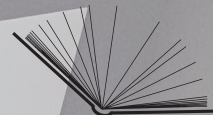




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



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Llyfrgell Adnoddau Dysgu | Library & Learning Resources

REFERENCING HANDBOOK

IEEE

UWTSD: Library and Learning Resources

Version 1.3
Updated October 2024

Welcome

Welcome to the 2nd revised edition of the University of Wales Trinity Saint David's Referencing Handbooks!

Referencing accurately is an essential skill to learn during your studies, and these handbooks are designed to support you in your learning and help you to navigate what can sometimes seem quite confusing. The referencing handbooks are available for the four styles used at UWTSD, with suggestions for further, in-depth resources and advice on getting support from your Academic Liaison Librarian. To learn more about plagiarism and referencing, please explore our [Academic InfoSkills page](#) on our library website.

We would like to thank the academic staff involved for their time and input in developing these handbooks, and hope these provide a useful resource.

We are happy to receive feedback on these guides, which will be reviewed. Please contact library@uwtsd.ac.uk with any suggestions.

The UWTSD Academic Liaison team, Library and Learning Resources

Resource last reviewed and updated: October 2024

Next review date: August 2025

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Introduction

There are four recommended referencing styles in use at the University of Wales Trinity Saint David:

- APA (American Psychological Association).
- Harvard.
- IEEE (Institute of Electrical and Electronics Engineers).
- MHRA (Modern Humanities Research Association).

You can find out which referencing standard you should be using by looking in your Programme Handbook. All of the referencing handbooks are available online: <https://uwtsd.ac.uk/library/partnership-students-and-external-borrowers>

How do I use this guide?

The purpose of this handbook is to provide you with the basic principles of referencing, and to get you started in understanding the how and why of referencing. This handbook provides examples of how to produce in-text citations and references from a selection of some of the most widely used sources you may encounter over the course of your studies.

An example of how the reference should appear in your text will be shown in this box.

An example of how the reference should appear in your reference list or bibliography will be shown in this box.

However, this guide is not intended to be exhaustive and additional examples, and guidance can be found in:

[IEEE Journal Titles and Abbreviations](#)

[IEEE Referencing Style Guide: \(Updated 2022\).](#)

[The \(Online\) Cite Them Right database](#)

The current edition of R. Pears and G. Shields, *Cite Them Right: The Essential Referencing Guide*, 12th ed. Basingstoke, UK: Bloomsbury, 2022.

What is referencing?

When producing an academic assignment, you will be expected to acknowledge other people's work by referencing them in a recognised and consistent format. You will also need to provide details of the resources you have read for your assignment. There are a number of reasons why this is necessary:

- To demonstrate the breadth of research you have undertaken.
- To add academic credibility to your arguments.
- To enable readers to find the sources you have used in your work.
- To acknowledge the work of others and avoid accidental plagiarism.

How do I avoid plagiarism?

Accurate referencing also means you avoid plagiarism, which is passing off someone else's work as your own. The University's full definition of plagiarism can be found within the University regulations: <https://www.uwtsd.ac.uk/academic-quality-handbook>

Plagiarism can be deliberate or accidental; without accurate referencing, it is possible to accidentally plagiarise someone else's work. Therefore, understanding when and how to reference will help you to easily avoid this.

Do you have any tips before I begin my work?

- Make sure that you know which referencing style your School recommends before you begin. This information is included in your Programme Handbook.
- Keep a record of the sources you read as you go along.
- Be consistent in the records you keep and in the way you reference.
- Give yourself enough time to check your work.
- Try to put yourself in the shoes of the reader. Think: "if I wanted to find the source of this information, could I?"
- If in doubt, seek clarification or ask for help!

How can I get further help and support?

You will be given an in-class session on referencing during the first year of your course. We have online supporting material available via our InfoSkills programme: <https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills>. Follow @UWTSDLib on Facebook, X (formerly known as Twitter) or Instagram, or explore our events calendar on the library website for updates on when and where these will be held.

There is a dedicated Academic Liaison Librarian for each academic area, and their role is to support you with a variety of information skills throughout your course. Find out who your Academic Liaison Librarian is and book an appointment here: <https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/using-our-libraries/book-appointment> or by popping into your nearest UWTSd library.

Support for referencing is also available from Student Services, and study skills drop-ins are available across the campuses.

Students at Partner Institutions should check with the library at their home institution to find out which standard they should be using and where to get support.

IEEE Referencing: The Basics

The IEEE referencing style is a numeric system, used primarily within the field of Computing and Engineering, it consists of:

In-text citations

These are used when referring to a source of information within the text of your assignment to show where it came from. Sources should be acknowledged with a citation number in square brackets [], continuing in ascending order throughout your assignment, unless you are referring to a previously cited source, in which case you should repeat the same number.

If you are quoting directly from the source, paraphrasing a specific part, or referring to specific tables, graphs etc. you must include the page / figure / location after your citation number.

The in-text citation number should be placed directly after the reference and within the punctuation.

Examples:

...as demonstrated in [1].

Refer to a specific page, chapter, image, figure, table etc. in a source:

The properties of the selected material [2. p. 11, table 2.1] signify...

Further Examples:

[2, Appendix IV]; [2, Ch.4, pp. 6-8]; [2, p.7, Fig.2].

Using an author's name to introduce a source:

As proposed by Jones [3]...

If there are three or more authors, you can abbreviate to *et al.* after the first author:

The radical approach taken by Maher *et al.* [4]...

Referring to consecutive multiple sources:

Previous studies [1]-[3] based their selection criteria on...

Referring to non-consecutive multiple source:

Researchers [1], [3], [5] have attempted to explain how...

IEEE Referencing: The Basics

A reference list

The purpose of the in-text citation is to refer you to the full details of the publication within a reference list or bibliography at the end of your work. It should enable any reader to locate your original source. In IEEE style your reference list should be in numeric order (not alphabetical) and should be formatted as follows:

- Align references left.
- Single-space entries, double-space between.
- Place number of entry at left margin, enclosed in square brackets.
- Indent text of entries.
- End with a full stop (except those which end with an URL).

A bibliography can also sometimes be requested by your tutor. A bibliography is a list of all the sources you have read for your assignment, whether you have cited them in your text or not and therefore more exhaustive than a reference list. If you are not sure which is required, ask your lecturer.

How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you take the exact wording used by another author and insert it in your work. You must include the page (or paragraph / location if no pagination) number.

Note: Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation – 3 lines or more

Format:

- Enter as a separate paragraph.
- Indent the paragraph.
- Quotation marks are not required.
- Follow with the in-text citation [in square brackets].

Example:

The growth of social media and accessibility of the internet has led to a rapid increase in digital citizenship. As Bradley comments:

Over the last decade the internet has slowly but surely morphed into a resource that allows individuals to share whatever they wish, from their innermost thoughts to photographs of their suppers. Moreover, they can do this with virtually no technical background knowledge or skill [1, para 3].

How do I quote, paraphrase and summarise in my work?

Short quotation – less than 3 lines

Format:

- Include in the body of text.
- Enclose in double quotation marks.
- Follow with the in-text citation and page / paragraph / location number [in square brackets].

Example:

Bradley emphasises that modern digital citizens can participate in the online community with “virtually no technical background knowledge or skill” [1, p. 3].

Paraphrasing and summarising

Paraphrasing is when you take someone else’s idea and put it into your own words. Summarising is when you provide a brief overview of someone else’s idea. You should provide a citation even when paraphrasing, to acknowledge the source. You would only need to provide a page number if you are referring to a very specific area or part of the text. You will need to use your judgment as to whether this is necessary. Put yourself in the shoes of the reader; are you referring to a whole work or concept or a very small part of it.

Example of a summary:

Bradley [1] notes that the growth and accessibility of the internet and its various social media platforms has made it easier than ever for individuals with very little IT knowledge to become digital citizens and participate in a growing online community.

Abbreviations

IEEE requires certain information in the reference list to be abbreviated. These are usually expected when referencing sources such as journal articles, conferences, standards, websites and patents.

The following guides will help you with your abbreviations:

- [2023 IEEE guide](#)
- [IEEE Magazine titles and reference abbreviations](#)
- [CAS Source Index \(CSI\)](#)

How do I reference specific types of resources?

1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:

[Assigned citation number, page number if applicable]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Author's initials and surname
- Title: subtitle (in italics with significant words capitalised)
- Edition (if not first)
- City of publication: Publisher
- Year of publication

Online:

- DOI (followed by a full stop)
or
- [Online]. Available: URL (no full stop)

1.1 Book with up to six authors

- [1] M.F. Ashby, H. Shercliff and, D. Cebon, *Materials: Engineering, Science, Processing and Design*, 4th ed. Oxford, UK: Butterworth-Heinemann, 2019.

1.2 Book with more than six authors

Note this is different to your in-text citation , which is three or more when using *et al.*

- [2] W.K. Chen, et al., *Linear Networks and Systems*, Belmont: Wasworth Press, 2003.

1.3 Chapter within an edited book

- [3] S. Sasmal and I. Pan, "Reliable data auditing and ACO-based resource scheduling for cloud services," in *Swarm Intelligence for Cloud Computing*, I. Pan, M.A. Elaziz and S. Bhattacharyya, Eds., Boca Raton, FL: Chapman & Hall/CRC, 2021. pp. 107-125. doi: 10.1201/9780429020582.

1.4 Book with an organisation as author

In this case, the name of the organisation is treated as the author.

- [4] Huawei Technologies Co. Ltd., *Cloud Computing Technology*, 2023. Gateway East, Singapore: Springer Nature Singapore, 2023. doi: 10.1007/978-981-19-3026-3.

How do I reference specific types of resources?

1.5 Secondary citation

Secondary referencing is when the information source you are using has cited (summarised or paraphrased) or quoted the work or research of another author, and you want to use this in your own work.

The IEEE referencing style recommends that you always try to locate and reference the original source, but if you cannot, you are advised to cite the information source you have read; however make it clear that it is a secondary reference.

Example:

Barnett, as quoted in Smith [1, p. 3], is credited with having identified “a significant skills gap in the area of cybersecurity.”

Your reference list will show the William Smith book you have read, not the Mark Barnett book being quoted.

2. Journal articles

Most references to journals, should adhere to the following general format. Elements may vary slightly. Specific examples are provided. Note: journal titles are abbreviated with the exception of ‘Proceedings of the IEEE’ which is not abbreviated.

Most references to journals should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:

[Assigned citation number]

Reference list / Bibliography

Print:

- Assigned citation number in square brackets
- Author’s initials and surname
- “Title of article”
- Abbreviated Title of Journal (in italics)
- Volume and issue information
- Page range or article number
- Abbreviated month, and year of publication

Online:

- DOI (followed by a full stop)
or
- [Online]. Available: URL (no full stop)

How do I reference specific types of resources?

2.1 Journal articles with two to six authors

With volume, issue and pages:

- [5] L. Ordinez, G. Eggly, M. Micheletto, and R. Santos, "Using UML for learning how to design and model cyber-physical systems," *IEEE-RITA*, vol. 15, no. 1, pp. 50-60, Feb. 2020, doi: 10.1109/RITA.2020.2978416.

With article number:

- [6] B. Liu, J. Jiang, S. Shen, F. Zhou, J. Shi, and Z. He, "Effects of curing methods of concrete after steam curing on mechanical strength and permeability," *Constr. Build. Mater.*, vol. 256, Sep. 2020, Art. no. 119441, doi: 10.1016/j.conbuildmat.2020.119441.

2.2 Journal articles with more than six authors

URL:

- [7] S. Shamshirband *et al.*, "Sensorless estimation of wind speed by adaptive neuro-fuzzy methodology," *Int. Jnl. of Elect. Power and Energy Syst.*, vol. 62, pp. 490-495, Nov. 2014. Accessed: Aug. 22, 2023. [Online]. Available at: <https://www.sciencedirect.com/science/article/pii/S0142061514002701>

DOI:

- [8] B. Scholkopf *et al.*, "Toward casual representation learning," *Proceedings of the IEEE*, vol. 109, no. 4, pp. 612-634, May 2021, doi: 10.1109/JPROC.2021.3058954.

Note: If you are referring to a paper which has yet to be fully published in a journal. You should ensure you use one of the following styles. See [IEEE guidelines](#) for examples.

Reason:	Wording:
Paper has been accepted or scheduled for a future publication.	to be published (written after journal title).
Paper has not yet been accepted or scheduled for publication.	submitted for publication (written after paper title).
Paper has an online early access. Ensure to include version date and doi.	early access (written after journal title and before date and doi).

How do I reference specific types of resources?

2.3 Newspaper article (Accessed via NewsBank library database)

Note: Use the permalink from the library catalogue to the database, not the URL on the site.

- [9] M. Srivastava, "'Nevada Group' hackers hold almost 5,000 corporate computer networks to ransom — technology," *Financial Times*, p. 10. Feb. 24, 2023. Accessed: Aug, 23, 2023. [Online]. NewsBank. Available:
https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/11c0I68alma9925262102421

2.4 Magazine article (Accessed online)

- [10] M. Sparks, "Analogue chips can slash the energy used to run AI models," *New Sci.* Aug. 23, 2023. Accessed: Aug. 24, 2023. [Online]. Available:
<https://www.newscientist.com/article/2388005-analogue-chips-can-slash-the-energy-used-to-run-ai-models/>

3. Internet

Identifying the type of information, you find on the internet can sometimes be difficult. It is important to distinguish exactly what you are referring to. Follow the examples of how to reference individual sources, such as books, journals, images etc. as shown in this guide. This rule is also followed when referencing a PDF. You will need to identify the closest matching format to your source.

Webpages created by individuals and organisations generally adhere to the following format. Elements may differ slightly, depending on the source.

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Author's initials and surname
- "Title of page, post or video"
- Title of Website, blog/vlog
- Accessed: month, day, year
- [Online].
- Available: URL

Many websites do not give an author. In this instance use the organisation/corporate author instead.

How do I reference specific types of resources?

3.1 Websites

Individual Author(s):

- [11] D. Steed and R. Black. "Moveit hack: Attack on BBC and BA offers glimpse into the future of cybercrime." *The Conversation*. Accessed: Aug. 23, 2023. [Online]. Available: <https://theconversation.com/moveit-hack-attack-on-bbc-and-ba-offers-glimpse-into-the-future-of-cybercrime-207670>

Organisational author:

- [12] Intel. "What is a zero-day exploit." Intel. Accessed: Aug. 23, 2023. [Online]. Available: <https://www.intel.com/content/www/us/en/business/enterprise-computers/resources/what-is-a-zero-day-exploit.html>

3.2 Video / film on a sharing website

Example: YouTube

- [13] MATLAB, USA. *How to Use Datastores* (July 18, 2023). Accessed: Aug. 23, 2023. [Online video]. Available: https://www.youtube.com/watch?v=E_uu4a1-KF8

3.3 Podcast

- [14] G. Castelein. "Understanding machine learning software and platforms," *The Cloudcast* (Aug. 16, 2023). Accessed: Aug. 23, 2023. [Podcast]. Available: <https://www.thecloudcast.net/2023/08/understanding-machine-learning-features.html>

3.4 Blog

- [15] I. Mewburn. "Mind the gap (in the literature)" *The Thesis Whisperer*. (May, 26, 2023). Accessed: Aug. 11, 2023, [Blog]. Available at: <https://thewhisperer.com/2023/05/26/literaturereviewpain/>

How do I reference specific types of resources?

4. Conferences

Conference papers and proceedings can be published online or in journals. Elements and order will vary slightly. Specific examples are given for those published online. You can find many of these through the online library databases on the [IEEE Xplore database](#).

In-text citation:

[Assigned citation number]

Reference list / Bibliography (Full proceedings):

- Assigned citation number in square brackets
- Author(s) of paper / editor(s) of proceedings
- (Abbreviated) Title of conference in italics.
- City, (abbreviated) state, country
- Date
- Paper number / pages (if applicable)

Reference list / Bibliography (Individual papers):

- Assigned citation number in square brackets
- Author(s) of paper / editor(s) of proceedings
- "Title of paper"
- Presented at / in (abbreviated) name of conference
- City, (abbreviated) state, country
- Date
- Paper number / pages (if applicable)

Online:

- DOI (followed by a full stop)
- or
- [Online]. Available: URL (no full stop)

4.1 Full conference proceedings (online)

With URL:

- [16] M. Marchal, R.J. Teather and B. Thomas, Eds., 2017 *IEEE Symp. 3D User Interfaces (3DUI)*, Los Angeles, CA, USA, Mar. 18-19, 2017. [Online]. Available: <https://ieeexplore.ieee.org/xpl/conhome/7889402/proceeding>

4.2 Individual conference paper (online)

With DOI:

- [17] M. Niemeyer and A. Geiger, "GIRAFFE: Representing Scenes as Compositional Generative Neural Feature Fields," in *2021 IEEE/CVF Conf. Comput. Vision Pattern Recognition (CVPR)*, Nashville, TN, USA, 2021, pp. 11448-11459. [Online]. doi: 10.1109/CVPR46437.2021.01129.

How do I reference specific types of resources?

5. Dissertations and theses

Most references to dissertations and theses should adhere to the following general formats. Elements may vary slightly. Specific examples are provided. Ensure that you have permission before using unpublished material in your work. If the theses is available online you should provide the URL to aid location.

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

Print:

- Assigned citation number in square brackets
- Author's initials and surname
- "Title of thesis"
- MSc thesis OR PhD dissertation
- Department (if known)
- University
- City of University
- Year of submission

Online:

- DOI (followed by a full stop)
or
- [Online]. Available: URL (no full stop)

5.1 Msc

- [18] D. Williams, "Shirdi Sai Baba Online: devotion in cyberspace," MSc. thesis, UWTSD, Lampeter, Wales, 2012. [Online]. Available: <https://repository.uwtsd.ac.uk/id/eprint/432>

5.2 PhD

- [19] N. Van der Beek, "From practice to theory: computational studies on fluorescence detection and laser therapy in dermatology," PhD. thesis, Sc Appl. Comput., UWTSD, Swansea, Wales, 2017. [Online]. Available: <https://repository.uwtsd.ac.uk/id/eprint/819/>

How do I reference specific types of resources?

6. Reports and handbooks

Most references to reports and handbooks should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Author's initials and surname (if available)
- "Title of report" **OR** *Title of Manual* (in italics)
- Abbreviated name of company
- Location
- Report number (if available)
- Date

Online:

- DOI (followed by a full stop)
- or**
- Accessed date. [Online]. Available: URL (no full stop)

6.1 Research report

- [20] D. Corbus and M. Meadors, "Small wind research turbine," Nat. renewable Energy Laboratory, Golden, CO. USA, Final Rep., NREL/TP-500-38550, Oct. 2005.

6.2 Handbook/Manual

- [21] *Motorola Semiconductor Data Manual*, Motorola Semiconductor Products Inc., Phoenix, AZ, USA, 1989.

7. Legal and government publications

The following examples of legal publications are given in IEEE format. This may vary from referencing systems, such as the Oxford Standard for the Citation of Legal Authorities (OSCOLA), which are used in many UK law schools.

7.1 Legislation

- [22] UK Parliament, *Computer Misuse Act 1990*, c.18 [Online]. Available: <https://www.legislation.gov.uk/ukgpa/1990/18/enacted>

How do I reference specific types of resources?

7.2 Government departmental publication

For government publications, use the government department where possible. If not given, you may use UK Government, Welsh Government, etc. as the author.

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

Print:

- Assigned citation number in square brackets
- Author's initial(s) and surname **or** country, followed by government department.
- Title (in italics)
- Document number (if known)
- Place of publication: publisher, year.

Electronic:

The above plus

- DOI or [Online]. Available: URL

- [23] United Kingdom. Dept. of Health and Social Care, 2017/18 *Data Security and Protection Requirements*, DDP/13920, London: UK Government, 2018. [Online]. Available: https://assets.publishing.service.gov.uk/media/5a74994f40f0b61938c7ec22/17-18_statement_of_requirements_Branded_template_final_22_11_18-1.pdf

8. Scientific and technical information

Specific examples are provided. For further examples, e.g. not published online, please refer to Cite Them Right and IEEE guidelines.

8.1 Technical Standard

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Title of Standard (in italics)
- Standard number
- Corporate author (if applicable)
- Location (if applicable)
- Date

Electronic:

The above plus

- [Online]. Available: URL

- [24] *IEEE Standard Technical Specifications of a DC Quick Charger for Use with Electric Vehicles*, IEEE Std 2030.1.1-2015, 2016.

How do I reference specific types of resources?

8.2 Patent (online)

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Name of invention
- 'by' name of inventor(s)
- Date (year, month, day)
- Patent no.
- [Online]. Available: URL

[25] Docking station with rotating connector for media player, by T. O'Brian, D. Standen and M. Warren. (2014, June 4). UK Patent GB2508331. [Online]. Available: <https://worldwide.espacenet.com/>

8.3 Graphs, figures and tables

When referring to graphs, tables, figures etc from your source, the specific details should be included in your in-text citation not your reference list. For examples how to cite any images you include in your work, see section 11.

In-text caption:

[Assigned citation number, followed by page/ illustrations/fig etc].

Example:

[25, p.21, Fig. 9]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Reference source (e.g. book, journal article, etc) according to the guidelines listed in this document.

[26] M.F. Ashby, H. Shercliff and, D. Cebon, *Materials: Engineering, Science, Processing and Design*, 4th ed. Oxford, UK: Butterworth-Heinemann, 2019.

How do I reference specific types of resources?

9. Television and radio

Most references to broadcasts and interviews should adhere to the following general format. Elements may vary slightly. Specific examples are provided. If an interview is published, cite according to the format (e.g. journal article, website etc). If it is unpublished, cite it as a personal communication.

9.1 Television or radio broadcast

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Initials and surname of presenter
- "Episode" or "title of interview" if relevant
- Title of programme (in italics)
- Abbreviated month, day, year.
- [Radio/TV broadcast]
- Place of broadcast: broadcaster

[27] D. McIntyre, "What Facebook knows about you," *Panorama*. May 8, 2017. [TV broadcast]. London: BBC.

10. Software, apps and computer games

IEEE follows specific software citation principles. Please refer to the [IEEE handbook](#) and the [FORCE11 Software Citation Principles](#) for further explanations and examples.

10.1 Software

Many references to software adhere to the following general basic format. Elements may vary slightly. When software exists as both source code and another type, cite the source code.

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Author's initials and surname.
- Title of Software (in italics)
- Date Repository or Archive
- (version or year)
- Publisher name.
- Accessed date (when applicable)
- [Type of Medium]
- Global Persistent Identifier
- Available: URL/file

[28] D.W. Arning *et al.* *Mixed Mode – Mixed Level Circuit Simulator*. (2011). Ngspice. Accessed: Jan. 11, 2019. [Online]. Available: <https://ngspice.sourceforge.net>

How do I reference specific types of resources?

10.2 Mobile App

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Creator / Organisation name
- (Version/year)
- Publisher
- Accessed: date. [Mobile app]. Available: URL

[29] Spotify. *Spotify Music and Podcasts App*. (Version 8.9.60 for iOS), Spotify Ltd. Accessed: Aug. 3, 2024. [Mobile app]. Available: <https://apps.apple.com/gb/app/spotify-music-and-podcasts/id324684580>

10.3 Code

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Author's Initial and surname
- Title of programme or source code
- Version number
- Accessed: Abbrev. Month, day, year.
- [Source Code]
- Available: URL or publisher

[30] C. Parnot, *Cellular and Molecular Bioengineering*, 1.0, 2012. Accessed: Sept. 21, 2020. [Source Code]. Available: <https://github.com/citation-style-language/styles/blob/master/cellular-and-molecular-bioengineering.csl>

11. Images

You may wish to include images in your work. You can use images for limited educational purposes as part of the University's CLA licence. For further information, please visit our [copyright pages](#). You must make it clear to your reader in your text if you have adapted them in any way and include the words 'adapted from' in your citation.

11.1 Photographs (internet)

For further examples, see Cite Them Right.

[31] C. Jarvis. *Deep dive*. Accessed: 18 august 2023. [Online]. Available: <https://www.chasejarvis.com/photos/deep-dive>

How do I reference specific types of resources?

11.2 Book illustration, figure, diagram, logo, and table

When including original or adapted images (or tables) in your work, you must label them (usually below the image/table) with a figure or table number, to be able to discuss in it your text. You will need to include the words reproduced or adapted along with the citation number and page number in your in-text citation.

Label example: Figure 3: Comparison of sales data [adapted from 1, p.3].

In-text example: Sales figures in Figure 3 show that...

If you include your own images (e.g. logo, photograph, etc which is not publicly available) you do not generally need to include a reference. You should include a title and indicate it is your own work using something such as 'personal collection', or 'own image'.

When referring to (but not including) an image, follow the reference guidelines according to your source e.g. book, website, article. In your in-text citation give the page number and description, (e.g., table, illus., fig.) to help your reader identify the location of the image. Refer to section 8.3 of this guidance for examples.

12. Unpublished

Unpublished material is generally either a personal communication or a paper which is still being prepared.

In-text citation:

[Assigned citation number]

Reference list / Bibliography:

- Assigned citation number in square brackets
- Author's initials and surname.
- Private communication
- Abbrev. Month, Year.
- or
- "Title of Paper"
- unpublished

12.1 Unpublished papers

[32] D. Brown, "Energy transfer efficiency in renewable energy technologies," unpublished.

12.2 Personal communication

[33] N.S. Thomas, private communication, June, 2023.

How do I reference specific types of resources?

12.3 Generative AI (e.g. ChatGPT)

Academic integrity is being honest in any work you do in your studies. The use of third parties (friends, essay mills or artificial intelligence) to create work you subsequently claim as your own is unacceptable.

You will receive guidance on any use of AI in your work in your assignment brief. If you have been given **explicit permission** to use Gen AI in your work, you should **acknowledge** it as per your assignment brief instructions.

Referencing of Gen AI in your work should therefore only be used if the material is:

- **Publicly** available online (e.g. an AI generated image, or article) which enables others to view or retrieve it. You will reference this according to the type of source it is found (e.g. website, book, article, etc).

Language

Usually, references should be cited in their original language, regardless of the language you are writing in yourself. Furthermore, a DOI or ISSN for journals (ISBN for books), should also be included in your reference to enable your reader to locate the source, e.g.

- [1] B. Rappin, "Une herméneutique du texte taylorien: Exception, coopération, amitié," *Revue Française de Gestion*, vol. 44, no. 276, pp. 33-45, 2018, doi: 10.3166/rfg.2018.00274.

However, if they are also in a different script (ex. Japanese, Chinese, Cyrillic, Arabic, etc.), they should remain in their original language but be provided in the script that your own work uses (most likely, Latin script).

For example:

- [2] 鷲田清一, 京都の平熱 : 哲学者の都市案内, 東京: 講談社, 2007.

should be changed to:

- [2] K. Washida, *Kyōto no heinetsu: tetsugakusha no toshi annai*, Tōkyō: Kōdansha, 2007.

Referencing software

Once you have mastered the basics of referencing using this handbook and the recommended supporting resources, you can consider progressing onto an online software. The Library provides access to **RefWorks**, which is an online programme that helps you to record your sources in one place and supports you in referencing them. It can be accessed via the library website, using your UWTSD login: <https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills/refworks>

There are also a variety of open-source alternatives such as MyBib, Zotero and Mendeley which provides similar functionality, however, please be aware the UWTSD does not support use of these platforms or provide any related software on UWTSD IT equipment.

Although referencing software can be a hugely useful tool for organising your research, it is not always 100% accurate and is not a substitute for developing these skills yourself. An understanding of referencing, before you move onto using one of these platforms, is advisable; it is essential to check your references for accuracy, especially for punctuation and capitalisation.

However, if you feel you are ready to use referencing software or would like to find out more about it, please make use of the online tutorials available on the RefWorks site, or contact your Academic Liaison Librarian who will be happy to support you.