



Edge Hill University
LEARNING SERVICES

Skills Guide

Harvard Referencing



Inclusive Provision

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Introduction

The Harvard referencing system, also known as the **author - date** system, has no single definitive set of conventions. This is due to the many changes in available sources since Harvard was first designed (especially the growing range of electronic sources) and to the different interpretations by users of Harvard. You will notice many differences in the conventions used in study guides and on other university websites. The examples given in this guide are based on a range of reliable sources, mainly that of British Standards, BS 5605:1990.



It is **important** that you **check your course handbooks** and **ask your tutors**, if you have any questions about the advice given in your subject area/s.

This booklet is intended only as a basic guide. It has:

- ⇒ Examples of referencing within text
- ⇒ Examples of referencing within a bibliography / reference list
- ⇒ Advice on how to set out a bibliography / reference list
- ⇒ A bibliography, using the examples from this guide



The **STOP** signs are there to alert you to useful information.

Learning outcomes

After reading this guide, you should be able to:

- ⇒ Understand what referencing is and why it is important
- ⇒ Use a variety of ways of introducing Harvard referencing within your assignment
- ⇒ Compile a bibliography / reference list

What is referencing?

Referencing (also called citing) means taking ideas or words from something you have read, listened to or watched and putting them in your assignment to support your discussion and analysis. Whenever you use the work of someone else in your coursework, you **must** reference the **source** in your assignment text and in your bibliography or reference list.

Why bother?

You will not get all the information you need for in-depth learning about your subject/s from your lectures and seminars alone. Researching other sources gives you a much wider perspective and helps you to plan for seminars, lectures, assignments and exams. **Tutors want to see** that you are able to use a range of sources.

If you reference properly, your tutors will be able to check your sources for accuracy, should they need to, and you will also avoid **plagiarism**. Plagiarism means taking somebody's ideas, words or inventions and using them as your own, without referencing your source. It is a **very serious offence** in Higher Education and **must be avoided**. See 'Ten Top Tips for Avoiding Plagiarism'.

Where to look for reference details

When you have decided to use a particular source, make a record of all the information you will need to reference it. This is usually found on the cover and in the first couple of pages. If you can't find it, check the back pages and back cover.

- On media items such as videos or CD-ROMS, you will find the details somewhere on the cover or on the insert.
- Details from the Internet will depend on what type of source it is. There is more advice on this later in the guide.

Keeping research records - some tips

- ⇒ Keep a **note-book**, **index cards** or **dictaphone** with the details of the sources you use for each assignment. This way you won't lose them and you will have them to refer back to for future assignments and exams.
- ⇒ Make a record of the **call number** on the spine of the book, etc. so you can find it again quickly if you need to.
- ⇒ **Save records** in the library catalogue system, **view saved records** and **e-mail** the list to yourself. (Use the Help tool, if you don't know how to do this.)
- ⇒ **Place a request** for items in the library catalogue system, if they are out on loan when you need them. (Use the Help tool, if you don't know how to do this.)

Bibliography or reference list?

Traditionally, in the Harvard system, a reference list is a list of all the sources you have cited in your assignment and a bibliography is a list of sources you have read extensively but have **not** used in your assignment.



Please note, this guide uses the term 'bibliography' because most subject areas at Edge Hill that use Harvard, use that term. Your subject area may use the term 'reference' list. **Please check your handbooks for guidelines and consult your tutors if you need more information.**



The bibliography / reference list is not included in your total word count.

How do I reference in my assignment text?

The most important thing is to use references **with meaning**. Make sure they are relevant in your text and you introduce them or comment on why you have used them.



The main ways to reference are by **direct quote, paraphrase or summary**.

- **Direct quotation** is where you copy text word-for-word, enclose it in quotation marks to show it is a direct quote and reference your source, including the page number.
- **Paraphrasing** is where you take the meaning from a source and express it in your own words. You have still used the ideas or examples from the source, so you **must** reference it. You do not need quotation marks or the page number for this method usually **but** you must add the page number if you are referring to a model, table or diagram, in case your tutor needs to check it.
- **Summarising** is where you refer briefly to the main idea from a particular source, for example: Dean (2002) has written extensively on the need for keen observation by teachers when managing a classroom.

This guide shows a variety of examples. Please read them carefully making note of the punctuation and other conventions used.

Direct quotations

Example 1 (The author is not mentioned before the quote.)

Group work is important when encouraging students to use critical thinking because, 'discussion really does play an absolutely vital part in the development of thinking' (Cowley, 2004:8).

Example 2 (The author's name appears naturally in the flow of your text.)

According to Cowley (2004:8) 'discussion really does play an absolutely vital part in the development of thinking'.

Sometimes you might not want to use an entire direct quote and you either want to miss out a few words from a sentence or insert a word of your own to make the quote flow. You can do this as follows:

Example 3 (3 dots show words omitted and square brackets are the student's own words, inserted, to make the meaning flow)

It is important to get students in the 'right mood to think' [by] 'gaining their attention'...'encouraging them to concentrate' [and by] 'thinking carefully about the atmosphere in the room' (Cowley, 2004:8).

Paraphrasing

You do not need to add page numbers when you paraphrase or summarise an author's ideas or work (**but you must add page numbers if you are referring to a model or diagram - in case your tutor needs to check it**). Also, make sure you do not change the meaning of the information when you paraphrase it.

Example 1

If we want our students to engage in the processes involved in critical thinking, it is crucial to provide the opportunity for group discussion and the exchange of ideas (Cowley, 2004).

Example 2

Cowley (2004) argues that if we want our students to engage in the processes involved in critical thinking, it is crucial to provide the opportunity for group discussion and the exchange of ideas.



BOOKS

Single author: direct quote

Examples in text

'The effective critical thinker employs a number of different techniques during the thinking process' (Cowley, 2004:114).

Cowley (2004:114) suggests that, 'the effective critical thinker employs a number of different techniques during the thinking process'.

'The effective critical thinker', according to Cowley (2004:114), 'employs a number of different techniques during the thinking process'.

If a direct quote is longer than 2 lines, separate it from the text with a colon and indent it. Use single line spacing for the quote. You don't need to put quotation marks around it; your tutor can tell it is a quote by the layout and source details.

Example in text

It has been argued that:

The effective critical thinker employs a number of different techniques during the thinking process. Coming to a definition of critical thinking is actually quite hard because the term encompasses such a wide variety of features (Cowley 2004:114).

Example in bibliography

Author's surname

Comma

Initial

Full stop

Year of publication (in brackets)

Title of book - in *italics*

Full stop

Place of publication

Colon

Publisher

Full stop

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.



Avoid 'padding' essays with too many long quotes to make up the word count. Your tutors want to see *your* discussion and analysis



If you use more than one reference from one author (from the same book), you only need to list the book once in your bibliography.

If you cite from different books an author has written in the same year, identify them in your text by adding letters after the year (Bloggs, 2005a) (Bloggs, 2005b) but you must put all the books from that author in your bibliography.

Single author - paraphrase

Example in text

Cowley (2004) believes that critical thinking is not just about one skill: it is about using a whole range of creative thinking techniques.

It has been argued that critical thinking is not just about one skill: it is about using a whole range of creative thinking techniques (Cowley,2004).

Multiple authors

For two authors, give both names.

Example in text

Springer and Deutsch (1998:3) argue that, ‘the left brain and the right brain are not identical in their capabilities or organizations’.

Example in bibliography

Springer, S. & Deutsch, G. (1998) *Left Brain Right Brain: Perspectives from Cognitive Neuroscience*. 5th ed. New York: W.H. Freeman & Company.



Don't forget to put the edition, if it isn't a first edition.

For **more than** two authors, use *et al.* (which is Latin for ‘and others’) in your assignment text.

First author's surname, *et al.* (year: page no. – if it is a direct quote)

Chaffey, *et al.* (2003:85) state that those without access to the Internet often experience ‘social exclusion’.



Note the use of plural here because you are

citing more than one author.

You need to put **all** the authors in your bibliography.

Chaffey, D., Mayer, R., Johnstone, K. & Ellis-Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2nd ed. Harlow: Prentice Hall.

If you summarise a particular theory or issue that many people have written about, but all in different books, reference it as follows:

There has been much debate about parents' right to smack their children (Green, 1999; Jones, 2002; Brown, 2004 and Smith, 2004).



You should put **all** the authors and their works in your bibliography.

A secondary citation

If you find a valuable piece of information from one author **cited** (i.e. mentioned or used as an example) in another author's work, and you cannot access the original work, reference it as follows:

Examples in text

Oliver (cited in Vella, 2001:42) describes how learners need to, 'construct knowing'. By this, he means that in order to understand and learn new 'concepts, skills or attitudes' a learner needs to apply them to real examples of their own.

It could be argued that learners need to, 'construct knowing'. This means that in order to understand and learn new 'concepts, skills or attitudes', a learner needs to apply them to real examples of their own (Oliver, cited in Vella, 2001:42).



Example in bibliography

Vella **not** Oliver will go in the **bibliography** because you have not read Oliver's original work; you read about it in Vella's book.

Vella, J. (2001) *Taking Learning to Task: Creative Strategies for Teaching Adults*. San Francisco: Jossey-Bass.



A word of warning about using secondary citations

- It is poor academic practice to take only one or two sources and cite lots of secondary references from them.
- Find the original source if you can.
- You will find the details in the bibliography or reference list of the book the citation is in.
- You might learn something new from the original source.
- Find more sources.
- Book a 1-1 skills session at the Edge Ahead Centre, if you need help with research.

A contribution in an edited book

Writers often take several chapters written by others and edit them into one book. If you reference from a contributor to an edited book, you should reference the author of the contributed chapter in your assignment and the details of the edited book in your bibliography.

Example in text

According to Eyles (2002: 219) 'infectious diseases are then the lenses through which to examine some of the health consequences of globalization'.

Example in bibliography

Author of chapter

Year of book it is in (in brackets)

Chapter title in 'single inverted commas'

In

Colon

Editors/s names

(eds.)

Book title in *italics*

Full stop

Edition

Place of publication

Colon

Publisher

Full stop

Page numbers of chapter (use p. or pp.)

Full stop

Eyles, J. (2002) 'Global Change and Patterns of Death and Disease' In: Johnston, R.J., Taylor, P.J. & Watts, M.J. (eds.) *Geographies of Global Change: Remapping the World*. 2nded. Oxford: Blackwell Publishing. pp.216-235.

Electronic book (e-book)



Edge Hill stocks a wide selection of e-books. If a book you want is out on loan, it is worth checking to see if we have an electronic copy. All of the rules above apply to referencing an e-book. The only difference will be in your bibliography. Add the URL (i.e. web address) and the date you accessed the e-book. You can find the details for an e-book by clicking on the 'details' or 'show details' buttons.



The e-book details may state that the person named on the book is the **author**, when in fact they might be the **editor**. This could cause you to reference an e-book incorrectly. To clarify whether it is the author or the editor, you can view the book cover by clicking on:

- ⇒ Show details
- ⇒ View this book
- ⇒ Open

Example in text

Dean (2002:36) discusses egocentricity in five-year olds and suggests they need to, 'learn how to get on with other children'. She claims that children who have, 'experienced nursery or playgroup' are at an advantage.



Do not put the **web site address** for **any** electronic sources in the assignment text. **This will go in your bibliography.**

Example in bibliography

Dean, J. (2002) *Managing the Primary School: Educational Management Series*. London: Routledge. <http://www.netLibrary.com> [accessed 07 April 2004].



JOURNAL

Referencing journals is similar to referencing contributions in edited books. You reference the contributor in your assignment and put the full journal details in your bibliography.

Example in text (Note that double quotation marks are used in this example. This is because the quotes are from interviews and are actual words that the students spoke. Only use double quotation marks if quoting direct speech.)

Some students with disabilities have voiced concern over difficulties encountered in lectures, for example, lecturers, "talking too quickly" or turning away from the audience, producing, "muffled sound", lecturers removing visual material, "too quickly" (Fuller, *et al.*, 2004:461).

Example in bibliography

Author/s of article
Year of journal it is in (in brackets)
Article title in 'single inverted commas'
Journal title in *italics*
Full stop
Volume
Issue (in brackets)
Page nos.
Full stop

Fuller, M., Bradley, A. & Healey, M. (2004) 'Incorporating disabled students within an inclusive higher education environment' *Disability and Society: the Leading Journal in Disability Studies*. 19 (5) pp.455-468.

Volume ↗ ↖ issue ↖ page/s

Journal without volume and issue nos.

Chalmers, J. and Chaudhuri, U. (2004) 'Sniff Art' *The Drama Review: the Journal of Performance Studies*. Summer, pp. 76-80.



ELECTRONIC JOURNALS (Do not put any of the web address in your assignment text. See page 10.)

Author/s of article
Year of journal it is in (in brackets)
Article title in 'single inverted commas'
Journal title in *italics*
Full stop
Volume
Issue (in brackets)
Page nos.
Full stop
URL (i.e. web address)
Date you accessed the journal, [in square brackets]
Full stop

Example in bibliography

Holmes, S. (2004) 'Enteral feeding and percutaneous endoscopic gastronomy' *Nursing Standard*. 18 (20) pp. 41-43. <http://www.nursing-standard.co.uk> [accessed 26 July 04].



OFFICIAL PUBLICATIONS AND REPORTS

Government Department or Organisation

Example in assignment text

An OfSTED report (2002:3) highlights one of the challenges for English teachers, which is, 'to maintain a balance between teaching pupils to use language accurately, so as to maximise communication, and encouraging personal interpretation and sufficient choice or originality in composition'.

Example in bibliography

Organisation (if there is no discernable author)

Year of publication (in brackets)

Title of report in *italics*

Full stop

Reference number, i.e. HMI or sometimes called command (Cm or cmd) number (Note- some authors use cmd others use Cm. (you will need to check the document you are using)

Full stop

Place of publication

Colon

Publisher

Full stop (Also see the **online** examples)

Office for Standards in Education (2002) *Good Teaching, Effective Departments: Findings from a HMI Survey of Subject Teaching in Secondary Schools*. HMI 337. London: OfSTED Publications.

An online Government report

Example in assignment text (Note, there is an author for this citation. If there is no author, put the organisation in your brackets, i.e. for this citation it would have been, (DfES, 2004:5).

The Secretary of State for Education, Charles Clarke (2004:5) has argued that Key Stage 3 test results for December 2003 were, 'the best on record, with increases in every subject and at all levels'.

Example in bibliography

Clarke, C. (2004) *Departmental Report*. Cm 6202. London: DfES.

<http://www.dfes.gov.uk/deptreport2004/> [accessed 03 August 2004].



If you refer to a document published more than once in the same year, use letters to indicate this, for example (2004a), (2004b).



THESIS (or dissertation)

Example in bibliography

Author

Year (in brackets)

Title of thesis or dissertation in *italics*

Full stop

Degree awarded

Full stop

University awarding the thesis / dissertation

Full stop

Forsyth, M. (2001) *Lighting a 'Frugal Taper': Working-Class Women Poets 1830-1890: A Critical Anthology*. PhD Thesis. University of Lancaster.



CONFERENCE PRESENTATION OR PAPER

Conference presentation

Example in bibliography

Presenter

Year (in brackets)

Title of presentation, in 'single inverted commas'

Title of conference, in *italics*

Full stop

Organisers of conference

Comma

Place of conference

Full stop

Date of conference (in brackets)

Full stop.

Rabikowska, M. (2004) 'Eating Melon Over Shakespeare: or How to Teach Critical Thinking in Advertising' *Teaching for Learning in Post-Compulsory Education: Sharing Practice and Thinking*. Centre for Learning and Teaching Research, Edge Hill College of Higher Education, Ormskirk, U.K. (23 January).

Conference paper

Author

Year (in brackets)

Title of paper 'in single inverted commas'

Title of conference, in *italics*

Full stop

Organisers of conference

Comma

Place of conference

Full stop

Date of conference (in brackets)

Full stop.

Jones, M. (2004) 'Sliding into the swamp? A study of Newly Qualified Teachers Engaging in Critical Reflection upon Their Practice' *Hawaii International Conference on Education*. University of Hawaii, Honolulu, U.S. (3-6 January).



INTERVIEW

Example in bibliography

Name of Interviewee

Subject of Interview, in *italics*

Full stop

Interviewed by

Colon

Name of interviewer

Location of interview

Full stop

Full date of interview (in brackets)

Full stop

Keen, J. *Online Interactive Study Skills*. Interviewed by: Norburn, L. Edge Hill College of Higher Education, Ormskirk, U.K. (01 August 2004).



NEWSPAPER ARTICLE

Example in text

Former OfSTED chief, Chris Woodhead, has created more controversy by claiming that Government funding will not save state education and that if private schools were to join in partnership with state schools, they would only be 'propping up a failing system' (Smithers, 2005:7).

Example in bibliography

Author/s

Year

Title of article, 'in single inverted commas'

Title of newspaper, in *italics*

Full stop

Day and month

Comma

Page no/s

Full stop

Smithers, R. (2005) 'Ex-Ofsted chief sparks new row' *The Guardian*. 13 May, p.7.



ONLINE NEWSPAPER ARTICLE

Example in text

Former OfSTED chief, Chris Woodhead, has created more controversy by claiming that Government funding will not save state education and that if private schools were to join in partnership with state schools, they would only be 'propping up a failing system' (Smithers, 2005:1).

Example in bibliography

Author/s

Year

Title of article, 'in single inverted commas'

Title of newspaper, in *italics*

Full stop

Page no/s

URL, i.e. web address

Date you accessed the article [in square brackets]

Full stop

Smithers, R. (2005) 'Ex-Ofsted chief sparks new row' *Education Guardian*. p.1.
<http://education.guardian.co.uk>. [accessed 13 May, 2005].



TELEVISION

In bibliography

Title of programme, in *italics*

Full stop

Episode number

Full stop

Title of episode, 'in single inverted commas'

Channel

Full stop

Full date of transmission

Full stop

Time of transmission, based on 24-hour clock

Full stop

Example 1

Messiah III. Episode 1. 'The Promise' BBC 1. 30 August 2004. 2100 hrs.

Example 2 (programme with only one episode)

(Double quotation marks are used because these words were spoken in the programme.)

Example In text

Tourists in Thailand are being encouraged to visit European and American prisoners at the notorious Bang Kwang prison in Bangkok. Inmates dubbed these "banana visits" and said they felt like "caged monkeys" (*The Real Bangkok Hilton*, 2004).

Example in bibliography

The Real Bangkok Hilton. BBC 2. 22 July 2004. 2100 hrs.

A Television Interview

Example in text (Double quotation marks are used because these words were spoken in the programme.)

Suzi Leather (2004), Chair of the Human Fertilisation and Embryology Authority (HFEA), defended the HFEA's decision allowing embryo screening to find cell matches for a sick child as, "embryo selection for a very important medical reason."

Example in bibliography

Leather, S. 'Interview' In: *Six O' Clock News*. BBC1. 21 July 2004. 1800 hrs.



RADIO

Example in text

In a recent radio debate, Stuart Maconie challenged record company representatives on their view that they are losing vast amounts of money to Internet downloading (*The Great British Music Debate*, 2004).

Example in bibliography

Programme title, in *italics*

Full stop

Radio station

Full stop

Full date of transmission

Full stop

Time of transmission, based on 24-hour clock

Full stop

Example: *The Great British Music Debate*. BBC Radio 2. 21 July 2004. 1900 hrs.



FILM, VIDEO AND DVD

Title of film, in *italics*

Date of release, in brackets

Directed by

Director's name

Full stop

Region of publication

Colon

Production company name

Full stop

Medium and format, [in square brackets]

Full stop

FILM

Whatever Happened to Baby Jane? (1962) Directed by Robert Aldrich. USA: Warner Bros. [Film: 35mm].

VIDEO

Reading With Colour: A Film About Meares-Irlen Syndrome. (2000) Essex: Sylva Productions in collaboration with University of Essex Visual Perception Unit. [Video: VHS].

DVD

Blade Runner: the Director's Cut. (1992) Directed by Ridley Scott. USA: Warner Bros. [DVD].



CD-ROM / MUSIC CD

Article from a full-text CD-ROM database

Example in bibliography

Author/s

Title of article, in 'single inverted commas'

Title of newspaper or journal, in *italics*

Full stop

Medium [in square brackets]

Full date

Full stop

Page no/s

Full stop

Lascalles, D. 'Oils troubled waters' *Financial Times*. [CD ROM] 11 January 1995.
p.18.

Music CD

Example in bibliography

Name of artist/s

Full stop

Release date (in brackets)

Produced by

Name of producer/s

Full stop

Title of CD, in *italics*

Full stop

Place of release

Colon

Name of record company

Full stop

Medium [in square brackets]

Full stop

Kraftwerk. (1978) Produced by Ralf Hutter & Florian Schneider. *The Man Machine*.
Dusseldorf: Capitol Records Inc. [Music CD].



WEBSITE HOMEPAGE



(Do not put any of the web address in your assignment text. You should put the author or organisation in your brackets. See the examples in this guide.)

If you cannot find an author on the page you are referencing from the Internet, you need to give as much information as you can find. Go to the home page to find relevant information. Use the following list as a guideline.

Look for:

Constructor, person or organisation
Title of page
Title of article
Date created
Date up-dated
URL (web address)
Page no/s
Make a note of the date you accessed the site

Example in text

A mind map, 'harnesses the full range of cortical skills – word, image, logic, rhythm, colour and spatial awareness' (Buzan Centres, 2004:1).

Example in bibliography (The example given here acts in a similar way to an article in a journal or a chapter in an edited book., apart from having no author.)

Organisation
Date (in brackets)
Title of article, in 'single inverted commas'
Title of page or section it is in - in *italics*
Full stop
URL (i.e. web address)
Date accessed [in square brackets]
Full stop

Buzan Centres (2004) ' Definition of Mind Maps: What is a Mind Map?' *Mind Maps*.
<http://www.mindmap.com> [accessed 29 July 2004].



Note - there is no date created or up-dated on the example we have given. Some sites have this, others don't. Also, be very **careful** to copy the web address correctly. **If you use a site regularly, save it in your 'Favourites'**.

Referencing a whole website within text

Metacrawler (<http://www.metacrawler.com>) is a meta search tool used for conducting basic searches and quickly locating documents on the World Wide Web. The statement above does not refer to any specific page or part of that site, so you would not need to put it in your bibliography.



E-MAIL

Example in bibliography (This example is fictitious.)

Author of e-mail

Date of e-mail (in brackets)

Subject, in *italics*

E-mail to recipient's name [in square brackets]

Online [in square brackets]

Available e-mail

Colon

Recipient's e-mail address

Bloggs, J. (03 August 2004) *Harvard Referencing*. [e-mail to Blah, R.] [Online]

Available e-mail: blahr@blah.ac.uk



We suggest you **gain permission** from the other person/s involved before citing an e-mail (**particularly** if you are going to cite their e-mail address).

COMPILING A BIBLIOGRAPHY (or reference list)

- ⇒ Compile your bibliography/reference list in alphabetical order by author/s surname or by organisation (see the example on the following pages).
- ⇒ Attach it to the back of your assignment on a separate page.
- ⇒ You don't need to separate your Internet references, unless your subject area tells you to.
- ⇒ Some subject areas (such as English) will ask you to list your primary and secondary sources separately. **PLEASE CHECK your handbooks.**



Please note, the **example** bibliography shown here is very long because we have included all the examples from this guide. **Ask** your tutors how many sources they expect you to use in assignments; this will vary according to word-length and subject area.

Bibliography

Blade Runner: The Director's Cut. (1992) Directed by Ridley Scott. USA: Warner Bros. [DVD].

Bloggs, J. (03 August 2004) *Harvard Referencing*. [e-mail to: Blah, R.] [Online] Available e-mail: blahr@blah.ac.uk

Buzan Centres (2004) 'Definition of Mind Maps: What is a Mind Map?' *Mind Maps*. <http://www.mindmap.com> [accessed 29 July 2004].

Chaffey, D., Mayer, R., Johnstone, K., Ellis-Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2nd ed. Harlow: Prentice Hall.

Chalmers, J. & Chaudhuri, U. (2004) 'Sniff Art' *The Drama Review: the Journal of Performance Studies*. Summer, pp. 76-80.

Clarke, C. (2004) *Departmental Report*. Cm 6202. London: DfES. <http://www.dfes.gov.uk/deptreport2004/> [accessed 03 August 2004].

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.

Dean, J. (2002) *Managing the Primary School: Educational Management Series*. London: Routledge. <http://www.netLibrary.com> [accessed 07 April 2004].

Eyles, J. (2002) 'Global Change and Patterns of Death and Disease' In: Johnston, R.J., Taylor, P.J. & Watts, M.J. (eds.) *Geographies of Global Change: Remapping the World*. 2nd ed. Oxford: Blackwell Publishing. pp. 216-235.

Forsyth, M. (2001) *Lighting a 'Frugal Taper': Working-Class Women Poets 1830-1890: A Critical Anthology*. PhD Thesis. University of Lancaster.

Fuller, M., Bradley, A. & Healey, M. (2004) 'Incorporating disabled students within an inclusive higher education environment' *Disability and Society: the Leading Journal in Disability Studies*. 19 (5) pp. 455-468.

Holmes, S. (2004) 'Enteral feeding and percutaneous endoscopic gastronomy' *Nursing Standard*. 18 (20) pp. 41-43. <http://www.nursing-standard.co.uk> [accessed 26 July 04].

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Links to study skills resources

<http://www.dyslexia-college.com>

<http://www.donnayoung.org/>

<http://www.skills4study.com>