What source do I have?

What source do I have?	Identifying features	Examples. See the **Quick guide** and **Cite them right** for how to format your references
Book	Probably the first source you will use and normally obvious you have a book. It should have a **publisher and place of publication.** Books can be print or online, either way it is <u>referenced as print</u>. It may have several **editions** if it has been updated.	*In Text:* Godfrey (2018) highlights that… or … important practice (Godfrey, 2018). *In List:* Godfrey, J. (2018) *How to use your reading in your essays*. 3rd edn. London: Palgrave.
Chapter in an edited book	Some books contain a number of **chapters** written by **different authors**. These books are compiled by an editor/editors as displayed on the book cover. In the contents page you will see details of who has written each chapter. You need to include the **page numbers of the chapter** you are referring to in the **end text reference.** The editor(s) may or may not have their own chapter within the edited book. If you want to reference one of their chapters still use this format.	*In Text:* Sturgis (2020) found that…. *In List:* Sturgis, P. (2020) 'Surveys and sampling', in Breakwell, G. M., Wright, D. B. and Barnett, J. (eds.) *Research methods in psychology*. 5th edn. London: Sage, pp.373-394.

Journal article	Journals are published throughout the year, have **volumes, parts or issue numbers** and are a collection of articles. You will have two titles, the **article title** and the **journal title**. If you have found the **article online** then include the DOI (Digital Object Identifier) if available. Some more recent articles found online may have an **article number** instead of page numbers - see example. More on this and when to use Digital Object Identifiers (DOI) see the FAQs.	*In Text:* Bolonz and Glode (2021) establish…. *Print:* Bolenz, S. and Glode, L. (2021) 'Technological and nutritional aspects of milk chocolate enriched with grape pomace products', *European Food Research & Technology,* 247(3), pp. 623–636. **Online:** Griffith, L. and Board, M. (2018) 'Influences on clinical decision-making during a community placement: reflections of a student nurse', *British Journal of Community Nursing*, 23(12), pp. 606–609. Available at: https://doi.org/10.12968/bjcn.2018.23.12.606. **With Article Number**: Jiménez, I. and Basurto, X. (2022) 'An organizational framework for effective conservation organizations', *Biological Conservation*, 267, article number 109471. Available at: https://doi.org/10.1016/j.biocon.2022.109471.
Newspaper article	Similar to journal articles, these are published in parts and will include a **specific day of publication**, and have two titles, one for the article and one for the newspaper. They may not have a named author and not always a page number.	*In Text:* Blakely (2020) found ….. *In List:* Blakely (2020) 'Health boost for milk chocolate lovers', *Times*, 18 August, p. 19. OR *In Text:* Guardian (2019) highlighted…. *In List:* Guardian (2019) '4 Surprising Health Benefits Of Chocolate', 17 September.

Webpages	Webpages can be tricky. Be clear whether you are using the actual webpage or whether you are referencing a document loaded onto the webpage. Either way the content is openly available online and should be referenced as such. Look for the author, whether that's an individual or an organisation. If there is no author, consider whether you should be using it. See more on evaluating websites in the website section of Finding and evaluating information. See the FAQs for more about websites.	**Organisation as author - website** HCPC (2018) *Standards of conduct, performance and ethics.* Available at: https://www.hcpc-uk.org/standards/standards-of-conduct-performance-and-ethics/ (Accessed: 28 June 2021). **Organisation as author - pdf of document** HCPC (2018) *Standards of conduct, performance and ethics.* Available at: https://www.hcpc-uk.org/globalassets/resources/standards/standards-of-conduct-performance-and-ethics.pdf (Accessed: 28 June 2021). **Individual as author:** Siang, S. and Carucci, R. (2021) *What pandemic parenting can teach us about leadership*. Available at: https://hbr.org/2021/06/what-pandemic-parenting-can-teach-us-about-leadership (Accessed: 28 June 2021).
Government document	Government documents can come from different Departments e.g. Health or Education but will generally have **.gov.uk** in the web address. The author is generally the Department and they are generally found online. See the Guide to Referencing UK Legal and Government Sources for more detail.	**Webpage** Public Health England (2018) *The Eatwell guide*. Available at:https://www.gov.uk/government/publications/the-eatwell-guide (Accessed: 28 June 2021). **PDF of document** Public Health England (2018) *The Eatwell guide*. Available at: The Eatwell Guide (publishing.service.gov.uk) (Accessed:28 June 2021).
Legislation	Also called **Acts of Parliament** or **Statutes**. They have no author as such. The title is used instead and needs to be in italics. These are referenced differently to the normal format	*In Text:* The *NHS Funding Act 2020* states ... *In Text*: Section 1 of the *NHS Funding Act 2020* provides for...

	so check the Guide to Referencing UK Legal and Government Sources. If you need to refer to specific sections add this into the text not in the reference list.	*In List:* *NHS Funding Act 2020, c. 5.* Available at: https://www.legislation.gov.uk/ukpga/2020/5/contents (Accessed: 05 July 2021) NB: *c. 5.* - refers to the number of this Act in the Statute Book in Parliament. It is not the same as a section of an Act.
Images	Just because an image is online doesn't mean that it doesn't belong to someone. You should still reference it. The way you reference it depends on where you found it, for example on a website or in a collection, and what kind of image it is. Images can include photographs, charts, graphs, tables, figures. See our FAQs for how to reference images in a PowerPoint presentation.	As a general rule *in List*: Author/artist/photographer/organisation (year) *Title.* Available at: URL (Accessed date). For full detail on referencing images see *Cite them right* visual sources **Specific formats:** Photographs from the Internet Photographs from online collections
Everything else	As you start researching more widely you will find many other different sources. **Cite them right** has details on how to reference everything, from clinical information to confidential publications, blogs, encyclopaedias and more.	Check out *Cite them right*