** or **van**. In general, the particle is dropped in favour of citing the family name alone e.g. **Beethoven** is not normally referred to as **van Beethoven**.

In a bibliography you can use:

Beethoven, L. van (1817) or, Beethoven van, L. (1817)

2. Dutch and Belgian names

Dutch names can have a variety of particles though the most common is **van** or **van der**. They normally appear in lower case e.g. **Ruud van Nistelrooy**. In comparison, in Belgium the particle almost always has a capital e.g. **Paul Van Look**. In contrast to German names the Dutch particle is used when commenting in the text e.g. “**van Nistelrooy scored a cracker against Arsenal**”, but as with German names the particle is dropped in an alphabetical list:

Gogh, V., van (1891) or, Gogh van, V. (1891)

Look, P., Van (2002) or, Look Van, P. (2002)

American names of Dutch descent often have been assimilated within the surname e.g. Ray DeVries and would be referenced as DeVries, R. (2000).