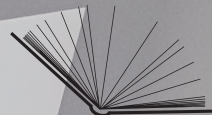




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



LLYFRAUaRHAGOR
BOOKS&BEYOND
Llyfrgell Adnoddau Dysgu | Library & Learning Resources

REFERENCING HANDBOOK

MHRA (4th Edition)

UWTSD: Library and Learning Resources

Version 1.3
Updated March 2025

Welcome

Welcome to the 3rd revised version of the University of Wales Trinity Saint David's Referencing Handbooks! this edition has been updated to reflect the guidance of the (2024) 4th edition of the MHRA Style Guide.

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.

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 due: September 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.

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

- [Cite Them Right Online](#)
- **Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 12th edn. (Palgrave, 2022)**
- [MHRA Style Guide Online 4th Edition \(2024\)](#)

Copies can be found in all UWTSD libraries. You should also refer to our [online InfoSkills courses](#), which will help support your learning and understanding of referencing.

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: <http://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 offered 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> with regular workshops and drop-in opportunities also made available throughout the academic year. Follow @UWTSDlib on social media 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 via the webpage <https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/using-our-libraries/book-appointment> or pop into your nearest UWTSD library.

Further 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.

MHRA Referencing: The Basics

The MHRA referencing style is a numeric system, used primarily within the humanities and includes:

In-text citation

This is used to acknowledge your source within the main text of your assignment using a sequential (superscript) number.¹ They are inserted at the end of your sentence, after any punctuation, except a dash, which they precede. These numbers link to the footnotes or endnotes where details of the source provided.

Footnotes or Endnotes

Used to provide a reference, or explain or comment on something you have mentioned in your text.

- Footnotes appear at the bottom of each page.
- Endnotes appear at the end of each chapter.

Note: Check with your tutor which one you should use in your work.

Reference List/Bibliography

The reference list is placed at the end of your work and contains the full details of all the sources you have cited in your footnotes/endnotes. A bibliography may be required instead, or in addition. A bibliography is used when you wish to include any further material you have consulted but not referred to in your text. Confirm with your tutor which (if any) is required.

Further rules:

- A note reference number should be placed at the end of a sentence wherever possible.
- **All footnotes should end with a full stop. The exception is those which end in a doi or url.**
- The first and significant words in a title should start with a capital letter. For example: 'The Lord of the Rings'.

Subsequent footnotes in your work:

- The first time you cite a source; you should give full details in the footnote/endnote.
- Any further references to that source can be abbreviated to the author's surname, the first few words of a title, and a page number.
- If you are referencing the same source consecutively, i.e., the same as the preceding reference, you can use 'Ibid' and a page number. This should only be done where there is no possibility of confusion.

Example:

¹ Richard Pears and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 12th edn (Bloomsbury Academic, 2022), p. 193.

² Ibid. p. 121.

MHRA Referencing: The Basics

Primary sources:

If you are repeatedly referring to the same primary source, you may use an in-text citation in your work. You must provide the initial footnote to give the publication details. Any further references to the source can then be included in a shortened reference (with page numbers) in brackets in your text. If there is a translation, include it in the first footnote.

Example:

¹ Marcel Proust, *A la recherche du temps perdu*, ed. by Jean-Yves Tadié, 4 vols (Gallimard, 1987-89), II, p. 67, hereafter *ALR*. Any further references to this source are included along with page number, in brackets in the main text.

Example of further references in your text:

The impression of the fountain when viewed 'de pres' is of geometry and collage (*ALR*, III, p.56).

Sources in the reference list/bibliography:

- Listed alphabetically by the surname of the first author/editor.
- Further authors are written as forename, then surname.
- Titles should be written in italics and a colon used to separate the title from the subtitle.
- Initial letter of the first word after the colon and of all principal words throughout the title and subtitle should be capitalised.
- All lines except the first are indented (hanging indent).
- **References do not end with a full stop.**

Example:

Pears, Richard and Graham Shields, *Cite Them Right: The Essential Referencing Guide*, 12th edn (Bloomsbury Academic, 2022)

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

Quotations

A quotation means that you take the exact wording as used by another author and insert it in your work. Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation – more than 40 words or 2 lines

Format:

- Enter as a separate paragraph with a black line before and after it.
- Indent the paragraph.
- Quotation marks are not required.
- Follow with the citation number linked to a footnote.

Example:

Brontë's *Wuthering Heights* depicts Heathcliff's grief with animalistic imagery:

He dashed his head against the knotted trunk; and, lifting up his eyes, howled, not like a man, but like a savage beast being goaded to death with knives and spears. I observed several splashes of blood about the bark of the tree, and his hand and forehead were both stained; probably the scene I witnessed was a repetition of others acted during the night. It hardly moved my compassion—it appalled me: still, I felt reluctant to quit him so.¹

Footnote:

¹ Emily Brontë, *Wuthering Heights* (Penguin Classics, 2003), p. 153.

Short quotation – up to 40 words or 2 lines

Format:

- Include in the body of text.
- Enclose in 'single quotation marks'.
- Follow with the citation number linked to a footnote.

Example:

Brontë's character is unable to express emotion as Heathcliff 'held a silent combat with his inward agony'²

Footnote:

² Emily Brontë, *Wuthering Heights* (Penguin Classics, 2003), p. 152.

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

Paraphrasing and summarising

Paraphrasing is taking someone else's idea and putting it into your own words. Summarising is providing a brief overview of someone else's idea. You would only need to provide a page number if you are referring to a 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 small part of it?

Example:

Bouziane notes that *Wuthering Heights* explores similar concerns at a thematic level with *Great Expectations*, both critiquing Victorian society and the difference between social classes in 19th century England.³

³ Karima Bouziane, 'Materialism versus Human Values in the Victorian Novels: The Case of *Great Expectations* and *Wuthering Heights*', *Arab World English Journal (AWEJ) Special Issue on Literature*, 3 (2015), pp. 167-173, doi.org/10.2139/ssrn.2843968

How do I reference specific types of resources?

1. Books, e-books and plays

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

You may reference an electronic book in the same way as a print book, but include the doi, or url. You must therefore ensure that the page numbers are correct for the version you are using.

If you wish to reference an epigraph, or foreword from a book, add the word epigraph or foreword after the publication details.

If citing an ancient text that pre-existed printing, reference the published (and translated) edition you have read.

- Author's name (forename first).
- Title in *italics*.
- Edition (if relevant).
- (publisher, date published).
- Page number (if applicable).

If accessed online, include the above plus:

- Doi.

or

- Url [accessed date].

How do I reference specific types of resources?

Footnotes

First footnote:

¹ Jonathan Wolff, *An Introduction to Political Philosophy*, rev. ed. (Oxford University Press, 2006), p. 7.

Subsequent footnotes:

² Wolff, *An Introduction*, p. 10.

Bibliography:

Wolff, Jonathan, *An Introduction to Political Philosophy*, rev. ed. (Oxford University Press, 2006)

1.1 Book with two or three authors

First footnote:

³ Matthew M. Hollander and Jason Turowetz, *Morality in the Making of Sense and Self: Stanley Milgram's Obedience Experiments and the New Science of Morality* (Oxford University Press, 2023), p. 23.

Subsequent footnotes:

⁴ Hollander and Turowetz, p. 51.

Bibliography:

Hollander, Matthew M. and Jason Turowetz, *Morality in the Making of Sense and Self: Stanley Milgram's Obedience Experiments and the New Science of Morality* (Oxford University Press, 2023)

1.2 Book with four or more authors

First footnote:

⁵ Adam C. Morton and others, *Walking and Learning* (Sandpaper Press, 2014), p. 37.

Subsequent footnotes:

⁶ Morton and others, *Walking and Learning*, p. 24.

Bibliography:

Morton, Adam C. and others, *Walking and Learning* (Sandpaper Press, 2014)

1.3 Book with editor(s)

First footnote:

⁷ *Writing National Histories: Western Europe since 1800*, ed. by Stefan Berger, Mark Donovan and Kevin Passmore, 2nd edn (Routledge, 1999), p. 13.

Repeat citations in edited books should also include the editor(s).

Subsequent footnotes:

⁸ *Writing National Histories*, ed. by Berger, Donovan and Passmore, p. 16.

Bibliography:

Berger, Stefan, Mark Donovan and Kevin Passmore, eds, 2nd edn, *Writing National Histories: Western Europe since 1800* (Routledge, 1999)

How do I reference specific types of resources?

1.4 Chapter within an edited book

First footnote:

⁹ Brian Hayden, 'Social Complexity', in *The Oxford Handbook of the Archaeology and Anthropology of Hunter-Gatherers*, ed. by Vicki Cummings, Peter Jordan and Marek Zvelebil (Oxford University Press, 2014), pp. 643-662 (p. 644), doi:10.1093/oxfordhb/9780199551224.013.047

Subsequent footnotes:

¹⁰ Hayden, 'Social Complexity' in *The Oxford Handbook*, ed by Cummings, Jordan and Zvelebil, p. 653.

Bibliography:

Hayden, Brian, 'Social Complexity', in *The Oxford Handbook of the Archaeology and Anthropology of Hunter-Gatherers*, ed. by Vicki Cummings, Peter Jordan and Marek Zvelebil (Oxford University Press, 2014), pp. 643-662, doi:10.1093/oxfordhb/9780199551224.013.047

1.5 Book without an author or editor

In this case you would use the title rather than the author. When listing in the bibliography you would list it alphabetically but it's title.

First footnote:

¹¹ *How to Make an Impact* (Avery and Perch, 2009), p. 1.

Subsequent footnotes:

¹² *How to Make an Impact*, p. 9.

Bibliography:

How to Make an Impact (Avery and Perch, 2009)

1.6 Multiple works by the same author

Ensure you include the titles in the footnotes to differentiate.

First footnote:

¹³ Beatrix M. McNamara, *Education for Life* (Riverstory, 2012), p. 53.

¹⁴ Beatrix M. McNamara, *Lifelong Learning* (Riverstory, 2017), p. 20.

Subsequent footnotes:

¹⁵ McNamara, *Education for Life*, p. 59.

¹⁶ McNamara, *Lifelong Learning*, p. 33.

Bibliography:

McNamara, Beatrix M., *Education for Life* (Riverstory, 2012)

McNamara, Beatrix M., *Lifelong Learning* (Riverstory, 2012)

How do I reference specific types of resources?

1.7 Translated work

First footnote:

¹⁷ Jao Tsung-I, *Jade-Carving Chisel and Luminous Ocean: Selected Essays by Jao Tse Tsung on Literature and Related Topics*, ed. and trans. by Nicholas Morrow Williams (Brill, 2024), pp. 7-14.

Subsequent footnotes:

¹⁸ Tsung-I, *Jade-Carving*, ed. and trans. by Williams, p. 23.

Bibliography:

Tsung-I, *Jade-Carving Chisel and Luminous Ocean: Selected Essays by Jao Tse Tsung on Literature and Related Topics*, ed. and trans. by Nicholas Morrow Williams, (Brill, 2024)

1.8 Play

Include the act, scene, and line number in your citation.

First footnote:

¹⁹ William Shakespeare, *Macbeth*, ed. by A.R. Braunmuller (Cambridge University Press, 1997), I. 2. 14.

Subsequent footnotes:

²⁰ *Macbeth*. II. 1. 3.

Alternatively: If referring multiple times to a primary source, you may include further citations in your text instead of footnotes.

²¹ William Shakespeare, *Macbeth*, ed. by A.R. Braumuller (Cambridge University Press, 1997), I. 3. 14. Any further references to this source are included along with acts, scenes, and lines, in brackets in the main text.

Bibliography:

Shakespeare, William, *Macbeth*, ed. by A.R. Braunmuller (Cambridge University Press, 1997)

1.9 Editions

First footnote:

²² Thomas O'Brien, *The Impact of Families on Learning*, 3rd edn. (Blackwater Books, 2016), p.12.

Subsequent footnotes:

²³ O'Brien, *The Impact of Families on Learning*, pp. 15- 17.

Bibliography:

O'Brien, Thomas, *The Impact of Families on Learning*, 3rd edn. (Blackwater Books, 2016)

How do I reference specific types of resources?

1.10 Secondary citation

This is a piece of work that has been referred to in something you have read. Where possible, avoid secondary citations, and access the original work.

Note: You must use the words ‘cited in’ or ‘quoted in’ in the body of your work, depending on whether the author you are reading has cited (paraphrased) or quoted the original author’s work.

If you have not read the primary source, do not include it in your references – you may only cite it in your text.

Example: Barton, cited in Morton...²⁴

Footnote:

²⁴ Daniel Morton, *Learning in the Early Years* (Jones & Bart, 2016), p. 63.

Bibliography:

Morton, Daniel, *Learning in the Early Years* (Jones & Bart, 2016)

2. Journal and newspaper articles

Most references to journal and newspaper articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

- Author.
- Article title enclosed in single quotation marks.
- Journal title in *italics*.
- Year of publication (in round brackets unless there is no volume number).
- Page range or article number.
- Page number in brackets.

If accessed online, include the above plus:

- DOI (Digital Object Identifier).
- or
- <URL> [accessed date] if no DOI is available.

2.1 Journal article

First footnote:

²⁵ Quentin, D. Read and Mary, K. Muth, ‘Cost Effectiveness of Four Food Waste Interventions: Is Food Waste Reductions a “Win-Win”’, *Resources, Conservation and Recycling*, 168, (2021), 1054480, (p. 5), doi.org/10.1016/j.resconrec.2021.105448

Subsequent footnotes:

²⁶ Read and Muth, ‘Cost Effectiveness of Four Food Waste Interventions’ p. 9.

Bibliography:

Read, Quentin, D. and Mary, K. Muth, ‘Cost Effectiveness of Four Food Waste Interventions: Is Food Waste Reduction a “Win-Win”’, *Resources, Conservation and Recycling*, 168, (2021), 105448, doi.org/10.1016/j.resconrec.2021.105448

How do I reference specific types of resources?

2.2 Newspaper article

First footnote:

²⁷ Pamela J. Jones, 'STEM Subjects Win More Funding', *The Times*, 4 May 2016, p. 7.

Subsequent footnotes:

²⁸ Jones, 'STEM subjects Win More Funding' p. 7.

Bibliography:

Jones, Pamela J., 'STEM Subjects Win More Funding', *The Times*, 4 May 2016, p. 7

2.3 Electronic newspaper article (online only)

If accessed via a subscription library database, give the name of the database and permalink, instead of the url in the address bar.

First footnote:

²⁹ Ian M. Fox, 'New Report Criticises Lack of Business Leadership', *The Courier*, 9 January 2016 <<http://www.thecourier.com/world/jan/16/report-IBCC>> [accessed 12 January 2016] (para. 3 of 6).

If access via a library subscription database:

³⁰ Ian M. Fox, 'New Report Criticises Lack of Business Leadership', *The Courier*, 9 January 2016, Newsbank, <https://librarysearch.uwtsd.ac.uk/permalink/44WHELF_UWTSD/ra52dq/alma9925262102421> [accessed 12 January 2016] (para. 3 of 5).

Subsequent footnotes:

³¹ Fox, 'New Report Criticises Lack of Business Leadership', para.4.

Bibliography:

Fox, Ian M., 'New report Criticises Lack of Business Leadership', *The Courier*, 9 January 2016 <<https://www.thecourier.com/world/jan/16/report-IBCC>> [accessed 12 January 2016]

How do I reference specific types of resources?

3. Internet

Identifying the type of information, you find on the internet can sometimes be difficult. It is important to distinguish 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, the MHRA guide, or Cite Them Right database. This rule is also followed when referencing a PDF. You will need to identify the closest matching format to your source.

For entries in major reference works (such as an online dictionary) with a search function, give the search term and the URL of the main website only.

Webpages generally adhere to the following format. Elements may differ slightly, depending on the source and author.

- Author.
- 'Webpage title' in single quotations.
- Platform or publisher (*in italics only if equivalent of a print publication*).
- Year of publication (If no date available, use [n.d.]).
- <website URL>.
- [accessed date].

3.1 Website with one author

First footnote:

³² Natasha Kennedy and Amrita Bandyopadhyay, 'Linking Police and Healthcare Data Could Help Better Identify Domestic Abuse - New Research', *The Conversation*, 07 August 2023 <<https://theconversation.com/linking-policeand-healthcare-data-could-help-better-identifyingdomestic-abuse-new-research-208986>> [accessed 11 August 2023] (para. 3 of 21).

Subsequent footnotes:

³³ Kennedy and Bandyopadhyay, 'Linking Police and Healthcare Data' para. 6.

Bibliography:

Kennedy, Natasha and Amrita Bandyopadhyay, 'Linking Police and Healthcare Data Could Help Better Identify Domestic Abuse - New Research', *The Conversation*, 07 August 2023 <<https://theconversation.com/linking-policeand-healthcare-data-could-help-better-identifydomestic-abuse-new-research-208986>> [accessed 11 August 2023]

3.2 Website with an organisation as a author

First footnote:

³⁴ National Health Service (NHS), 'How to Eat a Balanced Diet', 29 July 2022 <<https://www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/>> [accessed 12 January 2023] (para. 2 of 5).

Subsequent footnotes:

³⁵ NHS 'How to Eat a Balanced Diet', para. 3.

Bibliography:

National Health Service (NHS), 'How to Eat a Balanced Diet', 29 July 2022 <<https://www.nhs.uk/live-well/eat-well/how-to-eat-a-balanced-diet/>> [accessed 12 January 2023]

How do I reference specific types of resources?

3.3 Blog or vlog

First footnote:

³⁶ Inger Mewburn, 'Mind the Gap (in the Literature)' The Thesis Whisperer, 26 May 2023 <<https://thesiswhisperer.com/2023/05/26/literaturereviewpain/>> [accessed 11 August 2023] (para. 2 of 10).

Subsequent footnotes:

³⁷ Mewburn, 'Mind the Gap', (para. 6).

Bibliography:

Mewburn, Inger, 'Mind the Gap (in the Literature)' The Thesis Whisperer, 26 May 2023 <<https://thesiswhisperer.com/2023/05/26/literaturereviewpain/>> [accessed 11 August 2023]

3.4 Video/film on a sharing website - e.g. YouTube, TED, etc.

If referring to a specific part of a video, you can include the time in your citation to direct your reader to the relevant part.

First footnote:

³⁸ Mike Tholfson, 'Top 20 Microsoft OneNote Tips and Tricks: How to Use OneNote Effectively & be More Organized', YouTube, 14 September 2021 <<https://youtu.be/I725xySvwug>> [accessed 11 August 2023].

Subsequent footnotes:

³⁹ Tholfson, 'Top 20 Microsoft OneNote Tips and Tricks'.

Bibliography:

Tholfson, Mike, 'Top 20 Microsoft OneNote Tips and Tricks: How to Use OneNote Effectively & be More Organized', YouTube, 14 September 2021 <<https://youtu.be/I725xySvwug>> [accessed 11 August 2023]

3.5 Facebook

First footnote:

⁴⁰ Bodleian Libraries, 'The Broxbourne Collection', Facebook, 10 January 2017 <<https://www.facebook.com/bodleianlibraries/posts/1676382682383986>> 10 January 2017 [accessed 12 January 2018].

Subsequent footnotes:

⁴¹ Bodleian Libraries, 'The Broxbourne Collection'.

Bibliography:

Bodleian Libraries, 'The Broxbourne Collection', Facebook, 10 January 2017 <<https://www.facebook.com/bodleianlibraries/posts/1676382682383986>> [accessed 12 January 2018]

How do I reference specific types of resources?

4. Conferences

Most references to conferences should adhere to the following general format. If accessed online include the DOI (before the page number), or the URL (and accessed date).

Follow the guidance for a chapter in an edited book when referencing a published conference (proceeding or paper) from a book. When citing a published conference paper from a journal, follow the guidance for a journal article.

Elements may vary slightly. Specific examples are provided.

- Title (*in italics*).
- Editor(s).
- Publisher, Year (in round brackets).
- Page number(s) (if available).

4.1 Full conference proceedings

First footnote:

⁴² *The European Conference on Education 2022: Official Conference Proceedings, held at University College London (UCL) and online, 14 – 17 July, 2022*, ed. by Joseph Haldane and others (IAFOR, 2022) doi: 10.22492/issn.2188-1162.2022

Subsequent footnotes:

⁴³ *The European Conference on Education*, p.6.

Bibliography:

The European Conference on Education 2022: Official Conference Proceedings, held at University College London (UCL) and online, 14 – 17 July, 2022, ed. by Joseph Haldane and others (IAFOR, 2022) doi: 10.22492/issn.2188-1162.2022

5. Unpublished information

Ensure that you have permission from the author before using unpublished material in your work.

Elements may vary slightly. Specific examples are provided.

- Author's name / organisation.
- Title of report in single quotations.
- Unpublished internal report, company name, date (in round brackets).
- Page reference.

Note if any information is confidential, replace it with the words [anonymised].

How do I reference specific types of resources?

5.1 Internal report

First footnote:

⁴⁴ Louise Roberts, 'Feedback from Staff Questionnaire on Training Support', (unpublished internal report, GreenAcres, 2020) p. 3.

Subsequent footnotes:

⁴⁵ Roberts, 'Feedback from Staff Questionnaire', p. 4.

Bibliography:

Roberts, Louise, 'Feedback from Staff Questionnaire on Training Support', (unpublished internal report, GreenAcres, 2020)

5.2 Thesis or Dissertation

- Author's name (forename first).
- Title (in single quotations).
- (Unpublished masters / doctoral thesis, institution, year).

.0

If accessed online, add the following:

- Name of database (if applicable).
- <url> [accessed date].

First footnote:

⁴⁶ David Huw Thomas, 'Managing Online Communications and Feedback Relating to the Welsh Visitor Attraction Experience: Apathy and Inflexibility in Tourism Marketing Practice?' (unpublished doctoral thesis, University of Wales Trinity Saint David, 2018) <<https://repository.uwtsd.ac.uk/id/eprint/1264/>> [accessed 11 August 2023] p. 86.

Subsequent footnotes:

⁴⁷ Thomas, 'Managing Online Communications and Feedback', p. 94.

Bibliography:

Thomas, David Huw, 'Managing Online Communications and Feedback Relating to the Welsh Visitor Attraction Experience: Apathy and Inflexibility in Tourism Marketing Practice?' (unpublished doctoral thesis, University of Wales Trinity Saint David, 2018) <<https://repository.uwtsd.ac.uk/id/eprint/1264/>> [accessed 11 August 2023]

5.3 Unpublished interviews or correspondence

These can include (unrecorded) conversations, in Apps, such as Teams, Zoom etc, in addition to email, text, letters etc.

First footnote:

⁴⁸ Elinor Stone, interview with Sarah Edgar, 13 September 2022.

Subsequent footnotes:

⁴⁹ Stone, interview with Sarah Edgar.

Bibliography:

You should not cite unpublished personal communications in your bibliography.

How do I reference specific types of resources?

5.4 Unpublished architectural drawings

MHRA does not produce specific advice for architectural drawings, so follow the guidance for paintings and drawings.

First footnote:

⁵⁰ Louise Robin, *Extension Drawing Plan 8*, 2022, drawing, Henson's Design & Architecture Practice, Swansea.

Subsequent footnotes:

⁵¹ Robin, *Extension Drawing Plan 8*.

Bibliography:

Robin, Louise, *Extension Drawing Plan 8*, 2022, drawing, Henson's Design & Architecture Practice, Swansea

5.4 Generative AI (e.g. ChatGPT)

The content produced by generative AI such as ChatGPT is classed as non-recoverable material. It is impossible for a reader to follow up or replicate (as it is not published) and only available to you.

Referencing Generative AI is therefore not appropriate in most instances.

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 further claim as your own, is **unacceptable**. You must confirm with your tutor to establish if the use of AI is permissible and how they wish you to use it.

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 images, 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, articles, etc.).

6. Published reports, pamphlets, and guidelines

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

- Author.
- Title (*in italics*).
- Series or number (if given and appropriate).
- Publisher, date published (in round brackets).
- Page(s).

If accessed online, add:

- DOI.
- or
- <url> [accessed date].

How do I reference specific types of resources?

6.1 Research report

First footnote:

⁵² Welsh Government, *Cymraeg 20250: A Million Welsh Speakers Research and Evaluation Framework*, GSR 73/2022 (The Stationary Office, 2022), p. 4, <<https://www.gov.wales/sites/default/files/statistics-and-research/2022-11/cymraeg-2050-a-million-welsh-speakers-research-and-evaluation-framework.pdf>> [accessed 10 September 2024].

Subsequent footnotes:

Bibliography:

Welsh Government, *Cymraeg 2050: A Million Welsh Speakers Research and Evaluation Framework*, GSR 73/2022 (The Stationary Office, 2022) <<https://www.gov.wales/sites/default/files/statistics-and-research/2022-11/cymraeg-2050-a-million-welsh-speakers-research-and-evaluation-framework.pdf>> [accessed 10 September 2024]

6.2 Online guidelines

First footnote:

⁵⁴ National Health Service (NHS) England, *Guidance for Emergency Departments: Initial Assessment* (NHS, 2022) para. 4, <<https://www.england.nhs.uk/guidance-for-emergency-departments-initial-assessment/>> [accessed 5 December 2024].

Subsequent footnotes:

⁵⁵ NHS, *Guidance for Emergency Departments*, para. 6.

Bibliography:

National Health Service (NHS) England, *Guidance for Emergency Departments: Initial Assessments* (NHS, 2022) <<https://www.england.nhs.uk/guidance-for-emergency-departments-initial-assessments/>> [accessed 5 December 2024]

6.3 Pamphlet

First footnote:

⁵⁶ Sue Edgington, *The First Crusade* (Historical Association, 2014), para. 1.

Subsequent footnotes:

⁵⁷ Edgington, *The First Crusade*, para. 3.

Bibliography:

Edgington, Sue, *The First Crusade* (Historical Association, 2014)

How do I reference specific types of resources?

7. Reviews

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

- Author of review.
- Title of review in single quotations (if given).
- Review of.
- Author, title (*in italics*) and year published.
- Publication details (e.g., journal, vol, issue, date).
- Page numbers (if available).

Note: If accessed online, add:

- DOI.
or
- <url> [accessed date].

7.1 Book review

First footnote:

⁵⁸ David Stephenson, Review of Roger Turvey, *The Welsh Princes: The Native Rulers of Wales, 1063-1283* (2002), *The English Historical Review*, 118. 478 (2003), pp. 1043-44, doi. org/10.1093/ehr/118.478.1043

Subsequent footnotes:

⁵⁹ Stephenson, Review of Roger Turvey, *The Welsh Princes*, p. 1044.

Bibliography:

Stephenson, David, Review of Roger Turvey, *The Welsh Princes: The Native Rulers of Wales, 1063-1283* (2002), *The English Historical Review*, 118.478 (2003), pp. 1043-44, doi. org/10.1093/ehr/118.478.1043

8. 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 hub. Please refer to the MHRA referencing style guidelines if your tutor would prefer the use of captions to labels.

Using labels

When including original or adapted illustrations in your work, you must include a label below the image, (even if it is your own creation) to enable you to discuss within your work.

You will need to include the creator, title, and year. Subsequent figures will be listed numerically through your work.

How do I reference specific types of resources?

Label example:

FIG. 1. Elliot Jones, *Sunflowers at Dusk*, 2024.

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 label.

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

- Artist.
- Title of work in italics.
- Date.
- Medium of composition.
- Dimensions in cm (if relevant).
- Location: Gallery of museum (or 'private collection').

Note:

If accessed online, replace location with doi, or <URL> [accessed date].

8.1 Painting/drawing

Note the use of the symbol ×, not the letter x.

First footnote:

⁶⁰ Joseph Mallord Turner, *The Rainbow*, 1835, watercolour on paper, 23.9 × 30 cm <https://museum.wales/collections/online/object/1f96a2f5-5fda-366f-9577-9c7e726270aa/The-Rainbow/?field0=string&value1=1&field2=database&value2=art&field3=agent_name&value3=turner&index=6> [accessed: 01 December 2024].

Subsequent footnotes:

⁶¹ Turner, *The Rainbow*.

Bibliography:

Turner, Joseph Mallord, *The Rainbow*, 1835, watercolour on paper, 23.9 × 30cm <https://museum.wales/collections/online/object/1f96a2f5-5fda-366f-9577-9c7e726270aa/The-Rainbow/?field0=string&value0=paintings&field1=with_images&value1=1&field2=database&value2=art&field3=agent_name&value3=turner&index=6> [accessed: 01 December 2024]

How do I reference specific types of resources?

8.2 Book illustration, figure, diagram, logo and table

When referring to (but not including) an image in your work, follow the guidelines according to your source, e.g. book, website, article etc. Give the details of the image used (e.g., table, illus., fig. etc.) in addition to the page numbers, to help your reader identify the location of the image.

Example: in a printed book

First footnote:

⁶² Patrick R. Lewis, *The Art of the Stately Home* (Century Books, 1995), p. 78, illus.

Subsequent footnotes:

⁶³ Lewis, *The Art of the Stately Home*, p. 78, illus.

Bibliography:

Lewis, Patrick R., *The Art of the Stately Home* (Century Books, 1995)

9. Music, television, and film

Specific examples are provided.

9.1 Music with composer, orchestra, and conductor

The general format is as follows:

- Composer.
- Title of piece (*in italics*).
- Artist, orchestra, or conductor (as relevant).
- Recording company, date (in round brackets).

First footnote:

⁶⁴ Ludwig van Beethoven, *Symphony No. 9 in D minor Op. 125*, Berlin Philharmonic Orchestra, cond. by Herbert von Karajan, (Deutsche Grammophon 1984).

Subsequent footnotes:

⁶⁵ Beethoven, *Symphony No. 9 in D minor*.

Bibliography:

Beethoven, Ludwig van, *Symphony No. 9 in D minor, Op. 125*, Berlin Philharmonic Orchestra, conducted by Herbert von Karajan (Deutsche Grammophon 1984).

9.2 Music with artist and album

- Composer.
- Title of piece (*in italics*).
- Artist, orchestra, or conductor (as relevant).
- Recording company, date (in round brackets).

First footnote:

⁶⁶ Green Day, 'Basket Case', from *Dookie* (Reprise Records, 1994).

Subsequent footnotes:

⁶⁷ Green Day 'Basket Case'.

Bibliography:

Green Day, 'Basket Case', from *Dookie* (Reprise Records, 1994)

How do I reference specific types of resources?

9.3 Television programmes: single programme

Many film and television programmes are now viewed online via streaming services, such as BBC iPlayer, ITV Hub, Box of Broadcasts, etc. Where programmes are made by and streamed by the same company, e.g., Amazon Prime and Netflix, note these as the channel name.

Only include a specific date (day, month) for a broadcast if it is relevant, for example an historical events, or to identify a specific episode.

- Episode title (if applicable) in single quotations.
- Broadcast/programme/series title (*in italics*).
- Channel name.
- Date broadcast.

If viewed online:

- DOI or url [accessed date].

First footnote:

⁶⁸ *The Dambusters at 75: What Happened Next* (Channel 5 Television, 2014).

Streamed (via Box of Broadcasts):

⁶⁹ *The Dambusters at 75: What Happened Next* (Channel 5 Television, 2014) <<https://learningonscreen.ac.uk/ondemand/index.php/prog/06EAB4A6?bcast=110690154>> [accessed 10 November 2024].

Subsequent footnotes:

⁷⁰ *The Dambusters at 75*.

Bibliography:

The Dambusters at 75: What Happened Next (Channel 5 Television, 2014).

Streamed (via Box of Broadcasts):

The Dambusters at 75: What Happened Next (Channel 5 Television, 2014) <<https://learningonscreen.ac.uk/ondemand/index.php/prog/06EAB4A6?bcast=110690154>> [accessed 10 November 2024]

9.4 Television programme: episode from a series/season.

First footnote:

⁷¹ 'Life Beyond the Lobby, Royal Mansour, Morocco', *Amazing Hotels* (BBC Two, 2017-present), series 1, episode 4 (2017).

Subsequent footnote:

⁷² 'Life Beyond the Lobby', *Amazing Hotels*.

Bibliography:

'Life Beyond the Lobby, Royal Mansour, Morocco', *Amazing Hotels* (BBC Two, 2017-present), series 1, ep 4 (2017)

How do I reference specific types of resources?

9.5 Film

You do not need to cite the website or streaming service for films on general release. If relevant, you can include further details e.g. director's cut and date of release (after the country and date). Only cite a DVD or Blu-Ray release if you are quoting from material specific to that release, e.g., interview with the director.

- Title of film (*in italics*).
- dir. by.
- Country, date, further details (if applicable), (in round brackets).

First footnote:

⁷³ *War Horse*, dir. by Stephen Spielberg (USA, 2011).

Subsequent footnote:

⁷⁴ *War Horse*, dir. by Stephen Spielberg.

Bibliography:

War Horse, dir. by Stephen Spielberg (USA, 2011)

10. Manuscripts

The first time you reference a manuscript, you must provide the full details of the archive or repository, the collection, and the manuscript citation (as used in the repository).

The general format for manuscripts is as follows:

- Place.
- Archive name.
- Reference.
- Description of document.

First footnote:

⁷⁵ UWTSD, Roderic Bowen Library and Archives (RBLA), UA/A/18 Catalogue of the Official Records of the University of Wales Lampeter Formerly St. David's college, Tutors' Register, 1899-1959

Subsequent footnote:

⁷⁶ RBLA, UA/A/18, Tutors' Register.

Bibliography:

UWTSD, Roderic Bowen Library and Archives (RBLA), UA/A/18 Catalogue of the Official Records of the University of Wales Lampeter Formerly St. David's College, Tutors' Register, 1899-1959

How do I reference specific types of resources?

11. Maps

The general format for a printed maps is as follows:

- Author.
- Title.
- Series/number.
- Publisher, year (in round brackets).
- <url> [accessed date] if accessed online.

First footnote:

⁷⁷ Ordnance Survey, *Brecon Beacons National Park / Parc Cenedlaethol Bannau Brycheiniog: Western Area*, Explorer OL12, 1:25,000 (Ordnance Survey, 2016).

Subsequent footnote:

⁷⁸ OS *Brecon Beacons*, Explorer OL12.

Bibliography:

Ordnance Survey, *Brecon Beacons National Park / Parc Cenedlaethol Bannau Brycheiniog: Western Area*, Explorer OL12, 1:25,000 (Ordnance Survey, 2016)

If you created the map, using data you downloaded from Digimap, you should cite yourself as the author. Digimap have guidance and support their copyright and licensing page to help you with your citation.

First footnote:

⁷⁹ Jane Doe, *Durham Cathedral* (2019), Scale 1:2500, (OS MasterMap using Digimap Ordnance Survey collection) <<http://digimap.edina.ac.uk/digimap>> [accessed 05 December 2024].

Subsequent footnote:

⁸⁰ Doe, *Durham Cathedral*.

Bibliography:

Doe, Jane, *Durham Cathedral* (2019), Scale 1:2500, (OS MasterMap using Digimap Ordnance Survey Collection) <<https://digimap.edina.ac.uk/digimap>> [accessed 05 December 2024]

Language

Usually, references should be cited in their original language, regardless of the language you are writing in yourself. You should follow the capitalisation methods appropriate to that language and include a DOI or ISSN for journals (ISBN for books) in your reference, to enable your reader to locate the source.

Example:

Rappin, Bastiste, 'Une herméneutique du texte taylorien: Exception, coopération, amitié.' *Revue Française de Gestion*, 44.276 (2018), pp.33-45. doi:10.3166/rfg2018.00274

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 (Latin script).

For example:

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:

Washida, Kiyokazu, *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: intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills/refworks

There are also a variety of open source alternatives such as Zotero and Mendeley which provide 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.