

## Call for Papers



**প্রত্নতত্ত্ব**

**Pratnatattva**

Journal of the Department of Archaeology  
Jahangirnagar University, Savar, Dhaka  
Bangladesh

Dear Colleague(s)/friends,

It's my pleasure to inform you that the next volume of Pratnatattva (Vol.30), Journal of the Department of Archaeology, will be published in June 2025. I would like to request you to submit a research paper/book reviews by strictly following the guidelines for the contributors attached herewith. In case of any deviation from the guideline, the paper will be sent back to the author(s) for correction.

The deadline for the contribution is 10 May 2025.

With warm regards,

*K. Khondker*

Kamrun Nessa Khondker  
Executive Editor  
Pratnatattva, Vol. 30  
Journal of the Department of Archaeology,  
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Journal of the Department of Archaeology  
Jahangirnagar University, Savar, Dhaka  
Bangladesh

### Guidelines for the Contributors

*Pratnatattva* (ISSN 1560-7593) is the peer reviewed annual journal from Department of Archaeology, Jahangirnagar University, Bangladesh. It publishes any original research paper written from an interdisciplinary perspective of archaeology. Articles from any other disciplines that are relevant for that interdisciplinary approach will be considered for publication. Each paper will be reviewed by a specialist in that field to be selected by the Editorial Board from a panel of reviewers. Manuscripts should be submitted to the Executive Editor, *Pratnatattva*, Department of Archaeology, Jahangirnagar University, Savar, Dhaka-1342 (Email: [pratnatattvaju@gmail.com](mailto:pratnatattvaju@gmail.com)). Authors are requested to follow the guidelines given below strictly. It should be noted that any violation of guidelines would be considered as a disqualification.

### **Preparation and arrangement of the manuscript**

- a. Submission is a representation that the manuscript has not been published previously and is not currently under consideration elsewhere.
- b. The length of paper should not exceed 7000-9000 words.
- c. Paper can be written in Bangla (with summary in English) or in English (with summary in Bangla).
- d. Title page
  - a. Title of the paper
  - b. Name/s, postal and email addresses
  - c. Abstract of the research paper in 200 words.
- e. Main text of English manuscript should be typed in font Times New Roman with font size 12 and Bangla Manuscript should be typed in font SutonnyMJ



- f. with font size 12. Space between lines and paragraph should be 1.5 and the margin on each side should be 1.5” All pages should be numbered serially.
- g. Tables and Illustrations should be numbered with Arabic numerals, and they must be cited in the text. If they are taken or modified after other sources/authors, the source must be cited in captions. Textual and other materials taken from the internet and social media or any other sources must be mentioned and the link to the matter must be cited accordingly.

### **Artwork/illustrations/maps**

Artwork (line drawings, photographs, maps, etc.) will be published in black and white or on a gray scale. They must be in electronic and paper format (TIFF, EPS and JPEG format in 300 dpi resolution). Line drawings in Adobe Illustrator will not be accepted. They should be converted into JPEG or TIFF format. **Maps, diagrams** and **figures** should be provided on separate sheets duly numbered. Finished artwork suitable for reproduction should normally be submitted with figure numbers and author’s name on the back.

Black-and-white **photographs** will be printed in the text, not as separate plates. They should be numbered consecutively among the text maps, diagrams and figures as figures (fig.) and not separately.

Captions of figures and photographs should be typed in full on a separate list headed ‘Captions of Illustrations’. For drawings, the draughtsman’s name should be given in the captions or in a general acknowledgement in the text or endnotes. For photographs, the photographer’s name should similarly be given or other suitable acknowledgement of source, (e.g., ‘- Museum photograph’). A letter describing the copyright of the artworks must accompany the final manuscript.

**Tables** should be typed on separate sheets and numbered consecutively. Captions should be typed above the table.

- i. **Soft copy** of the paper and associated artworks must be submitted to the aforementioned email, and a **Hard copy** should be sent/posted to the address of the executive editor.



## Originality and plagiarism

The manuscript will be verified and checked with the plagiarism checker supplied by the Central Library, Jahangirnagar University. Any text or illustration with copyright owned by person(s) other than the authors must be mentioned in a separate letter.

**QUOTATION MARKS:** Always use single quotation marks for dialogue and quoted material in the text. Reserve the use of double quotation marks for quotes within quotes.

**SPELLINGS:** Use British spellings. ‘Colour’ not ‘color’, ‘labour’ not ‘labor’. Use ‘-ise’ spellings instead of ‘-ize’; so ‘specialise’ not ‘specialize’, ‘finalise’ not ‘finalize’.

**DATES:** Use ‘19th century’ not ‘nineteenth century’. Decades should be cited as 1980s, 1860s and so on. Specific dates should be written as 12 August 1978.

**NUMBERS:** Numbers 0 to 9 should be spelt out. Numbers 10 and above should be written in numerals. For exact measurements, numerals alone should be used; for instance, 12 km, 36 ml. Use thousands and millions, not lakh. For inclusive numbers follow these examples: 5–12, 64–67, 83–110, 100–7, 108–9, 153–97, 425–657, 1001–5, 1100–1145, 1224–26, 1634–714. Please bridge inclusive numbers with an ‘n’-dash (–) rather than a hyphen (-).

(NOTE: To insert an ‘n’-dash, open MS WORD 2003 (in WORD 2007 and onwards, click on the ‘Insert’ tab), go to ‘Symbols’, click on the ‘Special Characters’ tab, and ‘n’-dash is the second one from the top.) Shortcut keys: m-dash (Ctrl+Alt+minus symbol); n-dash (Ctrl+minus symbol)

**ACKNOWLEDGEMENTS:** In edited volumes, ‘Acknowledgements’ should be marked by an asterisk against the author’s name. Please do not add a superscript number to the chapter/article title under any circumstances.

**ABBREVIATIONS:** The abbreviation for a term must be given in parentheses after the term at first mention only. Thereafter the abbreviation may be used. Acronyms will not have periods, so NATO, UNESCO, LTTE, IPKF. Abbreviations of English words, however, like ‘Prof.’, ‘ed.’ and ‘approx.’ will have



a period at the end. Contracted words will not have a period. For example, ‘eds’, ‘Mr’ and ‘Dr’.

If there are 10 or more Abbreviations used, then a separate list of Abbreviations should be provided by the author. List all entries alphabetically and give the full form of the abbreviation beside them.

**ITALICS:** Italics should be used for non-English words. For such words that occur frequently in the text, italics should only be used the first time the word is mentioned and not thereafter. Do not use italics for foreign terms that are now accepted words in the English language, and appear in The Chambers English

Dictionary (pundit, guru, per se); but italicise *ibid*. Use italics for emphasis sparingly.

**DIACRITICS:** Diacritical marks for non-English words should be used sparingly. For words reproduced from European languages, standard marks available on the computer (grave/acute accent; circumflex; cedilla; umlaut; etc.) may be used for accuracy, if the author is inclined so. For transliterated words – from Indic/other languages – use diacritics where it is essential to make an argument. However, for precision, authors may choose to prepare a Glossary with diacritical marks which the reader may refer to, and avoid using diacritical marks in the body text. While using diacritics in the body text, try to judge if the target reader of the volume is aware of the word or not; if yes, avoid using diacritics (e.g., ‘Shiva’ not ‘Śiva’, ‘bagh’ not bāgh’, ‘fatwa’ not ‘fatwā’).

Authors may choose not to use diacritics at all. If diacritical marks are retained, then these should be embedded in the text; alternatively, a pdf needs to be provided for reference.

## **Referencing**

**Please, consult the reference guide, starting from the next page.**



## Referencing Guide for Pratnatattva (Vol. 30)

In the Harvard style, references are listed at the end of your work and are organised alphabetically by the surname of the author.

A **reference list** includes all works that have been referred to in the paper. Referencing acknowledges the sources that you use to write your paper.

In-text citations are used throughout your writing to acknowledge the sources of your information. The full references for the citations are then listed at the end of your paper in the Reference list.

This guide details the Harvard style of referencing based upon the advice given in the book "[British Standard BS ISO 690:2010 Information and documentation. Guidelines for bibliographic references and citations to information resources.](#)"

Referencing in the Harvard style is a two-part process:

- **Citation in the text:** this is the brief indication of the source within the text of your work immediately following the use of the source whether quoted or summarised.
- **Reference list:** a complete list of all the cited references used in your work with full bibliographic details, to allow the reader to follow up these references and find the original text.

### Creating a citation

Harvard style referencing is an author/date method. Sources are cited within the body of your assignment by giving the name of the author(s) followed by the date of publication. All other details about the publication are given in the list of references or bibliography at the end.

Citations which are used with direct quotations, or are referring to a particular part of a source, should include the page number in your citation e.g. (Smith 2017, p. 42) or Smith (2017, p. 42).

#### Tips on citing where page numbers are not present

If a citation does not have page numbers, then you should use the number of the paragraph (if available) e.g. Climate change can refer to local, regional, and global changes in weather (Met Office, 2013, para. 2.).

If the paragraph number is not available, then you may direct the reader to a specific section of the item, and then the number of the paragraph e.g. Using the factor command can...(Gaubatz 2015, Generating Factors, para. 2.).

If the name of the section is long, you may use the first few words of the section in quotation marks, e.g. The value of numbers needs to be random...(Gaubatz 2015, "Random Numbers and Generating" section, para.2.).

#### Tips for citing



- If the author(s) name appears in the text as part of the body of the assignment, then the year will follow in round brackets, e.g. According to Smith (2017).
- If the author(s) name does not appear in the body of the text, then the name and date should follow in round brackets, e.g. The terminology has been called into question when it was discovered...(Smith 2017).
- The abbreviations *ibid.* and *idem.* should not be used within the Harvard referencing system.
- If more than one of your citations has the same author and year of publication, then you should distinguish between them by using a lower-case letter following the year, e.g. It was discovered that...(Smith 2017a), this was supported by... (Smith 2017b).
- Some authors have the same surname and works published in the same year, if this is the case use their initial to distinguish between them, e.g. When looking at the average income it was found that...(Williams, A. 2009). However, it was also discovered that...(Williams, J. 2009).
- In some instances you may need to cite more than one piece of work for an idea. If this occurs, you should separate the references with a semicolon and cite them in chronological order, e.g. This point has been shown by numerous authors...(Jones 2014; Smith 2017).
- When citing in-text, include the name of up to three authors, if there are more than three authors for the work you are citing then use the name of the first author followed by "et al.", e.g. This was shown to be the case when Taylor et al (2015)...Or, the study shows...(Taylor et al. 2015).
- For items where the author is a corporation, cite the name of the corporation in full e.g. Birdwatching in the woods...(Woodland Trust 2016), unless their abbreviation is well-known e.g. The governance of the network...(BBC 2017).
- If a work is designated as Anonymous, use Anon instead of the creator's name, e.g. The literature suggests that...(Anon 1816).
- If the year of publication is not given, but can be established, it should be supplied. If the exact date is not known or cannot be established, an approximate date followed by a question mark (?), or preceded by ca. should be given. e.g.
  - When discussing matters of...(Hill 2005?).
  - When discussing matters of...(Hill ca. 2005)
  - It was found that...(Hill 21st century).
- If no date, or approximate date can be found, then you would state this, e.g. The ancient text indicated the use of... (Wells no date).
- If you use the date of copyright you should precede the date with any of the following:
  - e.g. The BBC showed that... (cop. 2017)
  - or © e.g. The BBC website used...(©2017)

### Quoting

Quoting is including a section of a source in your own work using exactly the same words as those used by the original author.

If you are directly quoting from a source, then you should include the page number in your citation.



A short quotation (under two lines), should be within the body of the text and in quotation marks, e.g.

There is still a labelling issue when it comes to flavourings in food, it is noted that, "flavours such as vanillin which occur naturally in food are called 'nature-identical'. The label does not have to state where it comes from." (Wilson 2009, p. 257).

If the quote is more than two lines, then it should be presented as a new paragraph which is preceded by a colon and indented from the rest of the text. You do not need to use quotation marks, e.g.

Wilson (2009, p. 257) has looked at food flavourings in the UK and makes the following observation about Vanilla:

In Britain, flavours such as vanillin which occur naturally in food are called 'nature-identical'. The label does not have to state where it comes from. A flavouring only counts as fully 'artificial' if it does not occur in nature at all, as is the case with another, stronger vanilla-substitute called ethyl-vanillin (often used in chocolate).

#### Omitting material from quotations

If you are omitting materials from an original source, use three dots [...] to indicate this, e.g.

Canter and Canter (1992) state that students come to the classroom with "their own needs, their own past experiences and ... their preconceptions of who you are, what your limits will be" (p. 49). It is important to manage the expectations of students effectively.

This does not need to be done at the beginning or end of a sentence.

#### Reference List

Wilson, C., (2009). *Swindled: From poison sweets to counterfeit coffee – the dark history of the food cheats*. London: John Murray (Publishers).

#### Paraphrasing

Paraphrasing is putting someone else's ideas into your own words. It does not mean changing the odd word or rearranging the sentence. When you paraphrase, you should restate the meaning of the original text in your own words. Be sure to cite and reference when you are paraphrasing someone else's work, e.g.:

Booth et al. (2016, pp.208-209) give the example of acceptable paraphrasing using Gladwell (2008) as their example:

This is the original quote from Gladwell (2008, p.38)

"Achievement is talent plus preparation. The problem with this view is that the closer psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play."

Below is an unacceptable paraphrase of the above quote because it follows the original too closely:



Success seems to depend on a combination of talent and preparation. However, when psychologists closely examine the gifted and their careers, they discover that innate talent plays a much smaller role than preparation (Gladwell 2008, p.38)

The next is an example of an acceptable paraphrase as the meaning of the original has been restated in the author's own words:

As Gladwell (2008, p.38) observes, summarising studies on the highly successful, we tend to overestimate the role of talent and underestimate that of preparation.

### Reference List

Colomb, G.G., Williams, J.M., Bizup, J. and Fitzgerald, W.T., (2016). *The craft of research*. 4th ed. Chicago: University of Chicago Press.

Gladwell, M., (2008). *Outliers: The story of success* New York: Back Bay Books.

### Summarising

Summarising means briefly stating the main ideas or arguments of a complete information source or a substantial portion of an information source.

Be sure to cite and reference when you are summarising someone else's work. A citation for a summary should include the author and date, e.g. (Smith 2017) or Smith (2017), but there is no need to include a specific page number.

### Secondary referencing

This is when you reference one author who is referring to the work of another and the primary source is not available (refer to the primary source where it is available). Secondary referencing should be avoided where possible - if you have only read the later publication you are accepting someone else's opinion and interpretation of the author's original intention.

You must make it clear to your reader which author you have read whilst giving details of original term by using 'cited in', e.g. (Ecott 2002, cited in Wilson 2009) or (Cannon 1989, quoted in Wilson 2009, p. 269).

In the reference list you should give details of the item you looked at. Looking at the above examples, you would reference Wilson (2009) in your bibliography/reference list.

### Creating a reference list

A reference list is the list of items you have used in your work. Reference lists in Harvard are alphabetical.

General tips for creating a list are:

- If you have distinguished between authors in your citation, you should use the same letter in your reference list to distinguish e.g. (Smith 2017b) will be Smith, S., (2017b). ...
- A reference with one author will appear before a reference with two plus authors, if the first author has the same last name e.g. Smith, S., (2017b) would appear before Smith, S. and Jones, A., (2017)
- Multiple references by the same author or creator are listed in chronological order.



- Corporations are listed using the first proper noun of the name, e.g. Royal Academy of Arts (The).
- For references with more than three authors, list all the authors in the reference list in the order they appear in the source. In some cases, there may be a long list of authors (in medical and scientific papers), if this is the case it is permissible to include the first author followed by et al. See [Journal article with many authors](#) for an example.
- Author/Editor names should be given in the following format: Surname, Initials e.g. Smith, F.G.
- Certain types of material, such as encyclopaedias or dictionaries, may not have one person or persons as the main author or editor. These can be referenced by title first e.g. OED online, ©2017. Oxford: Oxford University Press. [Viewed 26 January 2017]. Available from: <http://www.oed.com>
- Each reference should end in a full stop unless it is a link or DOI.
- Anonymous works should begin with Anon, followed by the date e.g. Anon, (1754). in your reference list.
- If the year of publication is not given, but can be established, it should be supplied.
- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by ca. should be given e.g.
  - [2005?].
  - [ca. 2005].
  - [21st century].
- If you use the date of copyright you should precede the date with any of the following:
  - e.g. (cop. 2015).
  - or © e.g. (©2015).

If no date, or approximate date can be found, then you would use [no date].

- If the item is widely known by, or was originally issued under, a title different from that of the preferred source, the alternative may also be given, in brackets if necessary. E.g.

Browne, J., (2010). *Securing a sustainable future for higher education: an independent review of higher education funding and student finance [The Browne Report]*.

- If a publisher is not listed or cannot be found, use one of the following (listed in order of preference):
  - Publisher or production company
  - Distributor or issuing body
  - Printer or manufacturer
  - Sponsoring body

### **Books with a single author**

If you are citing materials produced in a language other than English, but in roman script, you may need place a translated title in square brackets after the original title, depending on who the intended audience for your work will be.

[In the text](#)



For an in–text citation in your work, you would cite the reference as follows:

Bryman (2016) recommends...

Quantitative data is more suited to the study due to... (Bryman 2016).

#### In the bibliography/reference list

**Author Surname, Initial(s)., (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.**

Bryman, A., (2016). *Social research methods*. 5th ed. Oxford: Oxford University Press.

#### Books with two or three authors

##### In the text

For an in–text citation in your work, you would cite the reference as follows:

Wallace and Wolf (2006) found that...

Globalization is a theory that has many concepts... (Wallace & Wolf 2006).

#### Books with four or more authors

##### In the bibliography/reference list

**Author Surname, Initial(s). and Author Surname, Initial(s)., (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.**

Wallace, R. A. and Wolf, A., (2006). *Contemporary sociological theory: expanding the classical tradition*. 6th ed. Upper Saddle River, N.J.: Prentice Hall

##### In the text

For an in–text citation in your work, you would cite the reference as follows:

Begg et al. (2014) found that...

The elasticity of demand demonstrates...(Begg et al. 2014).

##### In the bibliography/reference list

**Author Surname, Initial(s)., Author Surname, Initial(s)., Author Surname, Initial(s). and Author Surname, Initial(s)., (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.**

Begg, D.K.H., Vernasca, G., Fischer, S. and Dornbusch, R., (2014). *Economics*. 11th ed. London: McGraw–Hill.

#### Book chapter in an edited book

##### In the text

For an in–text citation in your work, you would cite the reference as follows:

He (1997) found that...

The ethnic relations in China ...(He 1997).

Zheng (1997) looked at the cultural influences...

The culture of western business during the period...(Zheng 1997).



#### In the bibliography/reference list

**Chapter Author Surname, Initials., (Year). Title of chapter. In: Editor(s) Initial. Editor(s) Surname, ed(s). *Title of book*. Edition (if not first). Place of publication: Publisher. Page numbers.**

He, X., (1997). The market economy and ethnic relations in China. In: A. Ikeo, ed. *Economic development in twentieth century East Asia: the international context*. London: Routledge. pp. 190–205.

Zheng, X., (1997). Chinese business culture from the 1920s to the 1950s. In: A. Ikeo, ed. *Economic development in twentieth century East Asia: the international context*. London: Routledge. pp. 35–54.

#### Book chapter in an electronic book

##### In the text

For an in–text citation in your work, you would cite the reference as follows:

Becker (2012) identifies...

The research methodology for social policy...(Becker 2012)

##### In the bibliography/reference list

**Chapter Author Surname, Initial(s)., (Year). Chapter of title. In: Editor(s) Initials. Editor(s) Surnames, ed(s). *Title of book* [online]. Edition (if not first). Place of publication: Publisher. Page numbers. [Date viewed]. Available from: URL or doi:**

Becker, S., (2012). Approaches and methods. In: P. Alcock, M. May and S. Wright, eds. *The student's companion to social policy* [online]. 4th ed. Oxford: Wiley-Blackwell. pp. 12–18. [Viewed 5 October 2015]. Available from: <https://www.dawsonera.com/abstract/9781119960805>

#### Book (edited)

##### In the bibliography/reference list for one editor

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

Ikeo, A. ed., 1997. *Economic development in twentieth century East Asia: the international context*. London: Routledge.

##### In the bibliography/reference list for two editors

**Editor Surname, Initial(s). and Editor Surname, Initial(s). eds., (Year). *Title*. Edition (if not the first). Place of publication: Publisher.**

Parker, R. and Aggleton, P. eds., (2007). *Culture, society and sexuality: a reader*. 2nd ed. London: Routledge.

##### In the bibliography/reference list for three editors

**Editor Surname, Initials., Editor Surname, Initials. and Editor Surname, Initial. eds., (Year). *Title*. Edition (if not the first). Place of Publication: Publisher.**



Alcock, P., May, M. and Wright, S. eds., (2012). *The student's companion to social policy*. 4th ed. Oxford: Wiley–Blackwell.

### Book (electronic)

#### In the text

For an in–text citation in your work, you would cite the reference as follows:

Walliman (2011) looks at identifying the research problem by...  
By refining what information...(Walliman 2011).

#### In the bibliography/reference list

**Author Surname, Initial(s)., (Year). *Title of item* [online]. Edition (if not first). Place of publication: Publication. [Date Viewed]. Available from: DOI or URL**

Walliman, N.S.R., (2011). *Research methods: The basics* [online]. Abingdon: Routledge. [Viewed 19 November 2015]. Available from:  
<https://www.dawsonera.com/readonline/9780203836071/>

*For an e-reader (e.g. Kindle)*

**Author Surname, Initial(s)., (Year). *Title of item* [Model of e-reader]. Edition (if not first). Place of publication: Publication. [Date Viewed]. Available from: Name of website book purchased from**

Bryman, A. and Bell, E., (2011). *Business research methods* [Kindle Fire HD 8]. (3rd ed). Oxford: Oxford University Press. [Viewed 7 April 2017]. Available from: Amazon.co.uk

### Citing and referencing foreign language materials

*Citing material from non-roman script e.g. Cyrillic, East Asian languages*

If you are citing materials from non-roman script, you should transliterate the references to roman script. If you are unsure, you may want to consult with an expert of the language or an international standard to check.

#### For in-text citations

- Spell out the authors' family name, or corporate name, in roman script. If you are unsure of the correct spelling, you may want to consult with an expert of the language to check.

#### For references in the reference list/bibliography

- The family name of the author should be written in full roman script. The initials of the author(s) should also be given in roman script. The name should be given in the order in the reference.
- The title of the item (article/book/book chapter, etc.) should be given in roman script using the standard conventions for that language.
- The title should be translated into English and placed in square brackets immediately after the romanised title. The words in the square brackets should not use italics.
- The journal title, or title of a book (if it is an edited book), publisher's name all need to be given in roman script, but do not need to be translated. If there is an official English translation, then you may use it especially in cases where it provides greater understanding of the subject or publication.



### Example

Terao, M., (1998). *Denai kugi wa suterareru* [The nail that does not stick up may be thrown away]. Tokyo: Fusosha.

### Notes

- See more from East Asian Studies on the [Romanisation of East Asian Languages](#)

### *Materials in roman script*

### Conference paper

#### In the text

For an in–text citation in your work, you would cite the reference as follows:

Galar et al. (2014) identified that the risks of...  
SMART risk assessments...(Galar et al. 2014)

Redknap (2004) questioned whether settlements in North Wales...  
The geographical location of Anglesey meant that...(Redknap 2004).

Fujikami et al. (2015) identified that in order to improve Fast Device Discovery...  
Fast Device Discovery can be aided by...(Fujikami et al. 2015)

#### In the bibliography/reference list

##### *Physical item*

**Author(s) of paper Surname, Initial(s)., (Year). Paper title. In: Editor(s) of proceedings initials, Surname. (if known). ed(s) (If editors known). *Conference title, full date of conference, place of conference.* Place of publication: Publisher, Page numbers.**

Galar, D., Sandborn, P., Kumar, U. and Johansson, C–A., (2014). SMART: integrating human safety risk assessment with Asset Integrity. In: G. Dalpiaz, R. Rubini, G. D'elia, M. Cocconcelli, F. Chaari, R. Zimroz, W. Bartelmus and M. Haddar, eds. *Advances in condition monitoring of machinery in non–stationary operations, proceedings of the third international conference on condition monitoring of machinery in non–stationary operations, CMMNO, 2013, Ferrara, Italy.* Berlin: Springer, pp. 37–59.

Redknap, M., (2004). Viking–age settlements in Wales and the evidence from Llanbedrgoch. In: J. Hines, A. Lane and M. Redknap, eds. *Land, sea and home, proceedings of a conference on Viking–period settlement, July 2001, Cardiff.* Leeds: Manay Publishing, pp. 139–175.

##### *Online/Electronic*

**Author(s) of paper Surname, Initial(s)., (Year). Paper title. In: Editor(s) of proceedings initials, Surname (if known). ed(s) (If editors known). *Conference title, full date of conference, place of conference* [online]. Place of publication: Publisher, Page numbers. [Date viewed]. Available from: URL or doi:**

Fujikami, S., Sumi, T., Yagiu, R. and Nagai, Y., (2015). Fast device discovery for vehicle–to–pedestrian communication using wireless LAN. In: Institute of Electrical Engineers



(IEEE). *12th Annual IEEE Consumer Communications and Networking Conference (CCNC 2015), 9–12 January 2015, Las Vegas, Nevada, USA* [online]. New York: Institute of Electrical and Electronics Engineers. pp. 35–40. [Viewed 10 December 2015]. Available from: doi: 10.1109/CCNC.2015.7157943

#### Notes

- The name of the conference should be used as the author if an individual author, or corporate author cannot be identified.

#### Conference proceedings

##### In the bibliography/reference list

##### *Physical item*

**Editor(s) of proceedings Surname, Initial(s). ed(s)., (Year). Title of conference, full date of conference, place of conference. Place of publication: publisher. Volume (if needed).**

Dalpiaz, G., Rubini, R., D'elia, G., Cocconcelli, M., Chaari, F., Zimroz, R., Bartelmus, W. and Haddar, M. eds., (2014). *Advances in condition monitoring of machinery in non-stationary operations, proceedings of the third international conference on condition monitoring of machinery in non-stationary operations, CMMNO, 2013, Ferrara, Italy*. Berlin: Springer.

Orman, W. and Valleau, M.J. eds., (2014). *Proceedings of the 38th annual Boston University Conference on language development, 2013, Boston, Massachusetts*. Somerville, MA; Cascadilla Press. Volume 2.

##### *Online/Electronic*

**Editor(s) of proceedings Surname, Initial(s). ed(s)., (Year). Title of conference, full date of conference, place of conference [online]. Place of publication: publisher. Volume (if needed). [Date viewed]. Available from: URL or doi**

Institute of Electrical and Electronics Engineers (IEEE)., (2015). *12th Annual IEEE Consumer Communications and Networking Conference (CCNC 2015), 9–12 January 2015, Las Vegas, Nevada, USA* [Online]. New York: Institute of Electrical and Electronics Engineers. [Viewed 10 December 2015]. Available from: [http://ieeexplore.ieee.org/xpl/tocresult.jsp?asf\\_pun=7151874](http://ieeexplore.ieee.org/xpl/tocresult.jsp?asf_pun=7151874)

#### Notes

- The name of the conference should be used as the author if an individual author, or corporate author cannot be identified

#### Dissertation (undergraduate or masters)

##### In the text

For an in-text citation in your work, you would cite the reference as follows:

Vickers (2008) noted that the impact of technology has changed the way spaces within a library building are provided...



Learning spaces and services provided are changing due to technological advances (Vickers 2008)...

#### In the bibliography/reference list

**Author Surname, Initial(s)., (Year). Title. Type of qualification (Award and type), Awarding body.**

Vickers, S., (2008). *An oral history examination of how technology has impacted on library space using the University of Sheffield Library as a case study*. M.A. Dissertation, University of Sheffield.

#### Journal article (print)

##### In the text

For an in–text citation in your work, you would cite the reference as follows:

Austin (2009) argues that periodical conflict may be expected...  
It can be assumed that pickpocketing...(Austin 2009)

##### In the bibliography, in the reference list

**Author of article Surname, Initial(s)., (Year). Title of article. Journal title. Volume in bold(Issue), page range.**

Austin, T., (2012). Takers keepers, losers weepers: theft as customary play in southern Philippines. *Journal of Folklore Research*. **49**(3), 263–284.

#### Journal article with a DOI (electronic)

##### What is a DOI?

If you are unsure if the article you are looking at has a DOI, please see the following page: [What is a digital object identifier, or DOI?](#) which gives an explanation of the identifier.

##### In the text

For an in–text citation in your work, you should cite the reference as follows

Dobson (2006) identified that the depiction...  
The stereotypical portrayal of cultures...(Dobson 2006).

##### In the bibliography/reference list

**Author of article Surname, Initial(s)., (Year). Title of article. Title of journal [online]. Volume in bold(Issue), Page range. [Date viewed]. Available from: doi:**

Dobson, H., (2006). Mister Sparkle meets the 'Yakuza': depictions of Japan in The Simpsons. *Journal of Popular Culture* [online]. **39**(1), 44–68. [Viewed 5 October 2015]. Available from: doi: 10.1111/j.1540-5931.2006.00203.x

#### Journal article without a DOI (electronic)

##### In the text

For an in–text citation in your work, you would cite the reference as follows:



Ashby (1999) identified Zappa's style...  
The melodies in Zappa's work...(Ashby 1999).

#### In the bibliography/reference list

**Author of article Surname, Initial(s), (Year). Title of article. *Title of journal* [online]. Volume in bold(Issue), Page range. [Date Viewed]. Available from: URL**

Ashby, A., (1999). Frank Zappa and the anti-fetishist orchestra. *The Musical Quarterly* [online]. **83**(4), 557–606. [Viewed 5 October 2015]. Available from: <http://www.jstor.org/stable/742617>

#### Journal article preprint – ahead of publications

##### In the text

For an in-text citation in your work, you would cite the reference as follows:

Lichtenthaler (2016) demonstrated an innovation-based view...  
Complex relationships that appear in companies...(Lichtenthaler 2016)

##### In the bibliography/reference list

**Author Surname, Initial(s), (Year). [Forthcoming]. Title of Article. *Title of journal* [online]. Volume in bold(Issue), Page range (if available). [Date viewed]. Available from: URL or doi:**

Lichtenthaler, U., (2016). [Forthcoming]. Towards an innovation-based perspective on company performance. *Management Decision* [online]. **54**(1). [Viewed 7 January 2016]. Available from: <http://www.emeraldinsight.com/doi/abs/10.1108/MD-05-2015-0161>

#### Journal article with many authors

In some fields, such as medicine and physics, an article may have hundreds of authors, in such cases it may be impractical to list each one. You would reference as follows:

##### In the text

For an in-text citation in your work, you would cite the reference as follows:

Abbott et al. (2016) observed gravitational waves...  
The first observation of a binary black hole merger included...(Abbott et al. 2016)

##### In the bibliography/reference list

##### *Physical item*

**First or lead author of article Surname, Initial(s), et al., (Year). Title of article. *Journal title*. Volume in bold(Issue), page range.**

Abbott, B.P. et al., (2016). Observation of gravitational waves from a binary black hole merger. *Physical Review Letters*. **116**(6), 061102.

##### *Online/Electronic*

**First or lead author of article Surname, Initial(s), et al., (Year). Title of article. *Title of journal* [online]. Volume in bold(Issue), Page range. [Date viewed]. Available from: doi:**



Aubert, B. et al., (2002). The BABAR detector. *Nuclear Instruments and Methods in Physics Research Section A: Accelerators, Spectrometers, Detectors and Associated Equipment* [online]. **479**(1), 1-116. [Viewed 12 December 2016]. Available from: doi: 10.1016/S0168-9002(01)02012-5

### Notes

For references with more than three authors, list all the authors in the reference list in the order they appear in the source. In some cases, there may be a long list of authors (in medical and scientific papers), if this is the case it is permissible to include the first author followed by et al.

### Image (Online, e.g. Flickr)

*Online image (e.g. Flickr) with full details*

#### In the text

For an in–text citation in your work, you would cite the reference as follows:

Sunblocker by Schlamann (2015) depicts the lionfish...  
The image Sunblocker shows the lionfish...(Schlamann 2015)

The image Ladybower Plughole by Andy\_C (2005) shows the overflow...  
The overflow of the Ladybower reservoir can be seen in the image Ladybower Plughole (Andy\_C 2005).

#### In the bibliography/reference list

**Artist surname, Initial(s), (Year). Title of image [Type of image]. [Date viewed]. Available from: URL**

Andy\_C., (2005). *Ladybower Plughole* [digital image]. [Viewed 6 July 2016]. Available from: <https://www.flickr.com/photos/andycpics/3035948922>

Schlamann, C., (2015). *Sunblocker* [digital image]. [Viewed 6 July 2016]. Available from: <http://photography.nationalgeographic.com/photography/photo-of-the-day/lionfish-underwater-sunlight/>

*Online image without a clear title*

#### In the text

For an in–text citation in your work, you would cite the reference as follows:

The beach huts in the image by Ren\_7 (2010) depict...  
The beach huts shown in the image (Ren\_7 2010) are typical of those at British resorts...

The image from NASA Johnson Space Center (2015) shows the Earth as observed from...  
The image of Earth (NASA Johnson Space Center 2015)...

Pluto as seen by the New Horizons Spacecraft (NASA Johnson Space Center 2015) shows the surface...  
The surface of the dwarf planet Pluto by NASA Johnson Space Center (2015)...

#### In the bibliography/reference list



**Artist surname, Initials., (Year). [Title of image] [Type of image]. [Date viewed]. Available from: URL.**

NASA Johnson Space Center., (2015). [Earth from Deep Space Climate Observatory] [digital image]. [Viewed 11 July 2016]. Available from: <https://www.instagram.com/p/5Xs5tgqpIL>

NASA Johnson Space Center., (2015). [Pluto from New Horizons Spacecraft] [digital image]. [Viewed 11 July 2016]. Available from: [https://www.instagram.com/p/5Htd\\_cqpLC](https://www.instagram.com/p/5Htd_cqpLC)

Ren\_7., (2010). [Beach huts] [digital image]. [Viewed 11 July 2010]. Available from: <https://www.flickr.com/photos/ren7/5108123117/>

*Online image without a clear date*

#### **In the text**

For an in–text citation in your work, you would cite the reference as follows:

The Spicebush Swallowtail Butterfly as photographed by Marawski (ca. 2008) shows...  
The image of the Spicebush Swallowtail Butterfly (Murawski ca. 2008)

#### **In the bibliography/reference list**

**Artist surname, Initials., (Year). *Title of image* [Type of image]. [Date viewed]. Available from: URL**

Murawski, D. A., [ca. 2008]. *Spicebush swallowtail butterfly* [digital image]. [Viewed 11 July 2016]. Available from: <http://www.nationalgeographic.com/photography/photos/patterns-butterflies/#/1371.ngsversion.1467941567217.jpg>

#### **Notes**

- In some cases you may need to use the screen name of the creator if their real name is not available, this can be the case with image sharing websites.
- If there is no clear title to the image, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the image with a title, in square brackets, proving the following where possible
  - The subject matter.
  - The name or place of the object depicted, i.e. the person, the building, the location etc.
- If the year the image was taken is not available but can be established, then use this as your date.
- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca." should be used, this should be given in square brackets e.g.
  - [2005?]
  - [ca. 2005].
  - [20th century].
- If no date, or approximate date can be found then you would use [no date].

#### **Image – print (in a book)**

##### **In the text**

For an in–text citation in your work, you would cite the reference as follows:

The photograph of a broken window by Lynch (no date) shows the reflection...  
The shard of glass in the photograph (Lynch no date) shows the reflection...



The rabbit paintings in the photograph in the photograph by McNulty (2010)...  
The photograph shows paintings and imagery of rabbits in an apartment (McNulty 2010).

The painting by Kashiki (2008) shows a person who is in the middle of a creative process...  
The creative process of creating art is visualised in the painting (Kashiki 2008) which shows...

#### In the bibliography/reference list

**Artist surname, Initials., (Year). Title of image [Type of image]. In: Author initial(s), Author Surname, Year (if different from image). Title.. Edition (if not first). Place of publication: Publisher. Page number.**

Kashiki, T., (2008). Drawing person [acrylic and ink painting]. In: D. Elliott. 2011. *Bye bye kitty!!! Between heaven and hell in contemporary Japanese art*. New York: Japan Society Inc. p. 43.

Lynch, D., [no date]. [Broken window] [photograph]. In: D. Lynch, 2007. *The air is on fire*. 2nd ed. Paris: Fondation Cartier pour l'art contemporain. p. 327.

McNulty, A., (2010). Shirley Davisdon's fourth-floor front studio, with rabbit paintings [photograph]. In: R. Bernstein and S. Shapiro. *Illegal living: 80 Wooster Street and the evolution of SoHo*. Vilnius: Joseph Meko Foundation. p. 226.

#### Notes

- If there is no clear title to the image, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the image with a title, in square brackets, providing the following where possible
  - The subject matter.
  - The name or place of the object depicted, i.e. the person, the building, the location etc.
- If the year the image was taken is not available but can be established, then use this as your date.
- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca." should be used, this should be given in square brackets e.g.
  - [2005?]
  - [ca. 2005].
  - [20th century].

#### Image – original (e.g poster or photographs in an art gallery, personal photograph)

*Original photograph or image on display e.g. in an art gallery*

#### In the text

For an in-text citation in your work, you would cite the reference as follows:

The photograph by Nicholls (1919) captures preparations in London...  
The photograph 'Preparations for Peace Day Celebrations' (Nicholls 1919) shows the 18th Battalion...

The photograph by Prince (1986) captures...  
The image of a cowboy riding a horse (Prince 1986)...

Dewynters (1999) produced the iconic poster for the production of Cats...  
The poster for Cats at the New London Theatre (Dewynters 1999)...



### In the bibliography/reference list

**Surname of artist, Initial(s), (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available).**

Or if viewed online

**Surname of artist, Initial(s), (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available). [Date Viewed]. Available from: URL**

Dewynters., (1999). [Cats at the New London Theatre] [poster]. At: London: Victoria and Albert Museum, S.231–1999.

Dewynters., (1999). [Cats at the New London Theatre] [poster]. At: London: Victoria and Albert Museum, S.231–1999. [Viewed 1 August 2017]. Available from: <https://collections.vam.ac.uk/item/O48809/poster-dewynters-ltd/>

Nicholls, H., (1919). *Preparations for the peace day celebrations, July 1919* [photograph]. At: London: Imperial War Museum, Photograph Archive Collection, Q31324.

Nicholls, H., (1919). *Preparations for the peace day celebrations, July 1919* [photograph]. At: London: Imperial War Museum, Photograph Archive Collection, Q31324. [Viewed 2 January, 2016]. Available from: <http://www.iwm.org.uk/collections/item/object/205297061>

Prince, R., (1986). [Cowboy riding a horse] [photograph]. At: London: Victoria and Albert Museum, E.2755–1990

Prince, R., (1986). [Cowboy riding a horse] [photograph]. At: London: Victoria and Albert Museum, E.2755–1990. [Viewed 1 August 2017]. Available from: <https://collections.vam.ac.uk/item/O82859/untitled-cowboys-photograph-prince-richard/>

Tanqueray, P., (1930). *Ethel Edith Mannin* [photograph]. At: London: National Portrait Gallery, Photographs Collection, Room 29. NPG x14264.

Tanqueray, P., (1930). *Ethel Edith Mannin* [photograph]. At: London: National Portrait Gallery, Photographs Collection, Room 29. NPG x14264. [Viewed 1 July 2017]. Available from: <http://www.npg.org.uk/collections/search/portrait/mw14080/Ethel-Edith-Mannin?LinkID=mp13233&role=sit&rNo=0>

*Original photograph or image on display without a clear date e.g. in an art gallery*

### In the text

For an in–text citation in your work, you would cite the reference as follows:

Kinderhände im Washbeken by Dörner (ca. 1930) shows the willingness of photographers of the time to try new angles...

New ways of photographing subjects can be seen in the image Kinderhände im Washbeken (Dörner ca. 1930)

The image of Red Forte at Lahore Gate, New Dheli by Bourne (19th Century) shows...

The photogrph of Red Fort (Bourne 19th Century) shows the documentation of India...



La Torre di Palazzo Vecchio vista attraverso i finestroni del Campanile di Giotto by Allinari (19th Century) documents...

The image shows the Cathedral of Santa Maria del Firoe in Florence (Allinari 19th Century)...

#### In the bibliography/reference list

**Surname of artist, Initial(s), (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available).**

Or if viewed online

**Surname of artist, Initial(s), (Year). Title [Item type]. At: Place: Holding institution, department (if available), identifier or reference number (if available). [Date viewed]. Available from: URL**

Alinari, F., [19th century]. *La Torre di Palazzo Vecchio vista attraverso i finestroni del Campanile di Giotto* [photograph]. At: Sheffield: Graves Gallery, CGSG03475.

Alinari, F., [19th century]. *La Torre di Palazzo Vecchio vista attraverso i finestroni del Campanile di Giotto* [photograph]. At: Sheffield: Graves Gallery, CGSG03475. [Viewed 2 June 2017]. Available from: <http://collections.museums-sheffield.org.uk/view/objects/asitem/People@773/0?t:state:flow=129b7140-8b37-4dfc-b856-a63bf70e78fb>

Bourne, E., [19th century]. *Red Fort at Lahore Gate, New Delhi* [photograph]. At: London: Victoria and Albert Museum, 53195.

Bourne, E., [19th century]. *Red Fort at Lahore Gate, New Delhi* [photograph]. At: London: Victoria and Albert Museum, 53195. [Viewed 2 June 2017]. Available from: <http://collections.vam.ac.uk/item/O81545/red-fort-at-lahore-gate-photograph/>

Dörner, E., [ca. 1930]. *Kinderhände im washbecken [Children's Hands in Washbasin]* [photograph]. At: London: Victoria and Albert Museum, E.799–1997.

Dörner, E., [ca. 1930]. *Kinderhände im washbecken [Children's Hands in Washbasin]* [photograph]. At: London: Victoria and Albert Museum, E.799–1997. [Viewed 2 June 2017]. Available from: <https://collections.vam.ac.uk/item/O83191/childrens-hands-in-a-washbasin-photograph-dorner-erhard/>

#### Original photograph or image from a personal collection

You should not cite photographs taken by yourself that were taken for use in your research/project. Everything in your work is assumed to be your own work for that specific piece of research/project, unless you state otherwise i.e. citing someone else's work.

#### Notes

- If there is no clear title to the item, a popular title may be used if one exists. If a popular title to the image does not exist then you will need to supply the item with a title, in square brackets, proving the following where possible
  - The subject matter
  - The name or place of the object depicted, i.e. the person, the building, the location etc.
- If the year of the image is not available but can be established, then use this as your date.



- If the exact date is not known, an approximate date followed by a question mark (?), or preceded by "ca.", should be used, this should be given in square brackets, e.g.
  - [2005?]
  - [ca. 2005]
  - [20th Century]
- If no date, or approximate date can be found then you would use [no date].
- The original title of a translated information resource, or a translation of the title, may be supplied immediately after the original title, e.g. *Kinderbände im wasbbecken* [*Children's Hands in Washbasin*]

## Reports

### In the text

For an in-text citation in your work, you would cite the reference as follows:

Johnson and Fitzpatrick (2007) note that street users...  
Enforcement areas for the problem...(Johnson & Fitzpatrick 2007)

The Joseph Rowntree Foundation (2015) reported that...  
...the supply of new homes would need to be sustainable (Joseph Rowntree Foundation 2015)

J Sainsbury (2016) acknowledged the amount of food waste...  
Supermarkets are aware of the waste created due to...(J Sainsbury 2016)

Snowdon (2017) looked at the cost of healthy eating...  
It was found that the cost of a healthy diet...(Snowdon 2016)

### In the bibliography/reference list

#### *Physical item*

**Author Surname, Initial(s) or Corporate Author., (Year of publication). Title of report. Paper number [if applicable]. Place of Publication: Publisher.**

Johnson, S. and Fitzpatrick, S., (2007). *The impact of enforcement on street users in England*. Bristol: The Policy Press.

#### *Online/Electronic*

**Author Surname, Initial(s) or Corporate Author., (Year of publication). Title of report Paper number (if applicable) [online]. Place of Publication: Publisher. [Date Viewed]. Available from: URL or doi:**

J Sainsbury., (2016). *Sainsbury's food surplus and food waste: how we are delivering a positive impact* [online]. London: J Sainsbury Plc. [Viewed 4 May 2017]. Available from: <http://www.j-sainsbury.co.uk/media/3442510/Sainsbury's%20food%20surplus%20and%20food%20waste%20figures%2015-16%20report.pdf>

Joseph Rowntree Foundation., (2015). *Building sustainable homes* [online]. York: Joseph Rowntree Foundation. [Viewed 4 May 2017]. Available from: <http://www.jrf.org.uk/file/46481/download?token=UXZzH3XM&filetype=full-report>



Snowdon, C., (2017). *Cheap as chips: Is a healthy diet affordable?* IEA Discussion Paper No. 82 [online]. London: The Institute of Economic Affairs. [Viewed 30 March 2017]. Available from: <https://iea.org.uk/wp-content/uploads/2017/03/Cheap-as-Chips-PDF.pdf>

## Magazine

Guidance from the British Standard, BS ISO 690:2010 suggests that magazines should be referenced as a Journal Article.

In order to locate some of the information required for you may need to look at the following locations:

- The front of the magazine near the barcode
- The back of the magazine near the barcode
- The table of contents
- The publication information, which is normally written in very small text near the front of the magazine, or near the back of the magazine. This usually contains contact emails and copyright statements as well.

## Social media

### In the text

For an in-text citation you would cite the reference as follows:

Uni Shef Lib (2017) celebrated the opening of the...  
The anniversary of the Western Bank Library was marked on social media (Uni Shef Lib 2017).

University of Sheffield Library (2017) marked the first library opening at the university...  
The first library at the University opened in 1909 (University of Sheffield Library 2017).

### In the bibliography/reference list:

**Name of creator surname, initials [Screen name if applicable]., (Year). [Title of message - up to 40 words] [Medium]. Date of post. [Date accessed]. Available from: URL [Private access if privacy settings are in place].**

Uni of Sheffield Lib [UniSheffieldLib]., (2017). [*On this day in 1959, our Western Bank Library (then called the 'Main Library') was officially opened by T.S. Eliot* <http://www.sheffield.ac.uk/library/special/libcoll...>] [Twitter]. 12 May. [Accessed 15 May 2017]. Available from: <https://twitter.com/UniSheffieldLib/status/862945694457274368>

University of Sheffield Library., (2017). [*On this day, in 1909, the first library opened at the University of Sheffield*] [Facebook]. 26 April. [Accessed 15 May 2017]. Available from: <https://www.facebook.com/UniSheffieldLib/posts/1346273698788324>

### Notes

- You will need written permission from anyone involved in the post/conversation, before using them in your work.



- You may need to provide a title for the social media post if there is not one provided, you will need to supply the item with a title, in square brackets, providing a title using up to the first 40 words of the post.

## Thesis (print)

### In the text

For an in–text citation in your work, you would cite the reference as follows:

Wilson (2014) notes that whilst Rage Against the Machine signed with a major record label, their music still hold the intended meaning to the audience...

Popular music is still relevant to society when it makes a political statement even though the artist may be signed to a major record label... (Wilson 2014).

### In the bibliography/reference list

**Author Surname, Initial(s)., (Year). *Title*. Type of qualification (Award and type), Awarding body.**

Wilson, B., (2014). *It sounds like revolution: the changing role of popular music within political resistance movements*. Ph.D. thesis, University of Sheffield.

## Thesis (electronic)

### In the text

For an in–text citation in your work, you would cite the reference as follows:

Tomlinson (2009) found that differing amounts of grip...

Moisture can affect grip when examining...(Tomlinson 2009).

### In the bibliography/reference list

**Author Surname, Initial(s)., (Year). *Title*. Type of qualification (Award and type), Awarding body. [Date viewed]. Available from: URL**

Tomlinson, S.E., (2009). *Understanding the friction between human fingers and contacting surfaces*. Ph.D. thesis, University of Sheffield. [Viewed 14 October 2015]. Available from: <http://etheses.whiterose.ac.uk/150>

## Translation

### In the text

For an in–text citation in your work, you would cite the reference as follows:

Tolstoy (2008) explores the story of...

Anna Karenina (Tolstoy 2008) tells the story of...

Homer (1997) presents the tale...

The Odyssey (1997) demonstrates...

Dostoyevsky (2006) shows the dilemmas...

The character of Raskolnikov...(Dostoyevsky, 2006).



### In the bibliography/reference list

#### *Physical item*

**Author Surname, Initials., (Date of publication). *Title of item*. Edition (if needed). Translated from the (language) by (Translators full name). Place of Publication: Publisher.**

Homer., (1997). *The odyssey*. Translated by Robert Fagles. New York: Penguin.

Tolstoy, L., (2008). *Anna Karenina*. Translated from the Russian by Louise Maude and Aylmer Maude. Oxford: Oxford University Press.

#### *Online/Electronic*

**Author Surname, Initials., (Date of publication). *Title of item* [online]. Edition (if needed). Translated from the (language) by (Translators full name). Place of Publication: Publisher. Date updated [Date viewed]. Available from:**

Dostoyevsky, F., (2006). *Crime and punishment* [online]. Translated from the Russian by Constance Garnett. Salt Lake City: Project Gutenberg Literary Foundation. Updated 27 October 2016 [Viewed 5 May 2017]. Available from:  
<http://www.gutenberg.org/files/2554/2554-h/2554-h.htm>

Tolstoy, L., (1998). *Anna Karenina* [online]. Translated from the Russian by Constance Garnett. Salt Lake City: Project Gutenberg Literary Foundation. [Viewed 5 May 2017]. Available from: <http://www.gutenberg.org/cache/epub/1399/pg1399-images.pdf>

### Notes

The year of publication is for that specific item, this is due to different translations of the same item available.

You may not need to add the language the item is translated from, include the language if appropriate.

### Unpublished items

#### In the bibliography/reference list

For an in-text citation in your work, you would cite the reference as follows:

Hall (2011) noted that the changes...  
...the changes that occurred meant...(Hall 2011).

#### In the bibliography/reference list

**Author Surname, initial(s) or Corporate author., (Date). *Title of item*. Place of holding organisation: Holding organisation. [Unpublished item].**

Hall, D., (2011). *Making sense of changes*. Sheffield: University of Sheffield. [Unpublished item].

For more information about in-text citation and referencing multiple authors, see [Creating a citation and reference list](#) and click on the relevant section.

### Web page



#### In the text

For an in–text citation in your work, you would cite the reference as follows:

The Met Office (2013) explains the climate...  
Climate is the...(Met Office 2013)

#### In the bibliography/reference list

**Author of section Surname, Initial(s)/corporate author., (Year). Title of part [online]. *Name of website*. [Date viewed]. Available from: URL**

Met Office., (2013). What do we mean by climate? [online]. *Met Office*. [Viewed 14 October 2015]. Available from: <http://www.metoffice.gov.uk/climate-guide/climate>

NHS Choices., (©2015). Behind the Headlines [online]. *NHS Choices*. [Viewed 14 October 2015]. Available from: <http://www.nhs.uk/news/Pages/NewsIndex.aspx>

#### Website

##### In the text

For an in–text citation in your work, you would cite the reference as follows:

Rosen (2005) uses the website...  
The website contains poetry...(Rosen 2005)

World Bank Group (©2015)...  
The website...(World Bank Group ©2015)

##### In the bibliography/reference list

**Author of website Surname, Initial(s)., (Year). *Name of website*. [Date viewed]. Available from: URL**

Rosen, M., (2005). *Michael Rosen – The Website*. [Viewed 4 December 2015]. Available from: <http://www.michaelrosen.co.uk/>

World Bank Group., (©2015). *The World Bank*. [Viewed 6 October 2015]. Available from: <http://www.worldbank.org>