

Harvard Style Sheets

Preparation of the Manuscript:

Titles, Subtitles, Font, Size, Space, Indent:

Font Theme: Times New Roman. Font style: Regular.

Article's title: Capital letters, Font size 11. Centred.

Author's name: Underneath the article's title and separated by two spaces. Font size 10 Centred. Capital Letters. Centred.

Academic institution of the author: Underneath the author's name between two brackets. Font size 10. Centred. Not Italic. Not Capital. Not bold.

Abstract: Two spaces between the abstract and the name of the academic institution, and three spaces between the abstract and the beginning of the main text. Font size 10. Text justified. Indented from both sides left and right, 0.5cm.

Body Text/Main Text: Three spaces between the abstract and the main text. Font size 11. Justified. **Single space** between lines and words.

Indent every section of the main text, except the first section after the title or the sub-title.

Indent quoted texts inside the article, 1 cm right and 1cm left.

Footnotes: Font theme: Times New Roman. Font style: Regular. Font size: 9. Single space between lines and words. Indent the first line of each footnote: 0.5cm

Titles: All titles capitalised and justified. Not Bold. Not Italic. Not indented. One space after the previous text and one space before the following text.

Subtitles: Small Caps. Not Bold. Not Italic. Indented 1cm. One space after the previous text and one space before the following text.

Sub-Subtitles: Italic. Not Bold. Indented 1.5cm. One space after the previous text and one space before the following text.

Bibliography: All bibliography should be justified. The first line of each reference is not indented, but the rest, second, third, ... lines should be indented 1.5 cm.

Pictures/Photos, Maps, etc.: Resolution 600 dpi (dots per inch). The author should incorporate the photos, maps, and tables in the text of his article, and they should be centred not justified.

Captions underneath the figures: Size 10 and in the middle of the page (centre) not justified.

Heading of each page: Size 10

Page Numbers: Size 10

Final Saving of the file: Imbedded.

ARAM Template:

Size: A4 (29.7 x 210mm) portrait.

Margins:

Top 4cm

Bottom 2.5cm

Left 2.5cm

Right 2.5cm

Introduction

The Harvard, author-date, system is based on Richard Pears and Graham Shields, *Cite Them Right. The Essential Referencing Guide*, (Basingstoke (England): Palgrave Macmillan, 2010, 8th Edn). Also, the *Harvard (Bath) Referencing Style Sheet* is accepted (see below p. 11).

We have discovered that many scholars are not following some standard principles for an academic style sheet, and some contributors are not even consistent with a single style within one article. Aram periodical cannot accept a paper which is not using one of our Aram two style sheets: The *Oxford Manual Style*, or the *Harvard, author-date, system I*, or the *Harvard (Bath) Referencing Style Sheet II*.

I

The Harvard Style Sheet

Book with one author:

IN-TEXT CITATION

According to Bell (2010, p. 23) the most important part of the research process is ...

REFERENCE LIST

Bell, J. (2010) *Doing your research project*. 5th edn. Maidenhead: Open University Press.

Book with two or three authors:

IN-TEXT CITATION

Goddard and Barnett (2007) suggested ...

REFERENCE LIST

Goddard, J. and Barrett, S. (2007) *The health needs of young people leaving care*. Norwich: University of East Anglia, School of Social Work and Psychosocial Studies.

Book with more than three authors:

IN-TEXT CITATION

This was proved by Young *et al.* (2005) ...

REFERENCE LIST

Young, H.D., Freedman, R.A., Sandin, T. and Ford, A. (2000) *Sears and Zemansky's university physics*. 10th edn. San Francisco: Addison-Wesley.

Book with editor:

IN-TEXT CITATION

The formation of professions was examined in Prest (1987) ...

REFERENCE LIST

Prest, W. (ed.) (1987) *The professions in early modern England*. London: Croom Helm.

Book with no author:

IN-TEXT CITATION

The Percy tomb has been described as ‘one of the master-pieces of medieval European art’ (*Treasures of Britain*, 1990, p. 84).

REFERENCE LIST

Treasures of Britain and treasures of Ireland (1990) London: Reader’s Digest Association Ltd.

Electronic books (e-books):

IN-TEXT CITATION

In their analysis Graham and Marvin (2000, pp. 36-92) ...

REFERENCE LIST

Graham, S. and Marvin, S. (2001) *Splintering urbanism: networked infrastructures, technological mobilities and the urban condition*. NetLibrary [Online]. Available at: <http://www.netlibrary.com> (Accessed: 23 June 2010).

For material downloaded and accessed from e-readers, use this format:

IN-TEXT CITATION

Arthur’s argument with the council was interrupted by the Vogon Constructor Fleet (Adams, 1979, p. 25).

REFERENCE LIST

Adams, D. (1979) *The hitchhiker’s guide to the galaxy*. Ebooks.com [e-book reader]. Available at: http://www.ebooks.com/ebooks/book_display.asp?IID=161294 (Accessed: 29 January 2010).

Historical books in online collections:

IN-TEXT CITATION

Adam’s measured plans (Adam, 1764) ...

REFERENCE LIST

Adam, R. (1764) *Ruins of the palace of the emperor Diocletian at Spalatro in Dalmatia*. *Eghteenth Century Collections Online* [Online]. Available at: <http://galenet.galegroup.com/servlet/ECCO> (Accessed: 2 June 2010).

IN-TEXT CITATION

An Early contribution by Henry (1823) ...

REFERENCE LIST

Henry, W. (1823) *The elements experimental chemistry*. Google Books [Online]. Available at: <http://books.google.com/books> (Accessed: 8 April 2010).

Reprint Edition:

IN-TEXT CITATION

One of the first critics of obfuscation (David, 1968) ...

REFERENCE LIST

David, M. (1968) *Towards honesty in public relations*. Reprint, London: B.Y. Jove, 1990.

Translated book:

IN-TEXT CITATION

In his biography of Bach, Schweitzer (1911, p. 32).

REFERENCE LIST

Schweitzer, A. (1911) *J.S. Bach*. Translated by Ernest Newman. Reprint, New York: Dover Publication, 1966.

Chapters/sections of edited books:

IN-TEXT CITATION

The view proposed by Franklin (2002, p. 88).

REFERENCE LIST

Franklin, A.W. (2002) 'Management of the problem', in Smith, S.M. (ed.) *The maltreatment of children*. Lancaster: MTP, pp. 83-95.

Multi-volume works:

IN-TEXT CITATION

Butcher's (1961) guide ...

REFERENCE LIST

Butcher, R. (1961) *A new British flora* (2 vols). London: Leonard Hill.

Citing a single volume of a multi-volume work:

IN-TEXT CITATION

Butcher's (1961) guide ...

REFERENCE LIST

Butcher, R. (1961) *A new British flora. Part 1: lycopodiaceae to Salicaceae*. London: Leonard Hill.

Chapters in multi-volume work:

IN-TEXT CITATION

In analysing ports (Jackson, 2000) ...

REFERENCE LIST

Jackson, G. (2000) 'Ports 1700-1840', in Clark, P. (ed.) *Cambridge urban history of Britain: Vol. 2 1540-1840*. Cambridge University Press, pp. 705-731.

Reference books (encyclopaedias, dictionaries, bibliographies, etc.):

IN-TEXT CITATION

Beal (2008, p. 171) identified ...

REFERENCE LIST

Beal, P. (2008) 'Folio', *A dictionary of English manuscript terminology: 1450 to 2000*. Oxford: Oxford University Press.

Reference books (encyclopaedias, dictionaries, bibliographies, etc.) with no author:

IN-TEXT CITATION

The definition (Collins beginner's German dictionary, 2008, p. 21) ...

REFERENCE LIST

Collins beginner's German dictionary (2008) New York: Collins.

Reference books (Encyclopaedias, Dictionaries, Bibliographies, etc.) Online:

IN-TEXT CITATION

The process of adaptation is difficult to detect (Rose, 2007, p. 19).

REFERENCE LIST

Rose, M.R. (2007) 'Adaptation' in Levin, S.A. (ed.) *Encyclopedia of biodiversity*, pp. 17-23 [Online]. Available at: <http://www.sciencedirect.com/science/referenceworks/9780122268656> (Accessed: 5 March 2010).

Bibliographies:

IN-TEXT CITATION

Upshpol (1958) noted the key research ...

REFERENCE LIST

Ushpol, R. (1958) *Select bibliography of South African autobiographies*. Cape Town: University of Cape Town, School of Librarianship.

Articles in printed journal:

IN-TEXT CITATION

... the customer playing the part of a partial employee (Dawes and Rowley, 1998, p. 352).

REFERENCE LIST

Dawes, J. and Rowley, J. (1998) 'Enhancing the customer experience: contributions from information technology', *Management Decision*, 36(5), pp. 350-357.

Journal/Newspapers articles in online collections:

IN-TEXT CITATION

Bright (1985, p. 269) found the word 'poetry' ambiguous ...

REFERENCE LIST

Bright, M. (1985) 'The poetry of art', *Journal of the History of Ideas*, 46(2), pp. 259-277, *JSTOR* [Online]. Available at: <http://uk.jstor.org/> (Accessed: 16 February 2010)

Journal article with multiple authors:

IN-TEXT CITATION

A review by Liu *et al.* (2008) ...

REFERENCE LIST

Liu, B.C., Ivers, R., Norton, R., Boufous, S., Blows, S., and Lo, S.K. (2008) 'Review of professional training', *Cochrane Database of Systematic Reviews*, 2, Ovid [Online]. Available at: <http://ovidsp.uk.ovid.com/spb/ovidweb.cgi> (Accessed: 23 June 23 June 2010)

Journal article with Digital Object Identifier (DOI):

IN-TEXT CITATION

Observation by Horsh *et al.* (2008) ...

REFERENCE LIST

Horsh, E.P., van Altena, W.F., Cyr, W.M., Kinsman-Smith, L., Srivastava, A. and Zhou, J. (2008) 'Change-coupled device speckle observations of binary stars with the WIYN telescope. V. Measures during 2001-2006', *Astronomical Journal*, 136, pp. 312-322. [Online] DOI: 10.1088/0004-6256/1/312 (Accessed: 7 January 2010).

Newspaper article with author:

IN-TEXT CITATION

The article considered business plans (Devey, 2010, p.13) ...

REFERENCE LIST

Devey, R. (2010) 'New group is the business', 5 February, p. 13. *Nexis UK* [Online]. Available at: <http://www.lexisnexis.co.uk/uk/> (Accessed: 9 February 2010).

Newspaper article with no author:

IN-TEXT CITATION

The article (*The Times*, 2008, p. 7) reported ...

REFERENCE LIST

The Times (2008) 'Bank accounts', 14 June, p. 7. *Nexis UK* [Online]. Available at: <http://www.lexisnexis.co.uk/> (Accessed: 9 February 2010)

Articles in individual online journals (e-journals):

IN-TEXT CITATION

... whilst Pauli (2008) reported ...

REFERENCE LIST

Pauli, M. (2008) 'Libraries of the future', *Ariadne*, 55, April [Online]. Available at: <http://www.ariadne.ac.uk/issue55/jiscdebates-rpt/> (Accessed: 16 March 2010).

Articles in open access journals (e-journals):

IN-TEXT CITATION

Zhang, Pare and Sandford (2008) provided an update.

REFERENCE LIST

Zhang, J., Pare, P.D. and Sandford, A., (2008) 'Recent advances in asthma genetics', *Respiratory Research*, 9(4), *BioMed Central* [Online]. Available at: <http://respiratory-research.com/content/9/1/4> (Accessed: 4 July 2010)

Articles in printed newspapers with author:

IN-TEXT CITATION

House prices fell by 2.1 per cent last month (Old, 2008)

REFERENCE LIST

Old, D. (2008) 'House price gloom', *Evening Chronicle* (Newcastle edn), 26 June, p. 25.

Articles in printed newspapers with no author:

IN-TEXT CITATION

The article (*The Times*, 2008, p. 7) reported ...

REFERENCE LIST

The Times (2008) 'Bank accounts', 14 June, p. 7.

Journal/newspaper articles from full-text CD-ROM databases:

IN-TEXT CITATION

The political situation had a detrimental impact on oil exports (Lascelles, 1999, p. 18).

REFERENCE LIST

Lascelles, D. (1999) 'Oil's troubled waters', *Financial Times*, 11 January, p. 18 [CD-ROM]. Available: Chadwyck Healey.

Conferences: Full conference proceedings:

IN-TEXT CITATION

The conference (Institute for Small Business Affairs, 2000) ...

REFERENCE LIST

Institute for Small Business Affairs (2000) *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs.

Conferences: Individual conference papers:

IN-TEXT CITATION

Cook (2000) highlighted examples ...

REFERENCE LIST

Cook, D. (2000) 'Developping franchised business in Scotland', *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs, pp. 127-136.

Conferences: Papers from conference proceedings published on the internet:

IN-TEXT CITATION

A recent paper (Lord, 2009) ...

REFERENCE LIST

Lord, J. (2009) 'What do consumers say?' *Changing attitudes, changing strategies: reaching China's dynamic consumer markets*. Amsterdam Chamber of Commerce in Shanghai conference, Shanghai, 15 October. AMCHM-Shanghai. Available at: <http://www.amcham-shanghai.org/add-ons/marketingconference/default.aspx> (Accessed: 8 April 2010).

Unpublished theses/dissertations:

IN-TEXT CITATION

Research by Tregear (2001) ...

REFERENCE LIST

Tregear, A.E.J. (2001) *Speciality regional foods in the UK: an investigation from the perspectives of marketing and social history*. Unpublished PhD thesis. University of Newcastle upon Tyne.

Theses/dissertations available on the internet:

IN-TEXT CITATION

Research by Winkelman (2001) ...

REFERENCE LIST

Winkelman, P. (2001) Beyond science: an exploration of values in engineering education and practice. PhD thesis. University of Calgary, Alberta [Online]. Available at <http://collectioncanada.ca/obj/s4/f2/dsk3/ftp04/nq64892.pdf> (Accessed: 14 June 2010).

Book reviews:

IN-TEXT CITATION

Darden (2007) considered the book

REFERENCE LIST

Darden, L. (2007) 'New cell research'. Review of *Discovering cell mechanisms: the creation of modern cell biology*, by William Bechtel, *Journal of the History of Biology*, 40(1), pp. 185-187.

Atlases and Maps:

The Times atlas of the world (2002) London: Times Books.

Ordnance Survey maps:

Ordnance Survey (2002) *Preston and Blackpool*, sheet, 1:50,000. Southampton: Ordnance Survey (Landranger series).

Geological Survey maps:

Ordnance Survey (1980) *Bellingham (solid)*, sheet 13, 1:50.000. Southampton: Ordnance Survey. (Geological Survey of Great Britain [England and Wales])

Online maps:

IN-TEXT- CITATION

The Leisure centre is close to Tiddenfoot Lake (Ordnance Survey, 2008).

REFERENCE LIST

Ordnance Survey (2008) 'Tiddenfoot Lake', Tile sp92sw, 1:10,000. *Digimap* [Online]. Available at <http://edina.ac.uk/digimap/> (Accessed: 3 May 2010).

IN-TEXT- CITATION

The dock layout and road network can be seen using *Google Maps* (Tele Atlas, 2008)

REFERENCE LIST

Tele Atlas (2008) 'Cardif Bay' *Google Maps* [Online]. Available at: <http://maps.google.co.uk> (Accessed: 5 July 2010).

Paintings/drawings:

IN-TEXT- CITATION

The triumph of St Augustine was one of the finest works by Coello (1664)

REFERENCE LIST

Coello, C. (1664) *The triumph of St Augustine* [Oil on Canvas]. Museo del Prado, Madrid.

Paintings/drawings in online collection:

Dalli, S. (1958) *Madona* [Oil on Canvas] Oxford art online [Online]. Available at: <http://www.oxfordartonline.com> (Accessed: 9 July 2010)

Photographs:

IN-TEXT- CITATION

The seasonal and architectural changes were captured on film (Thomas, 2003; Bailey, 1996).

REFERENCE LIST

Bailey, P. (1996) *Snow scene* [Photograph]. Sunderland: Centre for Visual Effects.

Thomas, T. (2003) *Redevelopment in Newcastle* [Photograph]. Newcastle upon Tyne: Then & Now Publishing.

Photographs from the internet:

IN-TEXT- CITATION

His beautiful photograph (Kitto, 2008) ...

REFERENCE LIST

Kitto, J. (2008) *Golden sunset* [Online]. Available at: http://www.jameskitto.co.uk/photo_1827786.html (Accessed: 14 June 2010).

Photographs from the internet:

IN-TEXT- CITATION

The deep hues in Kamuro's photo (2008) ...

REFERENCE LIST

Kamuro (2008) Calmness. Flickr [Online]. Available at: <http://www.flickr.com/photos/kamuro/2624443012/in/pool-ysplix> (Accessed: 30 June 2010).

Photographs from the internet:

IN-TEXT- CITATION

The flat sandy beach (Corrance, no date) ...

REFERENCE LIST

Corrance, D. (no date) *Gairloch, Wester Ross* [Postcard]. Scotland: Stirling Gallery.

Posters:

IN-TEXT- CITATION

The image (Chagall, no date) ...

REFERENCE LIST

Chagall, M. (no date) *Le violinist* [Posters]. 84cm x 48cm/33" x 19".

Posters for exhibition:

IN-TEXT- CITATION

Smith's poster (2008) ...

REFERENCE LIST

Smith, K. (2003) *Prints, books and things* [Posters]. Exhibited at New York, Museum of Modern Art. 5 December 2003 to 8 March 2004.

Sculpture:

IN-TEXT- CITATION

His talents were proven with *The lovers* (Rodin, 1886).

REFERENCE LIST

Rodin, A. (1886) *The Lovers* [Sculpture]. Private collection. (If viewed online, reference the URL and date accessed).

II

Harvard (Bath) Referencing Style Sheet

This version of Harvard is a variant based on standards developed in 1989 and 1990, and some scholars prefer Harvard (Bath) style references with numeric citations rather than the usual name-date citations as above.

CITATION

Following the Harvard (Bath) style means you cite your sources within your text by giving the author's surname, year of publication and, when appropriate, page numbers. This brief citation tells the reader that there is a detailed list of references at the end of your text. If there are two authors, cite both names, but if there are any more give the first surname only followed by 'et al.'. However, include all authors in the full reference list. Differentiate multiple sources by the same author published in the same year by adding lower case letters (a, b, c) after the year.

Example:

The notion of an invisible collection has been explored in the sciences (Crane 1972). Its absence amongst historians is noted by Stieg (1981b, p.556).

It may be, as Burchard (1965) points out, that they have no assistants or are reluctant to delegate...

If you cannot identify a named author, use 'Anon'. If no date is known, 'n.d.' should be used.

REFERENCE LIST

Detailed references are listed at the end of your work. This list can be titled 'References' or 'Reference list'. They are arranged alphabetically by author's surname, subdivided, if necessary, by year and letter.

Example:

Burchard, J.E., 1965. How humanists use a library. In: C.F.J. Overhage and J.R. Harman, eds. *Intrex: report on a planning conference and information transfer experiments*. Cambridge, Mass.: MIT Press, pp.41-87.

Crane, D., 1972. *Invisible colleges*. Chicago: University of Chicago Press.

Stieg, M.F., 1981a. Continuing education and the reference librarian in the academic and research library. *Library Journal*, 105(22), pp.2547-2551.

Stieg, M.F., 1981b. The information needs of historians. *College and research libraries*, 42(6), pp.549-560.

REFERENCE EXAMPLES

Each of the following gives a suggested standard format for the reference followed by examples for the different document types. Remember to include the full details of every single author or editor if there is more than one.

If you are referencing e-books and e-journals or chapters / articles from these that are PDF versions of the print equivalent, you can use the suggested standard format for the print equivalent.

1. Book with author(s)

Author's surname(s), INITIALS., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Fineman, S. and Gabriel, Y., 1996. *Experiencing organizations*. London: Sage.

Wells, A.F., 1975. *Structural inorganic chemistry*. 4th ed. Oxford: Clarendon Press.

2. Book with editor(s) instead of author(s)

Editor's surname, INITIALS., ed., Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Wisemen, S., ed., 1967. *Intelligence and ability*. Harmondsworth: Penguin.

3. Book with corporate author

Corporate author, Year. *Title*. Edition (if not the first). Place of publication: Publisher.

Open University, 1972. *Electricity and magnetism*. Bletchley: Open University Press.

4. One chapter / paper from a collection in a book

Author of paper's surname, INITIALS., Year. Title of paper. In: INITIALS. Surname of author/editor of book, followed by ed. or eds if relevant. *Title of book*. Place of publication: Publisher, page numbers of paper.

Reid, D.R., 1967. Physical testing of polymer films. In: S.H. Pinner, ed. *Modern packaging films*. London: Butterworths, pp.143-183.

5. Electronic book

Author's surname(s), INITIALS., Year. *Title* [Online]. Edition (if not the first). Place of publication: Publisher. Available from: URL [Accessed date].

Carroll, L., 2008. *Alice's adventure in Wonderland* [Online]. Salt Lake City: Project Gutenberg. Available from: <http://www.gutenberg.org/ebooks/11> [Accessed 22 November 2012].

Note: if the e-book is a direct equivalent of a print book e.g. in PDF format, you can reference it as a normal print book.

6. Journal article

Author's surname, INITIALS., Year. Title of article. *Title of journal*, Volume number(part), page numbers.

Brunner, F.H., 1949. Synthetic gasoline from natural gas. *Industrial and engineering chemistry*, 41(3), pp.251-255.

Note: Use this format for PDF versions of print journals

7. E-journal article

Author's surname, INITIALS., Year. Title. *Journal title* [Online], volume(issue). Available from: URL [Accessed date].

Williams, F., 1997. Electronic document delivery: a trial in an academic library. *Ariadne* [Online], 10. Available from: <http://www.ariadne.ac.uk/issue10/edd/> [Accessed 5 December 1997].

Note: PDF versions of print journal articles are direct copies of the print edition, so treat them just like print journals – see no.6 above.

8. Websites

Author's surname, INITIALS., Year (if known). *Title* [Online]. (Edition if known). Place of publication: Publisher (if known). Available from: URL [Accessed date].

Holland, M., 2002. *Guide to citing internet sources* [Online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html [Accessed 4 November 2002].

9. Conference paper (when proceedings have a named editor)

Author of paper's surname, INITIALS., Year. Title of paper. In: INITIALS. surname of editor, ed. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

Crawford, G.I., 1965. Oxygen in metals. In: J.M.A. Lenihan AND S.J. Thompson, eds. *Activation analysis: proceedings of a NATO Advanced Study Institute*, 2-4 August 1964 Glasgow. London: Academic Press, pp.113-118.

10. Conference paper (when proceedings have no named editor or are part of a major series)

Author of paper's surname, INITIALS., Year. Title of paper. *Title of conference proceedings*, full date and place of conference. Place of publication: Publisher, page numbers of paper.

Soper, D., 1972. Review of bracken control experiments with asulam. *Proceedings of the 11th British Weed Control Conference*, 15-17 November 1972 Brighton. Brighton: University of Sussex, pp.24-31.

11. Newspaper article

Author's surname, INITIALS. (or newspaper title if author unknown), Year. Title of article. *Title of newspaper*, Day and Month, page number/s and column letter.

Haurant, S., 2004. Britain's borrowing hits £1 trillion. *The Guardian*, 29 July, p.16c.

The Independent, 1992. Picking up the bills. *The Independent*, 4 June, p.28a.

12. Thesis/dissertation

Author's surname, INITIALS., Year. *Title*. Designation (type). Name of institution.

Burrell, J.G., 1973. *The importance of school tours in education*. Thesis (M.A.). Queen's University, Belfast.

13. Report

Author, Year. *Title*. Place of publication: Publisher, (Report number, if given).

UNESCO, 1993. *General information programme and UNISIST*. Paris: UNESCO, (PGI-93/WS/22).

14. Government publication

Author, Year. *Title*. Place of publication: Publisher.

Department for Culture, Media and Sport: Architecture and Historic Environment Division, 2004. *Review of heritage protection: the way forward*. London: HMSO.

Note: If you can find an individual or company who has been commissioned to write the document for the Government, then use that. In all other cases use the name of the government department responsible. This can make for a very long author particularly if there is a division to name as well, as in this case.

15. Patent

Originator (name of applicant), Year. *Title of patent*. Series designation which may include full date.

Phillipp Morris Inc., 1981. *Optical perforating apparatus and system*. European patent application 0021165A1. 1981-01-07.

16. Standard

Standard number: Year. *Title*. Standards Issuing Body.

BS 5605:1990. *Recommendations for citing and referencing published material*. BSI.

17. Map

Originator's surname, first name or INITIALS, Year. *Title*, Scale. Place of publication: Publisher.

Andrews, J. and Dury, A., 1773. *Map of Wiltshire*, 1 inch to 2 miles. Devizes: Wiltshire Record Society.

18. Film, video or DVD

Title, Year of release. Material designation. Subsidiary originator (this is usually the director): directed by (followed by director's name in full). Production details i.e. Place: Organisation.

Macbeth, 1948. Film. Directed by Orson Welles. USA: Republic Pictures.

19. Television or radio broadcast

Series title: Episode number, Title of episode, Year. Medium. Transmitting organisation and channel, full date. Time of transmission.

Rick Stein's French Odyssey: Episode 5, 2006. TV. BBC2, 23 August. 20.30 hrs.

The Archers, 2006. Radio. BBC Radio 4, 23 August. 19.02 hrs.

20. Music scores

Composer, Year. Title of work. Edition. Place of publication: Publisher.

Beethoven, L. Van, 1950. *Symphony no.1 in C, Op.21*. Harmondsworth: Penguin.

21. Illustrations, images (see also no. 24 below)

Illustrator, Year. *Title*. Material type. At: Location. Archive/register number (if available).

Williams, S., 1805. *Portrait of Major John Norton (Teyoninhokarawen)*. At: Canadian War Museum, Ottawa. AN:18850096-001.

22. Email discussion lists (jiscmail/listserv etc)

Author's surname, INITIALS., Day Month Year. Subject of message. *Discussion List* [Online]. Available from: list email address [Accessed date].

Clark, T., 5 July 2004. A European UK Libraries Plus? *Lis-link* [Online]. Available from: lis-link@jiscmail.ac.uk [Accessed 30 July 2004].

23. Personal emails

Sender's surname, INITIALS., (Sender's email address), Day Month Year. *Subject of Message*. Email to Recipient's Initials. Surname (Recipient's email address).

Alston, S., (S.J.Alston@bath.ac.uk), 19 July 2004. *Society of Architectural Historians of GB*. Email to K.M.Jordan (K.M.Jordan@bath.ac.uk).

24. Unpublished material held in a public archive

Author, Year(s). *Title*. Archive name, Archive number.

Woodborough C.E. School, 1873-1917. *Log book*. Wiltshire & Swindon Record Office, F8/500/297/1/1.

Post Office, 1870-1925. *Appointments of rural postmen (Wiltshire)*. Wiltshire & Swindon Record Office, 3144/2/2.

25. Unpublished material

e.g. notes collected by you during interviews or lectures, comments made to you during conversations etc.

These are your known notes, unpublished and inaccessible to your readers. Because they are unpublished and inaccessible, there is effectively nothing to reference. All you can do is to cite them in your text as 'personal comment' using their name (if they are willing to give it), (pers.comm.), and the date of the comment e.g.

"The Vice-Chancellor of one HE institution asserted that the recent rise in student numbers is having a detrimental effect on many aspects of university life, in particular forcing staff and student to attend teaching sessions after 6pm (Anon. (pers.comm.) 30 August 2006)."

Note: if you are citing notes (e.g. by your lecturer) where they have been published on a public webpage: then you can reference them using the format for a webpage in **section 8** above.