



Formatting references

Books

Book by individual(s)

Author AA & Author BB (year). *Title of book: subtitle*, vol 4, 2nd edn, Publisher, Place Published.

Annotations: Ampersand, Full stop, Colon, Commas from here, Ordinal number, No punctuation; no space between initials, Italics; sentence case, No full stop.

Book by corporate author(s)

Organisation Acronym (Organisation Name in Full) (year). *Title of book: subtitle*, Publisher, Place Published.

Annotations: Full stop, Colon, Commas from here, Full stop, Italics; sentence case.

Edited book

Editor AA (ed) (year). *Title of book: subtitle*, Publisher, Place Published.

Annotations: No full stop, Full stop, Colon, Commas from here, Full stop, No punctuation; no space between initials, Italics; sentence case.

Chapter in an edited book

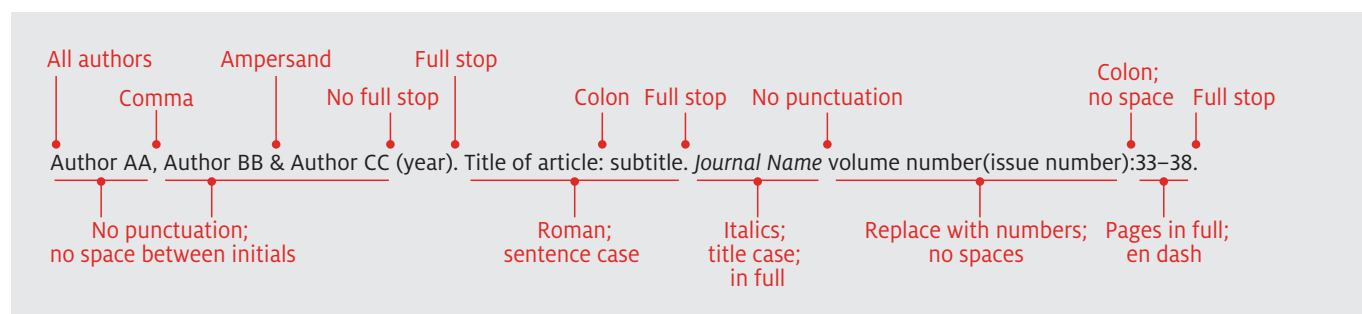
Author AA & Author BB (year). Title of chapter. In: Editor AA & Editor BB (eds), *Title of book: subtitle*, Publisher, Place Published, 123–145.

Annotations: No punctuation; no space between initials, Ampersand, Full stop, Colon, Ampersand, Commas from here, Colon, Pages in full; en dash, Roman; sentence case, Italics; sentence case.



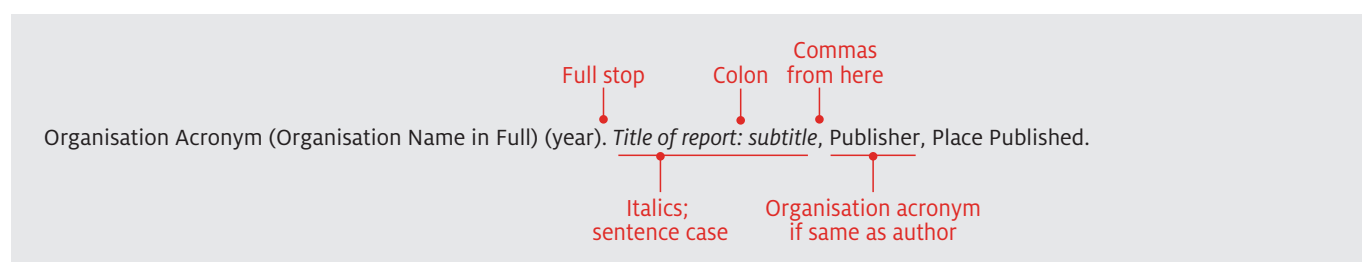
Articles

Basic journal article



Reports

Published report



Unpublished report



Report by a consultant, department's name on cover





Report by a consultant, consultant's name on cover

Author AA & Author BB (year). *Title of report*, report to the Department Name in Full, Place Published.

Annotations: Ampersand, Full stop, Commas from here, Full stop, No punctuation; no space between initials, Italics; sentence case.

Report that is part of a series, with series number

Organisation Acronym (Organisation Name in Full) (year). *Title of document*, 2nd edn, Report series name number, Publisher, Place Published.

Annotations: Full stop, Italics; sentence case, Ordinal number, Roman; sentence case, Number in series, Commas from here, Full stop.

Technical report published by sponsoring organisation

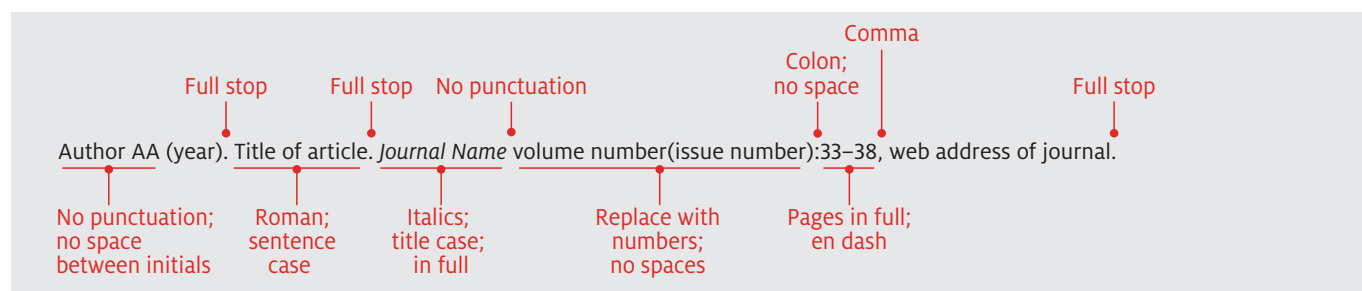
Author AA & Author BB (year). *Title of report*, project number, report number, Publisher, Place Published.

Annotations: Ampersand, Full stop, Commas from here, Full stop, No punctuation; no space between initials, Italics; sentence case, Insert number.

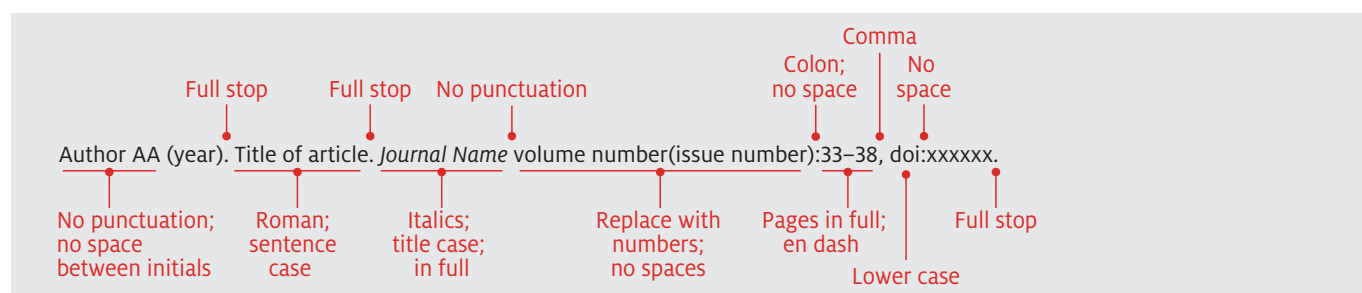


Online material

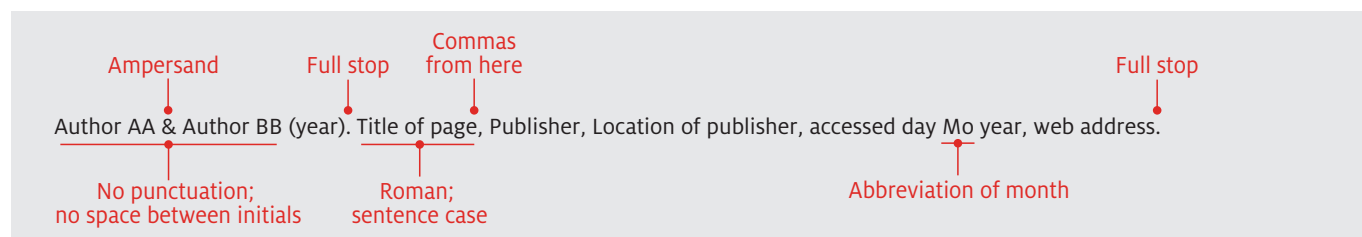
Online journal article, no DOI



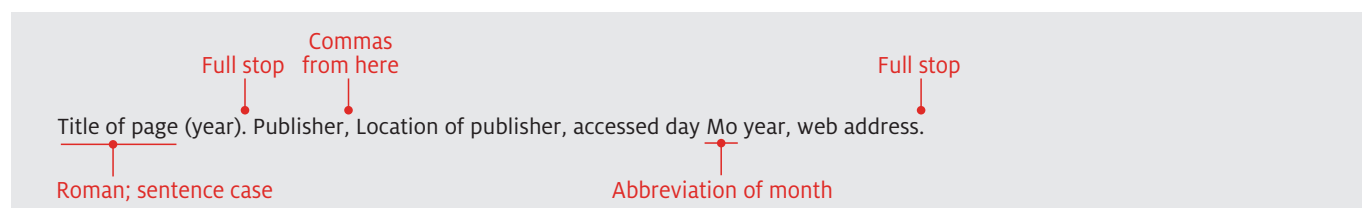
Online journal article with DOI



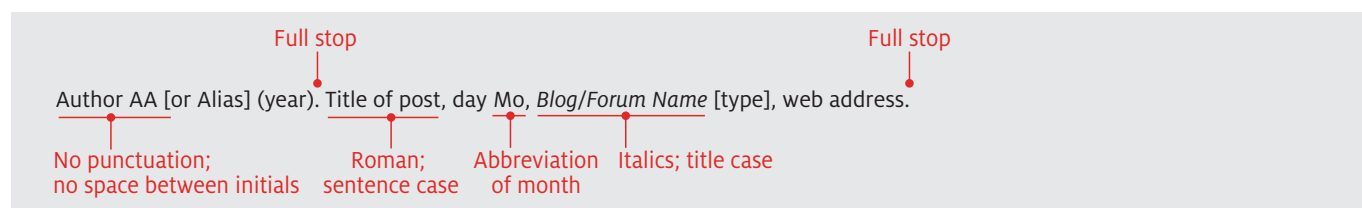
Webpage with author



Webpage without author



Social media





Conference proceedings

Paper in proceedings, with title and editor

Diagram illustrating the formatting of a paper in proceedings with title and editor. The example text is: Author AA (year). Title of paper. In: Editor AA & Editor BB (eds), *Title of proceedings*, proceedings of the Conference Name, Location, day–day Month year, Publisher, Place Published, 123–145.

Annotations for the example text:

- Author AA (year): No punctuation; no space between initials
- Title of paper: Full stop
- In: Roman; sentence case
- Editor AA & Editor BB (eds): Full stop
- Title of proceedings*: Italics; sentence case
- proceedings of the Conference Name: Commas from here
- Location, day–day Month year, Publisher, Place Published: No punctuation; no space between initials
- 123–145: Pages in full; en dash

Paper in proceedings, without title and editor

Diagram illustrating the formatting of a paper in proceedings without title and editor. The example text is: Author AA (year). Title of paper. In: *Proceedings of the Conference Name*, Location, day–day Month year, Publisher, Place Published, 123–145.

Annotations for the example text:

- Author AA (year): No punctuation; no space between initials
- Title of paper: Full stop
- In: Roman; sentence case
- Proceedings of the Conference Name*: Italics; sentence case
- Location, day–day Month year, Publisher, Place Published: Commas from here
- 123–145: Pages in full; en dash