Intellect Books
Style guide

At Intellect we use the Harvard referencing system. This was developed in the United States in the 1950s and 1960s, and since then it has become the most commonly used system in international academic journals. The Harvard referencing system is flexible and simple, easy to use for the author as well as the reader.

Should you need additional information, there are a number of excellent Harvard referencing system sites on the Web such as:
- http://libweb.anglia.ac.uk/referencing/harvard.htm
- http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/

Please note that the styles on these sites may deviate from Intellect house style.

Additionally, please feel free to direct any queries you may have to amy.r@intellectbooks.com or your Production Manager.

CONSISTENCY

We use standard British English, using the Oxford English Dictionary as our source of reference, and the stylistic rules contained in the *New Hart's Rules* or the *Oxford Dictionary for Writers and Editors*, with a few minor exceptions.

Please note that there is a preference for 'ize' endings rather than 'ise' (e.g. 'organize', 'organization') but 'advertise' and 'compromise'; if you are unsure which ending to use, please consult one of the texts listed above. A list of preferred spellings of commonly used words can be found at the end of the guide.

A–Z OF STYLE

Abbreviations
Commonly used abbreviations: Ph.D., BBC, UN, MA, Dr (see also Subject Areas and Titles and Preferred Spellings).
Please spell out the names of countries (e.g. European Union, United Kingdom, United States) especially if they are used in a list or sentence containing the names of other countries
(e.g. France, Germany, Spain). Retain the abbreviated form if it is used as an adjective (e.g. US policy, EU Social Fund).
Do not confuse e.g. (meaning 'for example') with i.e. (meaning 'that is').

Acknowledgements
Acknowledgements should not appear as a footnote attached to the article title. Instead they should appear at the end of the article under the heading 'Acknowledgements'.

Articles not Papers
Please ensure that you use the term 'article' and not 'paper' when referring to your contribution to any journal. The term 'paper' can, however, be used when referring to submissions to a conference.

Bullet Points
The first word of each bullet point should have an initial capital letter and use full points only if the text in the bullet point consists of a completed sentence; otherwise use no punctuation if the bullet points are just a list of single (or a couple of) words or fragments of sentences.

Captions
The following is the agreed style for captions, and as much information as is available should be provided:

Figure 1: Artist, *Title of Artwork,* Year. Medium. Dimensions. Location. Copyright holder information [use of Courtesy of or © should be consistent].

For example:
Figure 1: Leonardo da Vinci, *Mona Lisa,* 1503. Oil on canvas. Courtesy of The Louvre, Paris.
Figure 1: Gran Fury, *Women Don't Get AIDS,* 1991. Offset lithography. Bus shelter sign, ink on acetate. 47" x 70" © Gran Fury.

See also Visual Arts in the References section. Please note the colon after the number and the terminating full point, even if the caption is not a full sentence.

Contractions
Spell out contractions (e.g. don't, didn't, I'll, etc.) in articles.

Dates
21 March 1978 (but September 11 or 9/11 is permitted)
1970s, 1980s
1964–67; 1897–1901
nineteenth century, twentieth century, twenty-first century

Emphasis
When italics are used for emphasis within quotations, authors are asked to ensure that they indicate whether the emphasis is from the original text (original emphasis) or whether they are adding it to make their own point (emphasis added).
We confine the use of bold type to headings and subheadings within articles. It should not be used for emphasis, or in the names of organizations or exhibitions.
Italics should only be used sparingly for emphasis as each use diminishes the effectiveness of the emphasis, and as italics are used for other purposes such as the titles of books, films or plays, etc. If an author wishes to draw attention to a word or phrase, it is acceptable to use roman type inside single quote marks.

Foreign Titles
The rules governing the capitalization of titles in some languages, such as French, are complex. Please see *New Hart's Rules* Chapter 12 for guidance. It is acceptable to treat foreign language titles in the same way as English ones**.** See also Translation below.

Foreign Words
Unless specified otherwise in the Preferred Spellings list (and in the *Oxford Dictionary for Writers and Editors*) foreign words and phrases inserted in the text should be italicized, but capitalized proper names of foreign organizations, institutions, political parties, trade unions, etc. should be kept in roman type, not in italics.

Hyphens
Please use a hyphen to avoid mispronunciation, particularly where there is a collision of vowels/consonants e.g. anti-intellectual. (Note that cooperate and coordinate are written thus, despite the collision of o). A hyphen can also be used to avoid confusion where a prefix is repeated (re-release, sub-subcategory) or to avoid confusion with another word (reform/re-form, re-cover/recover). Note that we use an en rule (–), rather than a hyphen (-) or an em rule (—), with space either side as a parenthetical dash, thus: 'There are two major kinds of populations – citizens and foreign exports – here.'

Lists

We prefer authors to use bullet points when they wish to list items of interest instead of numbered lists. See <u>Bullet Points</u> for instructions on how to format these. Numbers should only be used in a list if in the preceding paragraph the author specifies a certain number of points to be made. When numbers are used they should be formatted as follows: '1. 2. 3.' etc. if the points being made are listed one below the other. If the list of points is incorporated within a paragraph, then the numbers should be formatted '(1) (2) (3)' etc.

Notes

In general, we discourage the use of extensive notes – if something is worth saying, it is worth saying in the text itself. A note will divert the reader's attention away from your argument. If a note is necessary, please use Word's note-making facility, and ensure that these are endnotes, not footnotes. Place note calls outside the punctuation, *after* the comma, full stop, colon etc. The note call must be in superscripted Arabic ([1], [2], [3]).

Numbers

One to twenty (in words)
21–99 (in figures)
100, 200, 1000, 1500, 5000, 10,000
Numbers in a range, up to 100 both numbers appear in full: pp. 10–19, 19–21
After 100, only the changed part of the second number is used: 102–07, 347–49
thirty, forty, fifty (if expressed as an approximation)
15 years old (only introduce hyphens to avoid ambiguity, for example 'he is 7 years old', but '7-year-old children')
3 per cent, 4.7 per cent, 10 per cent, 25 per cent
16mm, 35mm, 6km^2

Percentages

We use 'per cent' rather than '%' if the term is used once or twice in a single isolated paragraph. '%' is only acceptable if a whole series of percentages are given within a paragraph in, for example, a statistical survey. Percentages should always be expressed in figures not words (i.e. 3 per cent; 4.7 per cent; 10 per cent; 25 per cent).

Personal Pronouns

Capitalize the initial letter in personal pronouns (e.g. He, Him, His) only when referring to God. Do not use this form when referring to prophets or founders of the world's religions (e.g. Abraham, Bahá'u'lláh, Buddha, Jesus, Muhammad, etc.).

Quotations

Our style for quotations embedded into a paragraph is single quote marks, with double quote marks for a second quotation contained within the first. The full point should follow the bracketed citation. All long quotations (i.e. over 40 words long) should be 'displayed' i.e. set into an indented paragraph with an additional one-line space above and below, and without quote marks at the beginning or end. For a display quote the bracketed reference appears after the full point, on a separate line.
Omitted material in quotations should be signalled by an ellipsis enclosed in square brackets: […].
Quotes embedded in a sentence, which include a capital in the original source should be amended to lower case using square brackets. For example: Nora Barnacle referred to Joyce's work as '[t]hat chop suey' (Maddox 1988), rather than Nora Barnacle referred to Joyce's work as 'That chop suey' (Maddox 1988).
Please avoid breaking up quotations with an insertion such as, for example: 'This approach to mise-en-scène', says MacPherson, 'is not sufficiently elaborated' (MacPherson 1998: 33).

Serial Comma

We prefer that you do not use a comma before the 'and' or the 'or' between the last two items. A comma is only required before 'and' if you are joining two independent sentences with a conjunction.

Subject Areas and Titles

Subject areas should be presented in lower-case unless they appear as part of an institutional title. Professional titles should be presented lower-case: Note: Ph.D., MA, BA, MFA, M.Sc.

> *For example:*
> 'Jack Smith is professor of drama and theatre studies in the Department of Drama at the University of Victoria. He specializes in contemporary performance practice, pedagogy and theatre education.'

Translations

If readers are unlikely to understand the title of a non-English-language work in your text (and references), the title in the original language may be accompanied by an English translation by the author, especially if its sense is not implied by the surrounding text. This applies to all types of work (journal article, book, film etc.). See References for more examples.

Unofficial translations (e.g. those by the author) should be placed in quotation marks with parentheses, in roman type with an initial capital on the first word of title and subtitle.

> *For example:*
> *Auraicept na-éces* ('Primer of the poets')

The official titles of published translations are set in italics inside parentheses.

> *For example:*
> Voltaire's *Dictionnaire philosophique* (*A Dictionary of Philosophy*, 1824)
> Zhang, Zimou (2004), *Shi mian mai fu* (*House of Flying Daggers*), China: Beijing New Picture Film Co.

REFERENCES

Citations
House style is Harvard references embedded in the main text in the Author date format, (Surname Year: Page).

> *For example:* (Harper 1999: 27)

Most of the subsections below contain examples for formatting in-text citations.
Multiple citations within the same sentence can be listed in any order, separated by semi-colons. References by the same author are separated with commas.

> *For example:* (Anon. 2012; Benjamin 2005, 2009; Rainer 1965).

Authors or artists cited in other works should be formatted as follows: (Williams cited in Hughes 2012: 54). This should be listed under the secondary work (i.e. Hughes) in the references.

References
There should be a single bibliography. The default name for this list is 'References'.
All items should be listed alphabetically by author or authorship. Numerous works from the same author or source should be listed together chronologically with the earliest work listed first. Bibliographies do not need to be split into 'References' and 'Further Reading', 'Works Cited' or 'Filmography'.
'Ibid.' and 'op. cit' are not used in Harvard referencing. Repeated names in the references should be replaced with a _____ before the year. See the Multiple works by the same author section below.
'et al.' can be used for in-text citations for works with three or more authors, but all author names should be provided in the References.
If a full first name is not available, initials can be used.
'Anon.' should be used for items for which you do not have an author.

We have provided examples of the preferred forms for references below. Occasionally you may need to cite a source not specified below – in which case please follow the example type that is most like your source.

1. BOOKS

Book titles should be in italicised Title Case. Book chapter titles should be in Sentence case within single quote marks. For the city of publication, US states are indicated using a two letter abbreviation, unless the state is deemed unnecessary (as in New York, NY).

Books with a single author
> **Reference:**
> Surname, Name (Year), *Title*, City: Publisher.

> *For example:*
> Anon. (1957), *Narrative in Early Renaissance Art,* Oxford: Books Press.

> Auslander, Philip (2007), *Theory for Performance Studies*, Abingdon: Routledge.

References should be alphabetised by author surname, taking multiple authors into account. Names containing the French prefix 'de' should not be alphabetised under 'D'.

> *For example:*
> Beauvoir, Simone de (2014), *The Second Sex,* London: Random House.

> Caputo, John (2000), *More Radical Hermeneutics: On Not Knowing Who We Are*, Bloomington: Indiana University Press.

> Certeau, Michel de (1997), *The Capture of Speech and Other Political Writings,* Minneapolis, MN: University of Minnesota Press.

> **Citation:** (Author Year: Page)
> (Auslander 2007: 57)
> (de Beauvoir 2014: 89)
> (de Certeau 1997: 99)

Books with multiple authors
Separate authors with a comma, using 'and' before the last author name. All names are in the order Surname, Name. 'Et. al' may be used within the text for books with three or more authors, but all names must be provided in the References section.
> **Reference:**
> Surname, Name and Surname, Name (Year), *Title,* City: Publisher.

> *For example:*
> Marx, Karl and Engels, Friedrich (2002), *The Communist Manifesto,* London: Penguin.

> **Citation:** (Author and Author Year: Page)
> (Marx and Engels 2002: 3)

Edited books
Editors are indicated with (ed.) or (eds). The abbreviation does not need a full point: (eds) not (eds.). The editor is referred to using Initial. Surname rather than full first name as standard.
N.B. The year should be that of the edited collection. If the chapter/article has been published elsewhere, the date of the original publication may appear in square brackets.

Listed under chapter author
> **Reference:**
> Surname, Name (Year), 'Title of chapter/article', in Initial Surname (ed.), *Title*, City: Publisher, page range.

> *For example:*
> Derrida, Jacques (2002), 'The university without condition', in P. Kamuf (ed.), *Without Alibi*, Stanford: Stanford University Press, pp. 202–37.

> Foucault, M. (1988), 'Technologies of the self', in L. H. Martin, H. Gutman and P. H. Hutton (eds), *Technologies of the Self: A Seminar with Michel Foucault*, Amherst: The University of Massachusetts Press, pp. 16–50.

Citation:
(Derrida 2002: 204–05)
(Woolf [1929] 2008: 45)

Listed under editor
Reference:
Surname, Name (ed.)/(eds) (Year), *Title,* City: Publisher.

For example:
Frank, Claudine (ed.) (2003), *The Edge of Surrealism: A Roger Caillois Reader*, Durham: Duke University Press.

Martin, L. H., Gutman, H. and Hutton, P. H. (eds), *Technologies of the Self: A Seminar with Michel Foucault*, Amherst: The University of Massachusetts Press, pp. 16–50.

Where the reference is part of a collection by the same author, the name can either be repeated (where the editor of a volume has also contributed a chapter), or omitted (where there are no other contributors, for example a collection of an author's work).

For example:
Jeffreys, Elaine and Allatson, Paul (2015), 'Afterword', in Elaine Jeffreys and Paul Allatson (eds), *Celebrity Philanthropy,* Bristol: Intellect, pp. 211–17.

Butler, Judith (1993), 'Arguing with the real', in *Bodies that Matter: On the Discursive Limits of 'Sex'*, New York: Routledge, pp. 139–68.

Alternative editions
The following abbreviations are used for later editions, multi-volume works and reprints. See Unpublished Works below for how to reference forthcoming titles.

Later edition: 2nd ed., 3rd ed.,
For example:
Ben-Naim, Arieh (2016), *Entropy Demystified: The Second Law Reduced to Plain Common Sense,* 2nd ed., London: World Scientific Publishing Company.

Revised edition: rev. ed.,
For example:
Koch, Liz (2012), *Core Awareness: Enhancing Yoga, Pilates, Exercise and Dance,* rev. ed., New York: North Atlantic Books.

Second volume: vol. 2, note lower case 'v'
For example:
Simon Sykes, Christopher (2014), *Hockney: The Biography,* vol. 2, London: Century.

Reprint: [following final end point] Rpt. in
For example:
Wein, L. and Wrightson, B. (1971), 'Swamp thing', *House of Secrets #92*, New York: DC Comics. Rpt. in Wein, L. and Wrightson, B. (1991), *Swamp Thing: Dark Genesis*, New York: DC Comics.

Translated edition: trans. ed.,
For example:
Kafka, Franz (2012), *Metamorphosis*, trans. ed., Edinburgh: Dead Dodo Vintage.

Multiple cities of publication
Multiple publication locations should be indicated as 'City and City: Publisher and Publisher' (not &, or /). US states are indicated using a two letter abbreviation, unless the state is deemed unnecessary (as in New York, NY).
For example:
O'Donoghue, Tom (2017), *Understanding Contemporary Education: Key Themes and Issues,* London and New York: Routledge.

Multiple works by the same author

References by the same author should be ordered from oldest to most recent. References for the same author with the same year should be distinguished using a, b, c etc. Commas are used to separate these in citations.

Repeated names in the references should be presented with a _____ before the year.

'Ibid.' and 'op. cit' are not used in Harvard referencing.

Reference:
Co-authored titles, or those that the author has edited, appear after the monographs in a reference list.

For example:
Žižek, Slavoj (1999), *The Ticklish Subject: The Absent Centre of Political Ontology,* London: Verso.

_____ (2006a), *How to Read Lacan,* London: Granta Books.

_____ (2006b), *Interrogating the Real,* New York: Continuum.

_____ (ed.) (2011), *Hegel and the Infinite: Religion, Politics and Dialectic,* New York: Columbia University Press.

Žižek, Slavoj and Daly, Glyn (2004), *Conversations with Žižek,* Cambridge: Polity.

Citation:
(Žižek 2006a, 2006b).

Books in a series

Reference:
When books are in a series, the series name appears after the book title, in Title Case without italics.

For example:
Margolis, Ellen and Tyler Renaud, L. (eds) (2010), *The Politics of American Actor Training,* Routledge Advances in Theatre and Performance Studies, London: Routledge.

Translations

Where an editor and/or translator are named

Reference:
Surname, Name (Year)

For example:
Lacan, J. (1988), *The Seminar of Jacques Lacan, Book 1* (ed. J. A. Miller, trans. J. Forrester), Cambridge: Cambridge University Press.

Nancy, J. L. (2008), *Philosophical Chronicles* (trans. Franson Manjali), New York: Fordham University Press.

E-books and pdfs

These appear in a similar style to other book or journal references, but a URL and accessed date are included. Page numbers are preferred if available.

If there are no pages available, the information may be omitted, or n.pag. may be used. If there is no date available, then n.d. may be used.

Original publication year may be referenced using square brackets.

There is no need to specify [ebook], [ejournal] or [online] in Harvard referencing.

Reference:
Surname, Name (Year), *Title,* City: Publisher and/or Collection, URL. Accessed date.

For example:
Carpentier, Nico (2011), *Media and Participation: A Site of Ideological-Democratic Struggle,* Bristol: Intellect, https://oapen.org/search?identifier=606390. Accessed 1 July 2016.

Carpentier, Nico (n.d.), *Media and Participation: A Site of Ideological-Democratic Struggle,* Bristol: Intellect, https://oapen.org/search?identifier=606390. Accessed 1 July 2016.

Conan Doyle, A. ([1907] 2004), 'Through the magic door', Adelaide: University of Adelaide Library Electronic Texts Collection, http://etext.library.adelaide.edu.au/d/doyle/arthur_conan/d75th/part1.html. Accessed 3 February 2003.

Citation:
(Author Year: Page)
(Carpentier 2011)
(Carpentier n.d.)
(Conan Doyle [1907] 2004: n.pag.)

Dictionary
Listed under a specific word
Reference:
'Word cited' (Year), *Dictionary Title,* Edition, City: Publisher, URL [if available]. Accessed date.

For example:
'footnoting, n.' (2016), *OED Online*, Oxford: Oxford University Press, http://www.oed.com/view/Entry/36961802. Accessed 23 May 2016.

Listed with no specific word
Reference:
Dictionary Title (Year), Edition, City: Publisher, URL [if available]. Accessed date.

For example:
Encyclopaedia Britannica (1991), 15th ed., Chicago: Encyclopaedia Britannica Inc.

Citation:
We suggest citing the title of the dictionary and year in all cases, whether a specific word is cited or not e.g. (*Dictionary Title* Year).
For example:
'footnoting'... (*OED Online* 2016)
(*Encyclopaedia Britannica* 1991)

Play and scripts
For printed publication/script of a play, emphasis is given to the author first. The play is referenced as a book.
Reference:
Surname, Name (Year), *Title of Play*, Series or Edition (Editors) [if applicable], City: Publisher.

For example:
Shakespeare, William (2001), *Henry VI – Parts I, II, III,* Signet Classics (ed. S. Barnet), NY: Penguin.
Rabey, David Ian (2004), *The Wye Plays: The Back of Beyond and The Battle of the Crows,* Bristol: Intellect.

Citation:
For a specific quote, citations include Act and Scene. They may also include a line number.
(Author, *Title of Play* Act. Scene [in numbers or numerals as provided]: line numbers)

For example:
'there is example for't; the Lady of the Strachy married the yeoman of the wardrobe' (Shakespeare, *Twelfth Night* II.V: 36–37).

Poetry and short stories
Poems and short stories should be referenced in the collection that they appear in, unless unpublished. Titles for poems and short stories appear in Title Case within quote marks.
Reference:
Surname, Name (Year), 'Title of Poem/Short Story', in *Title of Publication,* City: Publisher.

For example:
Fitzgerald, F. Scott (2012), 'The Jelly-Bean', in *Tales of the Jazz Age,* Oxford: Oxford University Press, pp. 11–15.

Plath, Sylvia (1968), 'Morning Song', in *Ariel,* London: Faber & Faber, p. 3.

2. JOURNAL AND NEWSPAPER ARTICLES

Article titles should be in Sentence case within single quote marks. Journal, newspaper and magazine titles should be in italicized Title Case.

Print journal articles
Reference:
Surname, Name (Year), 'Title of article', *Journal Title,* Volume: Issue, page range.

For example:
Overdiek, Anja (2016) 'Fashion designers and their business partners: Juggling creativity and commerce', *International Journal of Fashion Studies,* 4:1, pp. 27–46.

Citation:
(Overdiek 2016: 32)

Special issue or section
To cite an entire issue or special section of a journal, give the editors of the issue and title of the issue.
Reference:
Surname, Name (ed.) (Year), 'Title of special issue/special section', special issue/special section, *Journal Title,* Volume: Issue, page range.

For example:
Bolton, Lucy (ed.) (2015), '#Marilyneveryday', special issue, *Film, Fashion & Consumption*, 4:2&3.

Dillane, A., Langlois, T., Power, M. J., and Bhriain, O. N., (eds) (2015), 'Urban soundscapes and critical citizenship: Explorations in activating a "sonic turn" in urban cultural studies', special section, *Journal of Urban Cultural Studies,* 2:1&2, pp. 89–176.

Newspaper articles
Reference:
Surname, Name (Year), 'Title of article or column header', *Full Title of Newspaper,* Day and month, page range [column line if appropriate].

For example:
Asthana, A., Stewart, H. and Brooks, L. (2016), 'Theresa May visits Scotland to press case for "special union"', *The Guardian*, 15 July, p. 4b.

Citation:
(Asthana et al. 2016: 4b)

Online magazine or journal article
Reference:
Surname, Name (Year), 'Title of article', *Full Title of Magazine/Journal*, Volume: Issue, page range [if available], URL. Accessed date.

For example:
Bashforth, Kirsty (2016), 'The rules for socialising with work colleagues', *Harper's Bazaar*, July, http://www.harpersbazaar.co.uk/people-parties/bazaar-at-work/news/a37383/how-to-socialise-effectively-at-work/. Accessed 15 July 2016.

Citation:
(Bashforth 2016) or (Bashforth 2016: 13) if page numbers are available.

Online newspaper articles
Reference:
Surname, Name (Year), 'Title of article', *Title of Publication,* date, URL. Accessed date.

For example:
Asthana, A., Stewart, H. and Brooks, L. (2016), 'Theresa May visits Scotland to press case for "special union"', *The Guardian*, 15 July, http://www.theguardian.com/politics/2016/jul/15/theresa-may-to-visit-scotland-nicola-sturgeon. Accessed 16 July 2016.

Citation:
(Asthana et al. 2016)

Reviews

Unless the review is given an original title, book/conference/exhibition reviews should be clearly indicated as such using 'review'.

Reference:
Surname, Name [of reviewer] (Year), '*Title*', review, *Title of Publication,* Volume: Issue, page range, URL, Accessed date [if available].

For example:
Keddie, Nikki (2000), '*Women in the Medieval Islamic World: Power, Patronage, and Piety* by Gavin R. G. Hambly', review, *Iranian Studies*, 33: 1&2, pp. 242–45.

3. OTHER SOURCE TYPES

Archive material

Reference:
Author (Year), 'Title' or *Title* [If there is no title specified, do not use quote marks. Document MS number can be an appropriate replacement for title], date, City: Name of Library/Archive/Repository, Collection, MS Number [whichever available].

No title

For example:
Peacock, A. D. (1960), MS of BBC lecture broadcast, 1 May, Dundee: University of Dundee Archive Services, URSF 2/12/3(14).

Thompson, D. W. (1889), letter to Cambridge University Press, 25 May, St Andrews: University of St. Andrews Library Special Collections, MS 42523.

With title

For example:
Anon. (1557), 'Letter to my father', Oxford: Bodleian Library Special Collections, MS 4572/5.

Harris, C. W. J. (1969), *Charles William Frederick Goss*, London: Bishopsgate Institute Archive Collections, Charles Goss Collection 2/2.

Citation:
In text, these are often referred to by the MS number as well as or instead of the main title. Both are allowed.
In the anonymous 'Letter to my father' (Anon. 1557)
In the anonymous letter MS4572/5 (Anon. 1557)

Conference and symposium papers

Unpublished conference papers

Reference:
Author (Year), 'Title of paper', *Title of Conference: Subtitle,* Location, Date of conference.

For example:
Cook, D. (2000), 'Developing 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.

Published conference papers

Reference:
Author (Year), 'Paper title', in Editors/Authors (eds) [if available], *Proceedings Title,* Location and date of conference may also be included after the conference title. City: Publisher, page range [if available].

Golez, T. (2005), 'Calculus between mathematic and physics', in A. Beckmann, C. Michelsen and B. Sriraman (eds), *Proceedings of the First International Symposium of Mathematics and its Connections to the Arts and Science,* Berlin: Franzbecker, pp. 201–14.

Dissertations/Ph.D. theses
Reference:
Author (Year), 'Title of thesis', Ph.D. thesis/doctoral thesis/MA dissertation, City: Institution.

For example:
Erim, Greg (1999), 'Color perception in basic design education', Ph.D. thesis, Đstanbul: Marmara University.

Stahl, Geoff (2003), 'Crisis? What crisis?: Anglophone music-making in Montreal', MA dissertation, Montreal: McGill University.

Laws and Acts of Parliament
Reference:
Title of Act, (Year), chapter/section, paragraph [if available], URL. Accessed date.

For example:
Criminal Justice Act 2003 (2003), c. 44.3.2, http://www.legislation.gov.uk/ukpga/2003/44/contents/enacted. Accessed 18 July 2013.

Citation:
Authority, as defined in section 44.3.2. of the Act (Criminal Justice Act 2003)

Law report and court case
N.B. this follows accepted legal citation, rather than House Style.
Reference:
Name of parties involved in the case v. (Year), abbreviation part number/case number/, starting page [if available].

For example:
Australian Broadcasting Corporation v. Lenah Game Meats Pty Ltd. (2001), HCA 63, p. 1045.

Lessard v. Schmidt (1998), F. Supp 627, p. 483.

Personal interviews
Interviews may be cited in text and included in the references, although this is not compulsory for casual or informal conversations. In the references, the name of interviewer/interviewee, type of communication, location, day and month should be included [if available].
Reference:
Interviewee (Year), type of communication, location [unless email or telecommunication], date.

For example:
Alanson, Steve (2016), interviewed by Jack Sprat, New York, 4 July.

Björgvinsson, E. and Høg Hansen, A. (2009), telephone interview, 23 January.

Branson, Richard and Doe, John (2014), in person interview, Birmingham City University, 4 July.

Ernst, R. (2006), online interview, 21 January, http://www.namm.org/library/oral-history/roy-ernst. Accessed 23 August 2007.

Walters, F. (2007), letter to John Stephens, 23 January.

Walters, F. (2008), email to author, 1 December.

Citation:
(Branson 2014)

Published interviews (TV/Radio/Magazine)

TV

Reference:
Interviewee, (Year), interviewed by [name], *Name of Programme*, Broadcaster, date.

For example:
Abbott, Diane (2016), interviewed by Andrew Marr, *The Andrew Marr Show,* BBC One, 1 May.

Citation:
(Abbott 2016)

Print

Reference:
Interviewee, (Year), interviewed by [name], *Title of Publication*, Volume: issue, page range.

For example:
Cook, James (2005), interviewed by Rebecca Anderson, *Radio Times,* 135, pp. 12–14.

Citation:
(Cook 2005: 12)

Radio/Live
See also Transcripts section below.

Reference:
Interviewee, (Year), interviewed by Name, *Title of Programme* [if available], Broadcaster, location, date.

For example:
Fry, Stephen (2012), interviewed by Emma Lane, *Today*, BBC Radio 4, London, 23 March.

Citation:
(Fry 2012)

Reports by organisations

Reference:
Author OR Organisation name (abbreviation) (Year), *Title of Report,* Report number or series [if available], City: Publisher/Organisation [if available]. If online include URL and Accessed date.

For example:
Department for Business, Innovation and Skills (BIS) (2011), *Students at the Heart of the System,* Higher Education White Paper, London: BIS, https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/31384/11-944-higher-education-students-at-heart-of-system.pdf. Accessed 25 May 2015.

Healey, M., Flint, A. and Harrington, K. (2014), *Engagement through Partnerships; Students as Partners in Learning and Teaching in Higher Education*, York: Higher Education Academy.

European Court of Human Rights (ECHR) (2012), *Forthcoming Grand Chamber Judgments in Two Cases against Germany Concerning Media Coverage of Celebrities' Private Lives*, ECHR 041, Strasbourg: ECHR, http://hudoc.echr.coe.int/app/conversion/pdf/?library=ECHR&id=003-3827164-4392327&filename=003-3827164-4392327.pdf. Accessed 23 May 2016.

Seminars and lectures

Reference:
Author, (Year), 'Title of communication', lecture/seminar delivered at Institution, City, date, URL. Accessed date [if available].

For example:
Stewart, C. (2014), 'For an anthropology of History', Inaugural Professorial lecture delivered at University College London, London, 28 January, http://www.ucl.ac.uk/ah/inaugural-lectures-2013-14/inaugural-lecture-charles-stewart. Accessed 29 December 2014.

Transcripts

Transcript references appear similar to the medium of the source (i.e, book, website, etc.) but with some slight variations, including attributing the reference to the individual delivering the speech/performance rather than the platform hosting the transcription.

Reference:
Name (Year), 'Title of transcription', transcript [unless evident from the title], date [if available], Platform/Host of Transcription. Include URL and Accessed date if available.

For example:
Clinton, Hillary (2016), 'Full transcript of Hillary Clinton's NAACP speech: "This Madness Has to Stop"', Fortune, http://fortune.com/2016/07/18/hillary-clinton-speech-naacp-transcript/. Accessed 28 July 2016.

Carrick, Damien (2016), 'The consequences of dodgy migration advice', transcript, 26 July, ABC Radio National, http://www.abc.net.au/radionational/programs/lawreport/migration-agents/7637348#transcript. Accessed 29 July 2016.

Citation:
(Clinton 2016)

Religious texts
Bible

Reference:
Chapter: verse (Year), *Title of Bible Version*, Edition, City: Publisher.

For example:
Matthew 5: 3–12 (1985), *King James Bible,* International Edition, Oxford: Oxford University Press.

Citation:
(Matthew 5: 3–12, 1985)

Qur'an

Reference:
Qur'an (not in italics) surah/chapter: verse (Year), trans. [name], City: publisher.

For example:
Qur'an 18: 20 (2010), Abdel Haleem (trans), Oxford: Oxford University Press.

Citation:
(Qur'an 18: 20, 2010)

Working Paper
Reference:
Author (Year), 'Title of paper', working paper, City: Institution.

For example:
Grande, Michael (1998), 'Detecting financial growth in the arts', working paper, New York: New York University.

4. FILM AND BROADCAST MEDIA

DVD / DVD extras
Reference:
Interviews, features and other material from DVDs can be included in the reference list. These should include the following information: Surname, Name (Year), 'Title of piece', *Title of DVD/Film/Series,* DVD extras, City: Production Company.

For example:
Thomas, Rob (2007), 'Pitching Season 4', *Veronica Mars: Season Three*, DVD extras, Burbank, CA: Warner Bros.

Film

Reference:

Films should be listed alphabetically by director in the main References list, not under a separate 'Films cited' list.

Director surname, Name (Year), *Title*, Country of Origin: Production Company.

For example:

Spielberg, Steven (1993), *Jurassic Park,* USA: Universal Studios.

Citation: (Director surname, year). Note use of comma.

Jurassic Park (Spielberg, 1993).

Film festivals

References:

Film festivals would not usually be listed within a Reference list. For festival catalogues, see Electronic Sources or other print reference types if applicable.

Citation:

When referred to in the body of the text, Film Festivals should be in Title Case with no quotation marks. If the particular edition of the festival has a theme, however, this can be placed inside single quote marks.

For example:

The 2010 World Festival of Youth and Students was held in Caracas with the theme 'For Peace and Solidarity, We struggle against Imperialism and War!'.

Foreign Film

Reference:

Surname, Name (Year), *Original Title* (*Translation*)*,* Country: Production Company.

For example:

Fassbinder, Reiner Werner (1974), *Angst essen Seele auf* (*Ali: Fear Eats the Soul*), West Germany: Filmverlag der Autoren.

Citation: *Original Title* (*Translation*) (name of director, year of production).

Angst essen Seele auf (*Fear Eats the Soul*) (Fassbinder, 1973)

Radio programme

Reference:

Title of Programme (Year), Broadcaster, Location, date and month, local time. [as much information as is available].

For example:

Letter from America (2002), BBC Radio 4, UK, Friday 2 November, 8.45–9.00pm.

Underground Sounds (2008)*,* CKUT 90.3 FM, US, 18 February.

Online

Reference:

For example:

Parklive (2015), The Source FM, Australia, Saturday 12 January, http://www. thesourcefm. co.uk/ parklive. Accessed 11 January 2015.

Screenplays

Reference:

Surname, Name (Year), *Title*, draft number [if available], screenplay, City: Production Company.

For example:

Mayer, Carl (1927), *Sunrise: A Song of Two Humans*, screenplay, Los Angeles: Los Angeles Film Corporation.

Citation:

(Mayer 1927)

Unpublished
Reference:
Surname, Name (Year), *Title*, unpublished screenplay.

For example:
Smith, Tony (2016), *The Fear,* unpublished screenplay.

Citation:
(Smith 2016)

Television episode
Reference:
'Episode Title' (Date), director (dir.), *Series Title*, Season number Episode number (Day Month, Country: Production Company).

For example:
'Blood of My Blood' (2016), Jack Bender (dir.), *Game of Thrones,* Season 6 Episode 6 (29 May, USA: HBO).

Citation:
('Blood of my Blood' 2016)

Television series
Reference:
Title (Year–Year, Country: Production Company).

For example:
CSI (2002–2012, USA: CBS).

Ongoing
Reference:
Title (Year–present, Country: Production Company).

For example:
Game of Thrones (2011–present, USA: HBO).

Several versions/translations
For example:
Forbrydelsen/The Killing (2009, 2010, 2012, Denmark: Danmarks Radio, Norsk Rikskringkasting and Sveriges Television).

5. ELECTRONIC SOURCES AND NEW MEDIA

Websites
Websites and blog names are set in roman, title case with no quote marks. If citing the entire website, rather than a specific article with a separate author, the website can appear as the author.
Reference:
Name of the website OR Surname, Name (Year), 'Title of webpage', Website, URL. Accessed date.

For example:
Francois Ozon Official Website (2016), 'Home page'*,* http://www.francois-ozon.com/en. Accessed 27 June 2016.

Citation:
(Francois Ozon Official Website 2016)

Blog
Reference:
Surname, Name (Year), 'Title of blog entry', Blog title, date posted, URL. Accessed date.

For example:
Doble, Lily (2014), 'Westonbirt in autumn', Lily Doughball, 19 October, http://www.lilydoughball.com/category/photography/. Accessed 15 July 2016.

Citation:
(Doble 2014)

Blog comments
Reference:
Surname, Name OR Screen name (Year), 'Comment: Title of individual blog entry', Blog title, comment date, URL. Accessed date.

For example:
Chelsea (2014), 'Comment: Westonbirt in autumn', Lily Doughball, 8 November, http://www.lilydoughball.com/category/photography/. Accessed 15 July 2016.

Citation:
(Chelsea 2014)

Video/Vlog
Reference:
Surname, Name OR Screen name (Year), 'Vlog/video title', Title of platform,URL. Accessed date.

For example:
Sugg, Z. E. (2016), 'May favourites 2016', YouTube, https://www.youtube.com/watch?v=CR9g5BKeivk. Accessed 21 June 2016.

Citation:
'May favourites 2016' (Sugg 2016)

Facebook
Reference:
Surname, Name/Group page (Year), 'Facebook post', Facebook, date, URL. Accessed date.

For example:
Solomons, G. (2013), 'A little promo...', Facebook, 2 July, https://www.facebook.com/Intellect-81012892121/. Accessed 12 July 2016.

Facebook group
For example:
ruangrupa (2016), 'Events', Facebook, https://www.facebook.com/ruangrupa/events. Accessed 1 August 2016.

Citation:
(Solomons 2013)
(ruangrupa 2016)

Twitter
Reference:
Surname, Name (twitter handle) (Year), 'Tweet text', Twitter, date, URL. Accessed date.

For example:
Delaney, Richard (@RichardDDelaney) (2016), 'Let the reading commence:TEACHING ACTORS by Ross W Prior from @IntellectBooks. #Pedagogy #MustRead #Acting', Twitter, 28 June, https://twitter.com/RichardDDelaney/status/747896807338942465. Accessed 5 July 2016.

Citation:
(Delaney 2016) Or (@RichardDDelaney 2016)

Wikipedia
Reference:
Wikipedia (Year), 'Webpage title', URL. Accessed date.

For example:
Wikipedia (2014), 'Languages of South Africa', http://en.wikipedia.org/wiki/Languages_of_ South_Africa. Accessed 12 March 2014.

Video games
Reference:
Developer (Year), *Title*, City: Developer/Publisher.

For example:
Bethesda Game Studios (2008), *Fallout 3,* Rockville, MD: Bethesda Softworks.
Linden Lab, (2003), *Second Life*, San Francisco, CA: Linden Lab.

Citation: *Title* (or *abbreviation*) (Developer, year). Note use of comma.
Second Life (*SL*) (Linden Lab, 2003)

Podcast
Reference:
Broadcaster/Author (Year), *Title of Programme*, Series Title [if available], date of transmission, website address/URL, Accessed date.

For example:
Radio 4 (2016), *Should the Rich World Pay for Climate Change?,* The Global Philosopher, 28 July 2016, http://www.bbc.co.uk/programmes/b07lw4cx. Accessed 28 July 2016

Citation:
(Radio 4 2016)

YouTube video
See Video/Vlog.

Google Earth
Reference:
Google Earth version [if available] (Year data released), *Image location, co-ordinates, elevation*, Data set [if available], URL. Accessed date.

For example:
Google Earth 6.2 (2012), *Imperial War Museum 51.496496, -0.108261*, https://goo.gl/aEXrjj. Accessed 28 July 2016.

Citation:
(Google Earth 6.2 2012)

6. MUSIC AND PERFORMANCE

CD/Disk media format
Reference:
Title of Publication (Year), City: Producer, Publisher/Distributor.

For example:
The Official DSA Complete Learner Driver Pack (2006), London: TSO.

Citation:
The Official DSA Complete Learner Driver Pack (2006).

Song/composition
Song Titles should be in Title Case within single quote marks.

Song only
Reference:
Composer/lyricist/Recording artist (year of copyright/distribution), 'Title of Work', Format, City: Label.

For example:
Jagger, M. and Richards, K. (1968), 'Street Fighting Man', CD-ROM, London: Mirage Music.
Or
The Rolling Stones (1968), 'Street Fighting Man', CD-ROM, London: Mirage Music.

Citation:
'Street Fighting Man' (Jagger and Richards 1968) OR (The Rolling Stones 1968)

Song from album
Reference:
Composer/lyricist/Recording artist (Year of copyright/distribution), 'Title of Work', Recorded by A. A. Artist [if different from composer], *Title of Album,* Format, City: Label.

For example:
Jagger, M. and Richards, K. (1968), 'Street Fighting Man', *Beggars Banquet,* CD-ROM, London: Mirage Music.

Citation:
'Street Fighting Man' from *Beggars Banquet* (Jagger and Richards 1968)

Album
Reference:
Recording Artist (Year), *Title of Album*, Medium, Location: Label

For example:
Bowie, David (2016), *Blackstar*, CD-ROM, NY: Columbia Records.

Sleeve notes
Reference:
Author (Year), 'Title of Sleeve Notes', *Title of Album*, sleeve notes, Place of Distribution: Distribution company.

For example:
Bowie, David (2016), 'Blackstar', *Blackstar,* sleeve notes, New York: Colombia Records.

Citation:
(Bowie 2016)

Lyrics
See Song/Composition.

Scores
See Song/Composition. Scores may also have additional editor information
Reference:
Surname, Name [of originator/composer], (Year), 'Title of Score' (Editor), score, City: Publisher.

For example:
Beethoven, Ludwig van (1998), 'Symphony No. 5 In C Minor Op.67', score, UK: Dover Publications.

Citation:
(Beethoven 1998)

Music festival
See Music performance under Live Performance.

Live performance
Play
Reference:
Name of director (dir.) (year of performance), *Title of Performance,* name of playwright, performing company, location, date of performance [or date range].

For example:
Bell, J. (dir.) (2011), *Much Ado about Nothing*, W. Shakespeare, Bell Shakespeare Company, Drama Theatre, Sydney Opera House, 9 April–14 May.

Citation:
(Bell, 2011) note comma use

Dance
Reference:
Name of choreographer (year of performance), *Title of Performance,* performing company, location, city, date of performance [or date range]

For example:
Page, S. (2009), *Matthina*, Bangarra Dance Theatre, Playhouse, Queensland Performing Arts Centre, 29 May–7 June.

Citation:
(Page, 2009)

Music performance
Reference:
Surname, Name of artist/composer (Year of performance), 'Title of Composition/Song'*,* Live performance, Name of performing artist, Location, Date seen.

For example:
Black, F. (2010), 'Where is my Mind?', live performance, performed by the Pixies, Parc del Forum, Barcelona, 28 May.

Citation:
(Black 2010)

Music Festival
Reference:
Artist/band name (Year), Title if available*,* Location, Date.

For example:
Parton, Dolly (2014), Glastonbury Festival, UK, 22 June.

Citation:
(Parton 2014)

Music tour
Reference:
Artist/band name (Year), Tour title*,* tour date range, Place of performance.

For example:
Beyoncé (2016), The Formation World Tour, 27 April–2 October, Stadium of Light Sunderland.

7. VISUAL ARTS

Artworks
It is not compulsory to include artworks in the references list. If included, the following information should be provided. Artwork titles are in italics, Title Case. See also <u>Captions</u> above.
Reference:
Artist Surname, Name (Year), *Title,* City: Gallery/Museum or Collection.

For example:
Monet, Claude (1899), *The Water-Lily Pond*, London: The National Gallery.

Citation:
...as in the famous garden of *The Water-Lily Pond* (Monet 1899).

Image caption example:
Figure 1: Claude Monet, *The Water-Lily Pond,* 1899. Oil on canvas. Courtesy of The National Gallery, London.

Exhibitions
Reference:
Exhibition Title (Year), Gallery/place, city, date [if available].

For example:
Exposition Internationale du Surrealisme (1938), Galeri des Beaux-Arts, Paris, 23 January–15 March.

Citation:
Exposition Internationale du Surrealisme (1938)

Exhibition Catalogue
Reference:
Surname, Name (Year), *Exhibition Title*, exhibition catalogue, gallery, city, date.

For example:
Cakirkaya, Sena (2013), *Close Quarters,* exhibition catalogue, Istanbul Modern Art Museum, Istanbul, 9 May–17 November.

Or, if no specific author available
Reference:
Exhibition Title (2013), exhibition catalogue, gallery, city, date.

For example:
Close Quarters (2013), exhibition catalogue, Istanbul Modern Art Museum, Istanbul, 9 May–17 November.

Installations
Reference:
Artist Surname, Name (Year), *Title,* installation, installation location, City, date.

For example:
Serra, Richard (1968), *Splashing,* installation, Castelli Warehouse, NY, 1 January–1 April.

Citation:
(Serra 1968).

Image caption example:
Figure 1: Richard Serra, *Splashing,* 2013. Installation. Molten lead thrown against wall and floor.

Fashion collections
Reference:
Designer (year launched), *Title.*

For example:
McQueen, Alexander (2015), *Spring 2016 Ready-to-Wear.*

Citation:
McQueen's *Spring 2016 Ready-to-Wear* collection (2015)…

8. UNPUBLISHED WORKS

Unpublished work
Works that are in press or forthcoming can be set out in the following style:
Reference:
Surname, Name (forthcoming), *Title*, City: Publisher.

For example:
Jennings, P. (forthcoming), *A History of Speeches,* London: Horizon Press.

Millard, Kathryn (forthcoming), 'The universe is expanding', *Journal of Screenwriting*.

In-house publication
Reference:
Organisation/Institution (Year), *Title of Work,* medium/format, City: Publisher.

For example:
Intellect (2015), *Journal Catalogue 2016,* catalogue, Bristol: Intellect.

Citation:
The 2016 catalogue (Intellect 2015)

Personal communication
See personal interviews under Other Source Types.

Preferred Spellings

aaa
Academe
Act 1, Act 2
ad hoc (in roman, not italics)
Advocate-General (of European Court of Justice)
African American (no hyphen even when attributive)
Al-Jazeera
Al-Qaeda
anglophone (all lower case)
12ème *arrondissement*
artwork (all one word)
audio-visual
auteur, auteurism, auteurist (in roman, not italics)
Autonomous Communities (of Spain)

bbb
BA (Bachelor of Arts)
Berne
biotechnology, biofertilizer

ccc
Cahiers du Cinéma (in italics, two initial caps)
Channel 4, Channel 5
Chapter 1, Chapter 2 (in body text);
chapter 1, chapter 2 (in references)
coexist
Cold War
commonplace
communism, communist (all lower case except when referring to the Marxist-Leninist political
system in the Soviet Union, China, etc.)
Communist Party
cooperation, coordination
co-production
cultural studies

ddd
de rigueur (in roman, not italics)
DJ

eee
eastern
Easter Uprising (Ireland)
e-mail
Estado Novo (in roman type)
et al. (in roman, not italics)
Eurocentric
extratextual

fff
fascist, fascism (all lower case except when referring to Italian Fascist Party)
fellowships
Fifth Generation Chinese film directors
filmmaker, filmmaking
film noir, films noirs (plural) (in roman, not italics)
film school environment
Foley(s), Foley effects (capital 'F')
folk tale (two words)
francophone (all lower case) and *la francophonie*
Fredric Jameson (not Frederic nor Frederick)
further education (all lower case)

ggg
gang bang (two words)
geopolitical
glasnost (in roman, not italics, all lower case)
The Guardian

hhh
Hezbollah
higher education (all lower case)
hip hop
Hispanist
Home Rule

iii
Iberian peninsula
ibid. (not Ibid.)
inter-colony, inter-colonial
Internet (capital 'I') and Intranet
interrelationship
intertextual
inter-war
intifada (all lower case)

jjj
Jameson, Fredric
jouissance

kkk

lll
Labour Party (UK)
Labor Party (Australia)
Latin American (no hyphen)
life cycle, life form
lifespan, lifestyle
lists: 1. 2. 3. (not (a), (b), (c))
Luso-Brazilian
lusophone (all lower case)

mmm
MA (Master of Arts)
Maghreb
marketplace
Mass (said Mass, hear Mass. i.e. Catholic term)
master's degree
McGuffin
media studies (all lower case) unless the name of a specific examination or qualification (e.g. BA
Media Studies)
media (should always be treated as plural)
MFA
micro-organism
micro-organization
mise en abyme (italics, no hyphens)
mise-en-scène (italics, hyphenated)
M.Sc.
multi-centred
multi-layered
multimodal
multinational
multiracial
multi-screen, multi-storey

nnn

nation state (no hyphen)
nationwide
neo-liberal
New Wave (but see nouvelle vague
below)
northern
nouvelle vague (in italics, two separate
words, all lower case)

ooo

off-screen
offstage (all one word, not hyphenated)
online
on-screen
onstage
op. cit.
outdate

ppp

par excellence (in roman, not italics)
Pax Americana (in roman, not italics)
per se (in roman, not italics)
Ph.D.
policy-making, policy-maker
postcolonial
postmodern
post-structural, post-structuralism
practice as research
prerequisite
public service broadcasting

qqq

rrr

Radio 1, Radio 2
reinvention
(Laughton) Report, (but 'the report')
roman noir (in italics)

sss

screenwriter, screenplay
scriptwriter
September 11 (if referring to attack on the World Trade Center in 2001)
Sixth Generation Chinese film directors
smallholder
sociocultural
socio-economic
sociopolitical
southern
spaghetti western (all lower case)
spiritualism
sync, synced (not synch, synched)

ttt

takeover
The Times (UK), but the *New York Times*
Transition to Democracy (the period just after the death of Franco in Spain)

uuu

vvv

vice versa (no hyphen)

voice-over
Volume 1, Volume 2 (in body text)
vol. 1, vol. 2 (in references)
voodoo

www
War on Terror
webcam
website
western society (but the West)
World Trade Center (note US English spelling)
world-view

xxx

yyy

zzz
Zeitgeist (initial cap., not italics)