



Article references – guidance

Reference list

References to other publications must be in Harvard style using author and date.

References should be gathered together at the end of the main body of the text in alphabetical order by author.

- Where there is more than one reference from the **same author(s)** in the **same year**, references should be identified by suffix letters e.g. (Pearce, 1995a).
- References should be made only to works that are published, accepted for publication (not merely 'submitted'), or available through libraries or institutions. Any other source should be qualified by a note regarding availability.
- **Footnotes** should be avoided, but any short, succinct notes making a specific point, may be placed in number order following the alphabetical list of references.

Citing in the text

References should be cited in the text either in brackets, e.g. *Earlier studies (Pearce, 1989) showed...* or using the name as part of a sentence, e.g. *Pearce (1989) states...*

- For **two** authors the format is: (Huberman and Miles, 1998).
- For **three or more** authors: (Dwyer et al., 2000).
- **Groups of references** should be listed first alphabetically and then chronologically, e.g.
 - ✓ (Crompton, 1979; 1999; Fakeye and Crompton, 1991; Gunn, 1988).
- For **quoted material** a page number is required, e.g. [Pearce, (1989), p.22].

Personal communications - emails, conversations, letters - should not be in the reference list, but may be mentioned in the text, e.g. (interview with the James Green, University of Southern California, 12 November 2008).

Any **additional reading** not cited in the text should be in a separate list.

Formats for references

Journal articles

Print

Williams, P and Naumann, E. (2011) 'Customer satisfaction and business performance: a firm-level analysis', *Journal of Services Marketing*, Vol. 25 No.1, pp.20 - 32

[Journal titles should be given in full]

Online only

Demers, A. (2009) 'The war at home: consequences of loving a veteran of the Iraq and Afghan wars.' *The Internet Journal of Mental Health*, 6(1) [online] http://www.ispub.com/journal/the_internet_journal_of_mental_health/volume_6_number_1_45/article/the-war-at-home-consequences-of-loving-a-veteran-of-the-iraq-and-afghanistan-wars.html (Accessed 15 July 2010).

Books

Smith, A. and Brown, D. (2005) *Quantitative Data Analysis with SPSS for Windows*, 2nd ed., Routledge, London.

Edited books

Casson, M. et al (Eds.), (2006) *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford.

Book chapters

Estrin, S., Meyer, K.E. and Bytchkova, M. (2006) 'Entrepreneurship in transition economies', in Casson, M. et al (Eds.), *The Oxford Handbook of Entrepreneurship*, Oxford University Press, Oxford, pp.693–725.

Ebooks

Lowry, R. (2009) *Concepts and Applications of Inferential Statistics* [online]. Vassar College, Poughkeepsie NY. <http://faculty.vassar.edu/lowry/intro.html>. (Accessed 21 February 2009).

Theses

Godfrey, K.B. (1993) *Tourism and Sustainable Development: Towards a Sustainable Framework*. Unpublished PhD thesis, Oxford Brookes University, Oxford, United Kingdom.

Government publications

Department of Culture, Media and Sport, and Department of Business, Enterprise and Regulatory Reform. (2009) *Digital Britain: the interim report*. DCMS and DBERR, London. (Cm 7548).

Department of Culture, Media and Sport, and Department of Business, Enterprise and Regulatory Reform (2009). *Digital Britain: the interim report* [online]. DCMS and DBERR, London. (Cm 7548). http://www.culture.gov.uk/images/publications/digital_britain_interimreportjan09.pdf. (Accessed 1 February 2009)

Conference papers

Unpublished:

Vaughan, R., Andriotis, K. and Wilkes, K. (2000) 'Characteristics of tourism employment: the case of Crete'. Paper Presented at the *7th ATLAS International*

Conference. NorthSouth: Contrasts and Connections in Global Tourism. 18-21 June 2000. Savonlinna, Finland.

Published:

Jackson, C. and Wilkinson, S.J. (2009), 'An evaluation of the viability of photovoltaics in residential schemes managed by UK registered social landlords' in *COBRA 2009: Proceedings of the RICS Foundation Construction and Building Research Conference*, RICS Foundation, London, England, pp. 396-410.

Reports

Printed

Halliday, J. (1995) *Assessment of the accuracy of the DTI's database of the UK wind speeds*, Energy Technology Support Unit, ETSU-W-11/00401/REP.

Online

Liu, R and Wassell, I.J. (2008) *A novel auto-calibration system for wireless sensor motes*. [online] Technical report UCAM-CL-TR-727, Computer Laboratory, Cambridge University, Cambridge. <http://www.cl.cam.ac.uk/techreports/UCAM-CL-TR-727.pdf> (Accessed 18 September 2011)

Standards

International Organization for Standardization (2008) *ISO 9001:2008: Quality management systems -- Requirements*. Geneva, ISO.

Online papers, preprints

Chandler, D. (2009) *Semiotics for beginners*. <http://www.aber.ac.uk/media/Documents/S4B/sem02.html> (Accessed 26 July 2010).

Blogs

Shah, V. (2011) 'Capitalism - what comes next?' *Thought Economics* [online] 1 September. <http://thoughteconomics.blogspot.com/2011/09/capitalism-what-comes-next.html> (Accessed 14 September 2011).

Web sites

Apache Jakarta Project. [online] <http://jakarta.apache.org/> (Accessed 21 September 2007).