**Referencing your reports**

As the time comes to write up your reports, it is important to remember to adopt appropriate academic referencing so that you credit the writer and readers can locate the source easily. To help you do this, the University of Winchester has produced a comprehensive guide to referencing <http://mla.winchester.ac.uk/wp-content/uploads/2012/08/University-Harvard-Referencing-Guide-16-17.pdf> However, to help you quickly get to the necessary reference style we have produced a simple guide to referencing, which draws upon the university guide.

**Single author book**

|  |  |
| --- | --- |
| In-text citation  | Full reference  |
| (Clough, 2002)  | Clough, P. (2002) *Narratives and fictions in educational research.* Buckingham: Open University Press.  |
| (Goodman *et al.*, 2008)  | Goodman, J., McCulloch, G. and Richardson, W. (2008)  |

**Edited book**

If the book has editors, but not authors, indicate this after the names as follows: (ed.) or (eds.).

|  |  |
| --- | --- |
| In-text citation  | Full reference  |
| (Thomson, 2008)  | Thomson, P. (ed.) (2008) *Doing visual research with children and young* *people.* London: Routledge.  |
| (Margolis and Pauwels, 2011)  | Margolis, E. and Pauwels, L. ( eds.) (2011)  |

**Journal Article**

|  |  |
| --- | --- |
| In-text citation  | Full reference  |
| (Spellman and Bjork, 2006:316)  | Spellman, B. A. and Bjork, R. A. (2006) When predictions create reality: Judgments of learning may alter what they are intended to assess. *Psychological Science,* 3, 315-316.  |
| (Aitkin, 1990:237)  | Aitkin, D. (1990) How research came to dominate higher education. *Oxford Review of Education,* 17, (3), 235-248.  |

**Newspaper article**

|  |  |
| --- | --- |
| In-text citation  | Full reference  |
| (Weaver, 2010)  | Weaver, M. (2010) The Chilean miners: Who's who at the surface. *The Guardian,* (Early Edition) Monday, 10 October, 5.  |
| (Mesure, 2005)  | Mesure, S. (2005) Stuart Rose may at last be delivering at M&S. *The Independent,* Tuesday 11 November, 69.  |

**Government publication**

|  |  |
| --- | --- |
| In-text citation  | Full reference  |
| (Department for children, schools and families, 2009)  | Department for children, schools and families (2009) *Safeguarding Children and Young People from Sexual Exploitation.* Nottingham: DCSF Publications.  |
| (Contact a family, 2004)  | Contact a family (2004) *Parent Participation.* London: Contact a family.  |
| (Health and care professions council, 2012)  | Health and care professions  |

**Reports published online**

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| --- | --- |
| In-text citation  | Full reference  |
| (Department for Education, 2011, 49)  | Department for Education (2011) *Class Size and education in England evidence report, DFE-RR169.* Available at: https://www.gov.uk/government/uploads/system/uploads/ |

**Website**

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| --- | --- |
| In-text citation  | Full reference  |
| (*Museums Association*, 2013)  | *Museums Association* (2013) Museums change lives. Available at: *http://www.museumsassociation.org/museums-change-lives.* [Accessed 20 October 2013]. |
| (Pilger, 2014)  | Pilger, J. (2014) Orwell alive in Palestine, Ukraine. Available at: *http://www.atimes.com/atimes/World/WOR-01-220714.html.* [Accessed 24 July 2014]. |