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Contact ILS

Information Learning Services
York St John University
Lord Mayor’s Walk
York, YO31 7EX

T: 01904 876696
E: ils@yorksj.ac.uk
W: www.yorksj.ac.uk/ils
@YSJ_ILS

If you’re on campus, you can also visit us at the Service Desk.
This booklet is designed to help you understand how to cite and reference your information appropriately using the Harvard system of referencing.

Our guide is intended to give you help with some of the common types of information you may need to cite and reference. It is not possible to include every single type of information but once you are familiar with our guidance, you should be able to use it to create references for types of information which are not included.
What is referencing?

Referencing is a way of acknowledging that you have used the ideas and work belonging to someone else. It demonstrates that you have undertaken an appropriate literature search and carried out appropriate reading.

The following are examples of sources you might access and need to reference:

- Books
- E-books
- Journal articles
- E-journal articles
- Web pages
- E-mails
- Video, film, CDs and audio recordings/clips
- Newspapers
- Conference papers
- Pamphlets
- Radio/TV broadcasts – you must check with your lecturer that this type of material is okay to use in your assignment!
- Personal communication – you should ask permission from the other person(s) before quoting personal communication
- Interviews – if this is a personal interview, you must always ask permission of the interviewee before using such material
Why do it?

• Anyone reading your assignments should be able to trace the sources you have used in the development of your work.
• Referencing gives you the opportunity to demonstrate the work you have put into creating your assignment. If you’ve done a lot of hard work, why keep quiet about it?
• Referencing allows you to show which parts of the assignment are your own thoughts, ideas and evaluation.
• Good quality references give you a good basis for your argument.
• Accurate referencing is good academic practice and enhances the presentation of your work. If you have referenced fully and accurately you can be sure that you won’t be accused of plagiarism.
• Accurate referencing can improve your marks!
Citing

When you have used an idea from a book, journal article or other source, you must acknowledge this in your text. We refer to this as ‘citing’.

When you cite someone else’s work, you must always state the author or editor and the date of publication. If the work has two authors or editors you must cite both surnames when citing in the body of your own work. Only use the author and date; do not include the title, place of publication, and other information, because these are included in your reference list at the end of your assignment.

If the work has multiple authors or editors you should cite all names unless there are four or more authors/editors. If this is the case, you should use the abbreviation et al. (which is short for et alia and means ‘and others’) after the name of the first author.

**However, in your reference list or bibliography you should include all the author names, regardless of how many there are.**

Read on for more on where and how you will need to cite.
Citing in the body of the text

When you cite a piece of work you must always state the author/editor and the date of publication. If the work has two authors/editors you must cite both names. When citing in-text, you only use the author and date; do not include the title, place of publication etc as these further details are written in your reference list at the end of your assignment.

- With one author:
The work of Smith (2002) emphasises that the research […]

- With two authors:
The work of Theakston and Boddington (2002) emphasises that the research […]

- With paraphrased text:
There has been some considerable debate (Theakston and Boddington 2002) […]

If the work has four or more authors/editors, then use the abbreviation ‘et al.’ This should be used after the name of the first author.

- Authors cited in your text:
The work of Smith et al. (2002) emphasises that […]. However, Theakston and Boddington (2001) considered that […]

- Paraphrasing in your text:
[…] however, this caused even further debate. (Smith et al. 2006)

If you cite an item which has the same author and was written in the same year as an earlier citation, you must use a lower case letter after the date to differentiate between the two.

- Citing different work by the same author from the same year:
The work of Smith (2002a) emphasises that the research […]

Remember, in your reference list or bibliography, you will need to include all author names, so make sure you keep a record of who they are.
Quoting in the text

Often it is better to paraphrase than to use direct quotes. Paraphrasing is putting text from source material into your own words. This demonstrates that you have understood the meaning and context of what you have read. You must always reference paraphrased material. However, if a direct quote from a publication is used, you should:

• use **quotation marks**.
  Either ‘single’ or “double” quotation marks may be used, but you should always remain consistent and not switch between the two.

• state the **page number** in addition to the author and year.

Simpson (2002, p. 6) declared […]

• use an **ellipsis** (three dots, or full stops) in **square brackets** to indicate that part of the original text has been omitted from the quotation.

“In 1664 the most common female crime […] was that of battering men.”

• have a separate, indented paragraph for quotes that take up more than two lines of text, such as in the example below. If you are indenting a quote, you should **not** use quotation marks as well.

Boden (1998, p. 72) states:

In 1664, the most common female crime prosecuted at the Quarter Sessions was that of battering men. This would suggest that women were not the passive and obedient members of society that men would have liked to believe they were.

Duplication of charts, diagrams, pictures etc should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption written for it.
Citing from an interview or personal communication

When citing from an interview, always use the surname of the interviewee/practitioner and the year the interview took place.

Citing from chapters written by different authors

Some books may contain chapters written by different authors. When citing work from such a book, the author who wrote the chapter should be cited, not the editor of the book.

For more information on referencing chapters, see page 18.
Secondary referencing occurs when you are reading an author who refers to another author's work and you want to use this information to support an argument in your assignment.

Ideally, you should try to locate the original work so that you can cite directly from it. However, it may not be possible to access the original work or it may not be appropriate (eg when referring to well established theories).

When citing a secondary reference we recommend that both the author of the primary source and the author of the work it was cited in should be used:

Ellis (1990), cited by Cox (1991), discusses [...]

In your reference list you should only reference the work you have read and cited in your assignment. Therefore, if you haven't read and cited from the original work, you shouldn't reference it.

The same principle applies to your bibliography (if you decide to include one). You should only list the work you have read for your assignment. Therefore, if you haven't read the original work, you shouldn't reference it.

NB: Some subject areas ask that secondary referencing should be avoided where possible. Check with your Academic Liaison Librarian for more information.
Citing and quoting from multi-media and online resources

**Electronic journal (e-journal) articles**
When citing from an e-journal article it should be treated in the same way as a paper journal, using the author’s surname and the publication date. For more information on what to include in your reference list, see our page on e-journals on page 27.

**Web pages**
If the website has an obvious author and date of publication, the information should be cited like a book or journal article. If there is not an obvious author, but the work is situated on an organisational website, the organisation can be used as a corporate author:

The Department of Health (2003) reported that [...]  

**CDs**
If there is not an obvious author, use the title of the CD as the main point of reference:

[...] as found by Encyclopedia Britannica (2001).

**Multi-media**
If a video/DVD recording or audio-cassette is cited, the series title should be used as the author:

World in Action (2002) raises the point that [...]

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12 SMILE Harvard Referencing
Reference lists and bibliographies

Reference lists

The reference list is a list of all the sources that have been cited in the assignment. The list is inclusive showing books, journals, etc, listed in one list, not in separate lists according to source type.

• The list should be in alphabetical order by author/editor/organisation.
• Books, paper journal articles, e-journal articles, etc, are laid out in a particular format that must be followed.

Your reference list contains all the items you have cited or directly quoted from. For example:


The layout for each type of publication can be found later in this booklet, starting on page 15.
There may be items which you have consulted for your work, but not cited anywhere within your assignment’s text. These can be listed at the end of your assignment in a bibliography. The items which form a bibliography should be listed in alphabetical order by author and laid out in the same way as items in your reference list.

If you cite from every source you consulted, you will only need a reference list. If you wish to show to your reader (examiner) the unused research you carried out, a bibliography will show your extra effort.
When finding information for any of your essays, dissertations or other pieces of work, always remember to collect information on your source that you can use later to properly reference it. Once you have done this, you should then reference this source using the correct format.

Over the next few pages are some layout guidelines for you to use if you’re ever unsure of how to correctly reference a source. Remember, it isn’t possible to include every type of information source, but you can use these guidelines to help decide how to reference anything which isn’t listed.

<table>
<thead>
<tr>
<th>How to reference sources: Layouts for your reference list and bibliography</th>
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</thead>
<tbody>
<tr>
<td>Blogs</td>
</tr>
<tr>
<td>Books (inc. e-books)</td>
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<tr>
<td>Conference proceedings</td>
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<td>Databases</td>
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<td>E-mails</td>
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<td>Journals (inc. e-journals)</td>
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<tr>
<td>Images (inc. art and exhibitions)</td>
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<tr>
<td>Interviews (broadcast and personal)</td>
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<tr>
<td>Maps</td>
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<td>Multi-media</td>
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<td>Performances (live and published)</td>
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<td>Reports</td>
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<td>Standards</td>
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<tr>
<td>Statutory instruments</td>
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<tr>
<td>Theses</td>
</tr>
<tr>
<td>Web pages</td>
</tr>
<tr>
<td>Miscellaneous</td>
</tr>
</tbody>
</table>
Blogs

Format (substitute all red text):

Author/Corporate author
(Year of publication, if available)
*Title of blog* [Internet].
Available from URL
[Accessed date of access].

Example:

Tyler, R. (2009) *The mechanical interface of the TARDIS* [Internet].
Books

Format (substitute all red text):

Author/Editor/Corporate author – if an editor, always follow with “ed.”
(Year of edition’s publication)
Title: subtitle.
Series title and number, if part of a series.
Place of publication – if more than once place is listed, use the first named,
Publisher.

Examples:

Blackwell.


Chapters in anthologies and edited books

Format (substitute all red text):

Author of the chapter
(Year of edition’s publication)
Title of chapter.
In: Editor ed.
Title of publication.
Edition, if not first edition,
Series title and number, if part of a series.
Place of publication – if more than one place is listed, use the first named,
Publisher,
Page numbers – use p. before a single page and pp. where there are multiple pages.

Example:

Translated books

Format (substitute all red text):

Author/Editor/Corporate author – if an editor, always follow with “ed.”
(Year of edition’s publication)
Title of publication.
Trans. Name of translator
Edition, if not first edition,
Series title and number, if part of a series.
Place of publication – if more than one place is listed, use the first named,
Publisher.

Example:

Hakodate Publishing.
Books written in a foreign language

Format (substitute all red text):

Author/Editor/Corporate author – if an editor, always follow with “ed.”
(Year of edition’s publication)
Title of work, in original language
[Title, in English].
Edition, if not first edition,
Series title and number, if part of a series.
Place of publication – if more than one place is listed, use the first named,
Publisher.

Example:

E-books

Format (substitute all red text):

Author/Editor/Corporate author – if an editor, always follow with “ed.”
(Year of edition’s publication)
Title of publication.
Edition, if not first edition,
Series title and number, if part of a series.
[Internet]
Place of publication – if more than one place is listed, use the first named,
Publisher.
Available from URL
[Accessed date of access].

Example:

Conference proceedings – published with named author or editor(s)

Format (substitute all red text):

Author/Editor/Corporate author – if an editor, always follow with “ed.”
(Year of publication)
Title of conference proceedings.
Location of conference,
Date of conference.
Place of publication,
Publisher.

Example:

Paper within a conference proceeding

Format (substitute all red text):

Author/Editor/Corporate author – if an editor, always follow with “ed.”
(Year of publication)
Title of conference proceedings.
In: Author/Editor/Corporate author (ed.)
Title of conference proceedings.
Location of conference,
Date of conference.
Place of publication,
Publisher.
Page numbers – use p. before a single page and pp. where there are multiple pages.

Example:

Many different types of item, such as reports, can be found through databases. Simply name the item as you would in other references. If you would like to directly reference the database itself, this guide provides an outline layout.

Format (substitute all red text):

Database name
(Year of item’s publication)
Title of item
[Internet].
Place of publication.
Publisher.
Available from URL
[Accessed date of access].

Example:

E-mails

Format (substitute all red text):

Sender
(Sender’s e-mail address)
Day, month and year of sending.
Subject title of message.
[E-mail]
Message to: recipient’s name
(Recipient’s e-mail address)
[Accessed date of access].

Example:

Hornblower, H. (h.hornblower@hms.renown.uk) 16th May 2011. Treaty of Luneville. [E-mail] Message to Pellew, C. (c.pellew@hms.justinian.uk) [Accessed 8 June 2011].

N.B.

Copies of personal correspondence should be kept as they may need to be submitted as appendices.
Journal articles

Format (substitute all red text):

Author
(Year of publication)
Title of journal article.
*Title of journal*,
Volume number
(Part number),
Page numbers of the article – use p. before a single page and pp. where there are multiple pages.

Example:

E-journals

Format (substitute all red text):

Author
(Year of publication)
Title of journal article.
*Title of journal* [Internet],
Volume number
(Part number),
Page numbers of the article – use p. before a single page and pp. where there are multiple pages,
Available from URL
[Accessed date of access].

Example:

Images and illustrations (print)

Format (substitute all red text):

Artist’s name
(Year the work was produced)
Title of work
[Medium of work, if known].
In: Author/Editor/Corporate author of publication the work has appeared in
(Year of publication)
Title of publication.
Place of publication – if more than one place is listed, use the first named,
Publisher,
Page numbers – use p. before a single page and pp. where there are multiple pages.

Example:

Fifty women artists you should know. Munich, Prestel, p.104.
Images and illustrations (online)

Format (substitute all red text):

Artist’s name
(Year the work was produced)
Title of work.
[Internet].
Available from URL
[Accessed date of access].

Example:

Original works of art

Format (substitute all red text):

Artist’s name
(Year the work was produced)
Title of work
[Medium of work].
Name of gallery,
Location of gallery.

Example:


- Medium of work:
Common media include those such as ceramic, acrylic on canvas, sculpture, etc.
Exhibition catalogues

Format (substitute all red text):

Author
(Year of publication)
*Title of catalogue.*
Place of publication,
Publisher/Gallery.

Example:


– Author:

If there is no named author or corporate author, simply keep this format and cite the gallery/museum rather than an author.
Broadcast interviews

Format (substitute all red text):

Name of interviewee
(Year of interview)
Interviewed by: Name of interviewer
Title of interview, if any,
Title of programme.
Time of broadcast,
Date of broadcast – not necessarily first broadcast,
Production information.

Example:

Personally conducted interviews

Format (substitute all red text):

Name of interviewee
(Year of interview)
Title of interview.
[Interviewed by name of interviewer]
Place interview was conducted,
Date interview was conducted.

Example:

Potter, H. (2012) He who must not be named [Interviewed by Snape, S.]
Hogwarts School, 11th October 2012.
Maps

Format (substitute all red text):

Author/Corporate author
(Year of publication)
Title.
Scale.
Place of publication – if more than one place is listed, use the first named, Publisher.

Example:

Multi-media: broadcast/recorded TV

Format (substitute all red text):

Episode title
(Year of first broadcast)
Programme title
[Material type, if relevant].
Country or city of origin/production,
Publisher/studio,
Date of first broadcast, if known.

Examples:


Multi-media: film

Format (substitute all red text):

*Title of film.*
*(Year of release)*
*[Material type, eg ‘Film’ if seen in cinema]*
Directed by *Director.*
Place of production,
Production company.

Examples:


– Director:
Convention typically dictates that a name be formatted as Surname, F. – in the case of directors etc, the format is Firstname Surname.
Multi-media: broadcast/recorded audio

Format (substitute all red text):

Author/Corporate author
(Year of publication/broadcast)
Title of audio recording/broadcast
[Material type, if relevant].
Country or city of origin/production,
Publisher,
Date of broadcast, if known.

Example:

Music: CDs

Format (substitute all red text):

**Artist/Author/Corporate author**
(Year of publication)
*Title of work*
[CD]
Place of publication,
Record label.

Example:


– Sine locum:

If there is no named place of publication, use the bracketed abbreviation (s.l.). This stands for sine locum, meaning no place.
Music: scores

Format (substitute all red text):

Composer
(Year of publication)
*Title of work.*
Edited or Arranged or Scored by Editor/Arranger/Scorer, if named.
Place of publication,
Publisher.

Example:

Mozart, W.A. (1959) *Concerto in A major for piano and orchestra No. 23.*

- Year of publication:
Note that the dates refer to the particular published article you have referenced, not to the original publication dates.

- Editor/Arranger/Scorer:
Convention typically dictates that a name be formatted as Surname, F. – however, in the case of arrangers etc, the format is Firstname Surname.
Music: sleeve notes

Format (substitute all red text):

Author/Corporate author
(Year of notes’ publication)
Title of notes.
Programme notes in: Artist/Author/Corporate author
(Year of work’s publication)
Title of work.
Place of publication,
Record label.

Example:

Newspaper articles (printed copy)

Format (substitute all red text):

Author
(Year of publication)
Title of article.
_Title of newspaper_,
Day and month of publication,
Page numbers of the article – use _p._ before a single page and _pp._ where there are multiple pages.

Example:

Newspaper articles (online)

Format (substitute all red text):

Author
(Year of publication)
Title of article.
*Title of newspaper*,
[Internet],
Day and month of publication,
Page numbers of the article – use p. before a single page and pp. where there are multiple pages.
Available from URL
[Accessed date of access].

Example:

Official publications: non-parliamentary

Format (substitute all red text):

Author – typically a department or committee of the Government
(Year of publication)
Title of publication.
Place of publication,
Publisher – typically HMSO (Her Majesty’s Stationery Office) or TSO (The Stationery Office).

Example:


Format (substitute all red text):

*Title of Act, including year*
(c. Chapter number)
Place of publication,
Publisher.

Example:

*National Health Service Act 2006* (c. 41) London, TSO.

– Chapter number:
The chapter number indicates which number of Act it is to have been passed that year. For instance, (c. 41) indicates the 41st Act to have been passed in that particular year.

**N.B.**
Acts passed prior to 1963 followed a slightly different format. If you need to reference such an Act, please contact Information Learning Services for assistance.
Official publications: Hansard – House of Lords/ House of Commons parliamentary debates

Format (substitute all red text):

**HL Deb** or **HC Deb**
*(Year of publication)*
[Internet]
Series part number (eg 3 for the third part)s,
vol volume number,
col column number.
Available from **URL**
[Accessed date of access].

Example:


Image by Alex France (2008)
Patents

Format (substitute all red text):

Inventor(s)  
(Year of publication)  
Title of patent.  
Authorising organisation or Place.  

Example:

Performances: published plays

Format (substitute all red text):

Playwright/Dramatist
(Year of publication)
*Title of work.*
Series title.
Place of publication – if more than one place is listed, use the first named, Publisher.

Example:


- Year of publication:
Note that the dates refer to the particular published article you have referenced, not to the original publication dates.
Live theatre performances

Format (substitute all red text):

Author
(Year of performance)
*Title of performance.*
Directed by Director.
Name of theatre company, if known.
Venue of performance,
Location of venue
[Day and month of performance].

Example:


- Director:
Convention typically dictates that a name be formatted as Surname, F. – in the case of directors etc, the format is Firstname Surname.
Live dance performances

Format (substitute all red text):

Choreographer
(Year of performance)
*Title of performance.*
Dance company.
Venue of performance,
Location of venue
[Day and month of performance].

Example:

Live classical music concert

Format (substitute all red text):

*Title of concert.*
*(Year of performance)*
Conducted by *Conductor*.
*Name of orchestra*.
*Venue of concert*,
*Location of venue*
*[Day and month of concert]*.

Example:


- Conductor:
  Convention typically dictates that a name be formatted as Surname, F. – in the case of conductors etc, the format is Firstname Surname.
Live popular music concert

Format (substitute all red text):

Name of act
(Year of performance)
Title of tour.
Venue of concert,
Location of venue
[Day and month of concert].

Example:

Personal communication with a professional practitioner

Format (substitute all red text):

Name(s) of person/people conversed with, written to, etc
(Year of communication)
Title of communication.
[Personal communication, day and month of communication].

Example:

Podcasts

Format (substitute all red text):

*Title of podcast.*
(Year of publication)
[Podcast].
Available from URL
[Accessed date of access].

Example:

Presentation/lecture

Format (substitute all red text):

Speaker
(Year of presentation/lecture)
*Title of presentation/lecture.*
Presented at *title of conference/meeting/event.*
Place of event.

Example:

Online presentation/lecture

Format (substitute all red text):

Speaker
(Year of presentation/lecture)
Title of presentation/lecture.
[Internet].
Presented at title of conference/meeting/event.
Place of event.
Available from URL
[Accessed date of access].

Example:

Presentation/lecture by an external lecturer

Format (substitute all red text):

Speaker
(Year of lecture)
Title of lecture.
[Lecture].
Series, if applicable.
Venue of lecture,
Location of venue
[Day and month of lecture].

Example:

Presentation/lecture by an internal lecturer

Format (substitute all red text):

Lecturer/tutor
(Year of lecture)
Title of lecture.
[Lecture notes].
Course module and title.
Venue of lecture
[Day and month of lecture].

Example:

Edgar, R. (2010) *Film noir* [Lecture notes]. 1FT010 Introduction to Film Studies. Fountains Lecture Theatre, York St John University [20th November].
Reports (printed)

Format (substitute all red text):

Author or Organisation
(Year of publication)
*Title of report.*
Report no.  report number, if applicable.
Place,
Publisher.

Example:

Reports (online)

Format (substitute all red text):

Author or organisation
(Year of publication)
Title of report.
Report no. report number, if applicable.
[Internet].
Place,
Publisher.
Available from URL
[Accessed date of access].

Example:

Standards

Format (substitute all red text):

Standard body/institution
(Year of publication)
Standard number
Title of standard.
Place of publication,
Publisher.

Example:

Statutory instruments

Format (substitute all red text):

Title of statutory instrument
(Year of publication)
SI Statutory instrument number.
Place of publication,
Publisher.

Example:

Theses

Format (substitute all red text):

Author (Year of publication) Title. Type of thesis, eg MSc thesis, Academic institution.

Example:


- Academic institution:
  If the name or status of the institution has changed since the publication of the thesis, refer to the name as it was at the time of publication.
Web pages

Format (substitute all red text):

Author/Editor/Corporate author
(Year of publication)
Title of page.
[Internet].
Available from URL
[Accessed date of access].

Example:


- Author
If there is no named author or corporate author, skip this detail and place the title of page before the year.

- Year of publication
If no date can be found, substitute this detail for the abbreviation (n.d.), meaning no date.
Miscellaneous – brochures and leaflets

Format (substitute all red text):

Author/Organisation
(Year of publication)
*Title of publication.*
[Brochure].
Place of publication, if known,
Publisher, if known.

Example:

References to the Bible should include book (abbreviated), chapter and verse - never a page number. Traditionally a colon is used between chapter and verse:

Isaiah 4:5-6.
Ruth 1:22.

References to the Bible are not typically included in your bibliography, but if you want to reference the particular Bible that you have been using, please do so as you would a book (see page 17). Treat references to the sacred and highly revered works of other religious traditions similarly to how those of the Judeo-Christian tradition are treated.

If this remains unclear, please contact Information Learning Services for assistance.
What do I do if the publication has no date?
- Write “no date” in round brackets, where the date should be.

What if there is no obvious author for an item on the web?
- You can use the organisation whose website it is (such as the BBC) as the corporate author. However, if there is no author and it is not a site belonging to an organisation, you need to question whether or not this is a reliable source of information.

There is no obvious publisher or place of publication, what should I do?
- This would be fairly unusual. Usually you would have at least one of these pieces of information. If you can’t determine the publisher, then you can use the name of the organisation responsible. If you don’t have this information either, then you can use (s.n.) which is an abbreviation for sine nomine which means no name.

- If you don’t have the publisher’s name then it will probably be very difficult to find out the place of publication. In the unlikely event of this happening you can use (s.l.).

- The above abbreviations should only be used if you really cannot find the information.
Can I mix referencing styles?
- No. You must only use one referencing style. Be consistent!

What is the difference between a bibliography and a reference list?
- A reference list is a list of all the sources you have cited from. A bibliography is a list of items you have read during the course of your research, but not cited in that particular assignment.

I can’t find guidance on how to reference an item, what should I do?
- You can use the principles outlined in our guidance to create a reference for an item which isn’t listed. Think carefully about the item and what information you need to include about it. Have a go at creating a reference and you can ask Information Learning Services for advice if you are unsure.
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Contact us

Information Learning Services
York St John University
Lord Mayor’s Walk
York, YO31 7EX

T: 01904 876696
E: ils@yorksj.ac.uk
W: www.yorksj.ac.uk/ils