

## Referencing - A visual guide (books)

The grey boxes show the information you need to gather from each book you refer to. You should be able to find all you need at the front of the book, on the page opposite the contents page. The layout below shows how you should set out the reference in your **list of references** at the end of your work.



**Note:** check your course handbook or essay style guide. There a number of variations in style (eg some people like to see the date in brackets) and you should follow that preferred by your course/lecturer. Whichever style you use– **be consistent!**

### Citation in the text

Below is an example of “in-text citation” from this book. The exact words have not been copied, but the ideas have been summarised. You should add the page number if appropriate

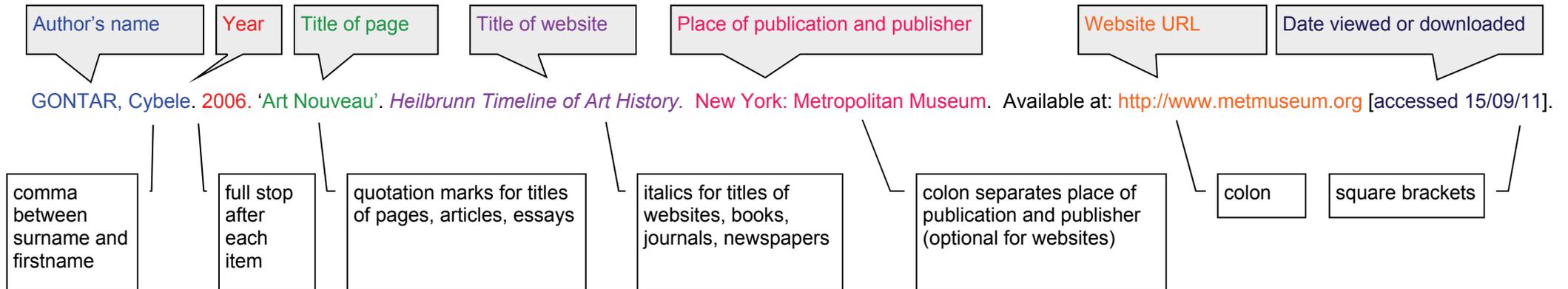
Author's surname, date, page number

For Klimt the traditional distinction between artist and craftsman was an artificial one (Vergo 1993: 38).

brackets: colon

## Referencing - A visual guide (websites)

Websites— good sites will give you the name of an author (look at the bottom of the page)



### Websites : A Warning

You should be very careful about using websites to support your argument in an academic text such as an essay. Your tutors will advise you to avoid relying on information, ideas or opinions from a website unless it is from a reputable source eg a museum, large gallery or academic institution. These sites will usually give you the name of the author of their webpages (see above).

If you can not find the name of the author of the web page you want to reference, you should use the name of the organisation responsible for publication (examples: BBC, V & A, Tate Online etc). If no author or organisation is shown then use the name of the website—see example below:

