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BOOKS

Book with a single author

In-text citation

(Goldacre, 2009) for the whole book

(Goldacre, 2009, p. 83) when quoting from to a single page

(Goldacre, 2009, pp. 83-84) when quotation runs over two pages

Reference list

Goldacre, B. (2009) *Bad science*. London: Fourth Estate.

1. Author

2. Year

3. Title

4. Place of publication

5. Publisher

Goldacre, B. (2009) *Bad science*. London: Fourth Estate.

Book with two authors

In-text citation

(Atrill and McLaney, 2015) for the whole book

(Atrill and McLaney, 2015, p. 30) when quoting from a single page

(Atrill and McLaney, 2013, pp. 226-266) when quote runs over two pages

Reference list

Atrill, P. and McLaney, E. (2015) *Management accounting for decision makers*, 8th edition. Harlow: Pearson Education.

Book with three or more authors

In-text citation

(Alberts et al., 2014) for the whole book

(Alberts et al., 2014, p. 171) when quoting from a single page

(Alberts et al., 2014, pp. 181-182) when quote runs over two pages

Reference list

Alberts, B., Bray, D., Hopkin, K., Johnson, A., Lewis, J., Raff, M., Roberts, K. and Walter, P. (2014) *Essential cell biology*, 4th edition. New York, USA: Garland Science.



Checklist:

- Author(s) (surname(s), initial(s))
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Book without a named author

If a book has no author, for example an encyclopedia or a guide book, use the title instead.

In-text citation

(*A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford*, (2004) for the whole book

(*A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford*, (2004, p. 44) when quoting from a single page

(*A-Z Nottingham: Ilkeston, Long Eaton, West Bridgford*, (2004, pp.44-45) when quote runs over two pages

Reference list

(*A-Z. Nottingham: Ilkeston, Long Eaton, West Bridgford*, 5th edition. (2004) Sevenoaks: Geographers' A-Z Map Company.

Checklist:

- Title (and subtitle if applicable) in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Year of publication in round brackets
- Place of publication, followed by a colon
- Publisher, followed by a full stop

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BOOKS [CONTINUED]

Edited book

In-text citation

(Ewing, 2000) for the whole book

(Ewing, 2000, p. 13) when quoting from a specific page

(Ewing, 2000, pp. 18-19) when quote runs over two pages

Reference list

Ewing, W.A. (ed.) (2000) *The century of the body: 100 photoworks 1900-2000*. London: Thames & Hudson.

Checklist:

- Editor (surname, initials)
- In round brackets put ed. (or eds. if more than one editor)
- Year of publication in round brackets
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Chapter in an edited book

In-text citation

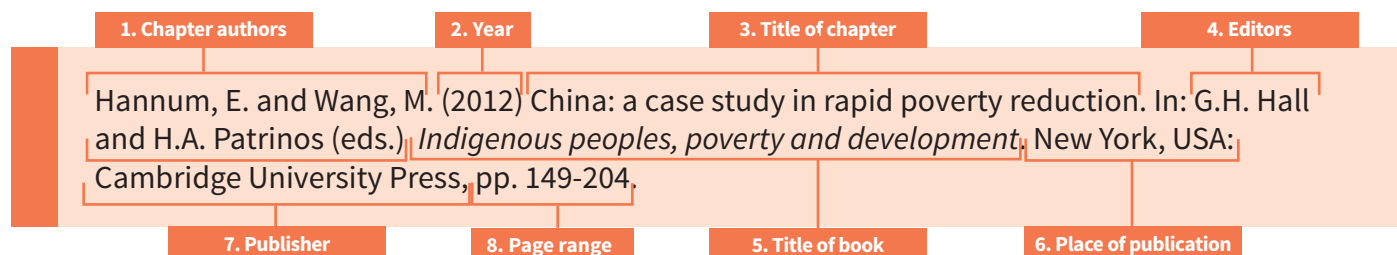
(Hannum and Wang, 2012) for the whole chapter

(Hannum and Wang, 2012, p. 158) when quoting from a specific page

(Hannum and Wang, 2012, pp. 158-159) when quote runs over two pages

Reference list

Hannum, E. and Wang, M. (2012) China: a case study in rapid poverty reduction. In: G.H. Hall and H.A. Patrinos (eds.) *Indigenous peoples, poverty and development*. New York, USA: Cambridge University Press, pp. 149-204.



Checklist:

- Chapter author (surname, initials)
- Year of publication in round brackets
- Title of chapter, followed by a full stop
- In, followed by a colon
- Editor(s) name(s), using initial(s) first, then surname(s)
- In round brackets put ed. (or eds. if more than one editor)
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a comma
- Page or page range: p. or pp. followed by the number(s) and a full stop

Introduction to a book

Use this when citing from an introduction, foreword, afterword or preface.

In-text citation

(Byatt, 1983)

Reference list

Byatt, A.S. (1983) Introduction. In: E. Bowen *The house in Paris*. Harmondsworth: Penguin.

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BOOKS [CONTINUED]

Checklist:

- Introduction author (surname, initials)
- Year of publication in round brackets
- Introduction/Foreword/Afterword/Preface, followed by a full stop
- In, followed by a colon
- Author(s) name(s), using initial(s) first, then surname(s)
- Title (and subtitle if applicable) of book in italics, followed by a full stop if it is the first edition or a comma if it is a subsequent edition
- Edition (only if not the first edition) followed by a full stop
- Place of publication, followed by a colon
- Publisher, followed by a full stop

Booklet

In-text citation

(Tate Modern, 2013)

Reference list

Tate Modern (2013) *The EY exhibition - Paul Klee: making visible*. London: Tate Modern.

Checklist:

- Author (surname, initials)
- Year of publication in round brackets
- Title (and subtitle if applicable) in italics, followed by a full stop
- Place of publication (if known) followed by a colon
- Publisher (if known) followed by a full stop



Ebook published to the web with page numbers

In-text citation

(Ubelaker, 2013) for the whole book

(Ubelaker, 2013, p. 226) when quoting from a specific page

(Ubelaker, 2013, pp. 158-159) when quote runs over two pages

Reference list

Ubelaker, D.H. (ed.) (2013) *Forensic science: current issues, future directions* [ebook]. Chichester: John Wiley & Sons. Available from <https://www-dawsonera-com.proxy.library.lincoln.ac.uk/abstract/9781118373873> [accessed 14 May 2015].

Checklist:

- **Author/editor (surname, initials)**
- **If the book has an editor, put ed. in round brackets (or eds. if more than one editor)**
- **Year of publication in round brackets**
- **Title (and subtitle if applicable) of book in italics**
- **In square brackets put ebook, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- **Edition (only if not the first edition) followed by a full stop**
- **Place of publication, followed by a colon**
- **Publisher, followed by a full stop**
- **Put Available from, followed by the web address**
- **In square brackets put accessed and the date you accessed the ebook, followed by a full stop**

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BOOKS [CONTINUED]

Ebook viewed electronically and without page numbers

Ebooks on hand-held readers may not have page numbers but give the percentage/chapter number/section instead.

In-text citation

(Byrne, 2013) for the whole book

(Byrne, 2013, 48%) when quoting from a specific page

(Byrne, 2013, 51-52%) when quote runs over two pages

Reference list

Byrne, D. (2013) *How music works* [ebook]. Chichester: Canongate Books.

1. Author

2. Year

3. Title

4. Ebook

5. Place of publication

6. Publisher

Byrne, D. (2013) *How music works* [ebook]. Chichester: Canongate Books.

Checklist:

- **Author/editor (surname, initials)**
- **If the book has an editor, put ed. in round brackets (or eds. if more than one editor)**
- **Year of publication in round brackets**
- **Title (and subtitle if applicable) in italics**
- **In square brackets put ebook, followed by a full stop if it is the first edition or a comma if it is a subsequent edition**
- **Edition (only if not the first edition) followed by a full stop**
- **Place of publication (if known), followed by a colon**
- **Publisher, followed by a full stop**



Sacred texts

Your in-text citation should include the name of the book, chapter and verse (or equivalent).

In-text citation

(*Holy Bible*, Revelation, 1.8)

Reference list

Holy Bible [authorised King James version]. London: Collins Bible.

Checklist:

- **Title in italics**
- **In square brackets put the version (if applicable), followed by a full stop**
- **Place of publication, followed by a colon**
- **Publisher, followed by a full stop**

Classical or ancient text - translated

In-text citation

(Virgil, *The Aeneid*) for the whole text

(Virgil, *The Aeneid*, 6. when referring to a single book

(Virgil, *The Aeneid*, 6. p. 268) when quoting from a single line in a single book

(Virgil, *The Aeneid*, 6. pp. 268-269) when quote runs over two pages

Reference list

Virgil, *The Aeneid* (1990). Translated by D. West. London: Penguin.

Checklist:

- **Author**
- **Title (and subtitle if applicable) of book in italics**
- **Year of publication of translation in round brackets, followed by a full stop**
- **Translated by followed by the translator(s) name(s), using initial(s) first, then surname(s) followed by a full stop**
- **Place of publication, followed by a colon**
- **Publisher, followed by a full stop**