RefWorks: Imperial College Harvard - how do I reference...?

RefWorks has a number of templates or RefTypes available to help you construct references, but sometimes you may need to create references for more unusual material for which there is no obvious RefType, such as interviews or lectures.

This guide describes how to use existing RefTypes to accommodate non-standard references using the Harvard style.

How do I reference an interview?

To reference an interview you need to enter the following information:

Name of person interviewed
Interviewed by: Name of interviewer
(Date of interview)

In RefWorks use the Generic RefType and enter the information as in the example below:

This will generate the following in-text citation and reference:

In-text citation:
(Day, 2009)

Reference:

Note: if the person being interviewed wishes to remain anonymous you can replace their name with Interviewee A, Interviewee B etc.
**How do I reference a lecture or presentation?**

To reference a lecture you need to enter the following information:

- Name of lecturer/presenter
- (Year of lecture/presentation)
- Title of lecture/presentation (this should be in italics)
- [Lecture/Presentation]
- Title of module/degree course (if appropriate)
- Name of institution or location
- Date of lecture/presentation (day month)

In RefWorks use the **Generic** RefType and enter the information as in the example below:

![RefWorks screenshot](image)

This will generate the following in-text citation and reference:

**In-text citation:**
(Wagner, 2014)

**Reference:**
How do I reference a pre-print article?

It is likely you will find articles available online before they have been submitted to the peer review procedure and published in a journal. These articles are *preprints* and may be placed in an online repository or on a publisher’s website (but not in a specific journal issue).

To reference a pre-print article you need to enter the following information:

- Author/s
- (Year of writing)
- Title of journal article
- Submitted to/To be published in (if this information is with the article)
- Title of journal (in italics)
- Name of repository (in italics)
- Available from: URL (if available)
- [Date of access]

In RefWorks use the **Journal, Electronic** RefType and enter the information as in the example below:

![Reference Example](image)

**Note:** to display the DOI field instead of the URL change the **Source Type** (Available under **Additional Fields**) to **Electronic**.

**Note:** volume, issue or page numbers will not yet be assigned to preprint articles.
This will generate the following in-text citation and reference:

**In-text citation:**
(Silas, Yates & Haynes, 2008)

**Reference:**
How do I reference a postprint/in press article?

If a journal article has been submitted to the peer review procedure and accepted for publication, but is not yet published in a specific journal issue, this is a postprint.

To reference a postprint/in press article you need to enter the following information:

Author/s  
(Year of writing)  
Title of journal article  
Title of journal (in italics)  
Postprint/In press  
Available from: URL or DOI  
[Date of access]

In RefWorks use the Journal, Electronic RefType and enter the information as in the example below:

![Example of RefWorks entry for a postprint/in press article]

**Note:** to display the DOI field instead of the URL change the Source Type (Available under Additional Fields) to Electronic.

**Note:** volume, issue or page numbers will not yet be assigned to post print/in press articles.
This will generate the following in-text citation and reference:

**In-text citation:**
(Akyol et al., 2009)

**Reference:**
How do I reference personal communication
(including telephone conversation, fax, email or personal interview)?

To reference personal communication you need to enter the following information:

Sender/speaker/author
(Year of communication)
Medium of communication
Receiver of communication
Date and month of communication

Or

Name of practitioner
Occupation
(Personal communication, followed by the date when the information was provided)

In RefWorks use the Personal Communication RefType and enter the information as in the example below:

This will generate the following in-text citation and reference:

**In-text citation:**
(Harrison, 2010)

**Reference:**
This will generate the following in-text citation and reference:

In-text citation:
(Law, 2004)

Reference:
How do I reference a YouTube/online video?

To reference a YouTube/online video you need to enter the following information:

Name of person who uploaded the video (this could be a YouTube username, not a full name)
(Year the video was uploaded)
Title of video (in italics)
[Video]
Available from: URL
[Date of access]

In RefWorks use the Video/DVD RefType and enter the information as in the example below:

This will generate the following in-text citation and reference:

In-text citation:
(Speakfirst, 2009)

Reference:
How do reference a standard?

To reference a standard you need to enter the following information:

Name of Standard Body/Institution
(Year of publication)
Standard number
Title (this should be in italics)
Place of publication
Publisher

In RefWorks use the **Book, Whole** RefType and enter the information as in the example below:

This will generate the following in-text citation and reference:

**In-text citation:**
(British Standards Institute, 2003)

**Reference:**
How do I reference EU documentation/legislation?

To reference EU documentation and legislation you need to enter the following information:

Name of Institution
(Year of publication)
Title (this should be in italics)
Place of publication
Publisher
Reference/report number

In RefWorks use the Report RefType and enter the information as in the example below:

![RefWorks example]

This will generate the following in-text citation and reference:

**In-text citation:**
(EU, 2009)

**Reference:**
How do I reference a brochure/pamphlet/booklet?

These can often be published by organisations or companies, and may not have individual authors. You can use the corporate author if there is no individual author, and this may also be the publisher's name.

To reference a brochure/pamphlet/booklet you need to enter the following information:

Author/editor (if it is an editor always put (ed.) after the name)
(Year of publication) (if there is no year of publication, write ‘no date’)
Title of brochure/pamphlet (in italics)
Series title (if part of a series)
Edition (if not the first)
Place of publication
Publisher

In RefWorks use the Report RefType and enter the information as in the example below:

This will generate the following in-text citation and reference:

In-text citation:
(Imperial College London Library, 2010)

Reference:
**How do I reference Acts of Parliament?**

To reference an Act of Parliament you need to enter the following information:

- Country
- Name of Act: Name of sovereign (this should be in italics)
- Chapter number (this should be in italics)
- (Year of publication)
- Place of publication
- Publisher

In RefWorks use the **Bills/Resolutions** RefType and enter the information as in the example below:

<table>
<thead>
<tr>
<th>Sponsor:</th>
<th>Great Britain:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Climate Change Act 2008: Elizabeth II</td>
</tr>
<tr>
<td>Pub Year:</td>
<td>2008</td>
</tr>
<tr>
<td>Number:</td>
<td></td>
</tr>
<tr>
<td>Publisher:</td>
<td>Stationery Office</td>
</tr>
<tr>
<td>Place of Publication:</td>
<td>London</td>
</tr>
</tbody>
</table>

This will generate the following in-text citation and reference:

**In-text citation:**
(Great Britain, 2008)

**Reference:**
How do I reference a blog post or comment on a discussion forum?

To reference a blog post you need to enter the following information:

Author (Year of publication)
Title of blog post (if applicable)
Title of blog (this should be in italics)
Weblog
[Online]
Available from: URL
Date of access

In RefWorks use the **Online Discussion Forum/Blogs** RefType and enter the information as in the example below:

![RefWorks screenshot](image)

This will generate the following in-text citation and reference:

**In-text citation:**
(Goldacre, 2008)

**Reference:**
How do I reference a computer program?

To reference a computer program you need to enter the following information:

Author (use the corporate author or research group if no individual author or editor is named)
(Year of publication)
Title of program (this should be in italics)
(Version number)
[Format type] (computer program, software or code)
Place of publication (if available)
Name of publisher/distributor (if available)
Available from: URL (if online)

In RefWorks use the **Computer Program** RefType and enter the information as in the example below:

![RefWorks Computer Program RefType](image)

This will generate the following in-text citation and reference:

**In-text citation:**
(TechSmith, 2008)

**Reference:**