

GUIDE FOR FORMATTING THE REFERENCE LIST AND THE CITING IN THE TEXT

REFERENCES:

BOOK – Author, Initials. (Year). Title of book. Edition. (only include this if not the first edition) Place of publication (this must be a town or city, not a country): Publisher.

Barker, R., Kirk, J., Munday, R. J. (1988). *Narrative Analysis*. 3rd ed. Bloomington: Indiana University Press.

Samson, C. (1970). *Problems of Information Studies in History*. – In: Stone, S. (ed.). *Humanities Information Research*. Sheffield: CRUS, pp. 44-68.

Soros, G. (1966a). *The Road to Serfdom*. Chicago: University of Chicago Press.

E-BOOK – Authorship. (Year). Title of book. [type of medium] Place of publication (if known): Publisher. Followed by “Available at:” include web address or URL for the e-book [Accessed date].

Department of Health. (2008). *Health Inequalities: Progress and Next Steps*. [pdf] London: Department of Health. Available at: <http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085307> [Accessed 9 June 2008].

JOURNAL ARTICLE – Author, Initials. (Year). Title of article. – Full Title of Journal, Volume number (Issue/Part number), Page numbers.

Boughton, J. M. (2002). *The Bretton Woods Proposal: an Indepth Look*. – *Political Science Quarterly*, 42(6), pp. 564-78.

E-ARTICLES – Authors, Initials. (Year). Title of article. – Full Title of Magazine, [online]. Available at: web address (quote the exact URL for the article) [Accessed date].

Kipper, D. (2008). *Japan’s New Dawn*. – *Popular Science and Technology*, [online] Available at: <<http://www.popsci.com/popsci37b144110vgn/html>> [Accessed 22 June 2009].

NEWSPAPER ARTICLE – Author, Initials. (Year). Title of article. – Full Title of Newspaper, Day and month before page numbers and column line.

Slapper, G. (2005). *Corporate Manslaughter: New Issues for Lawyers*. – *The Times*, 3 Sep., p. 4b.

ONLINE NEWSPAPER – Author or corporate author. (Year). Title of document or page. – Name of newspaper, [type of medium] Additional date information. Available at: [name of database]. [Accessed date].

Chittenden, M., Rogers, L., Smith, D. (2003). *Focus: ‘Targetitis Ails NHS*. – *Times Online*, [online] 1 June. Available at: <<http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece>> [Accessed 17 March 2005].

IMPORTANT!

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

If you are citing materials from non-roman script, you should transliterate the references to roman script.

For references in the References list:

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

Example:

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

REFERENCES CITED IN THE TEXT (not in footnotes!):

..... (Cormack, 1994).

..... (Samson, 1970, pp. 44-68).