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Author–date

This format consists of in-text citations, e.g. (Smith, 1994: 33) and a list entitled 'References' placed at the back of an authored book, at the end of each chapter in an edited volume, or at the end of a journal article.

The list of references should contain only those works cited in the text and should not be subdivided. Each entry on the list of references must correspond to at least one citation in the text.

In the text:
- Do not use the ampersand – write 'and' in full, e.g. (Smith and Jones, 1990)
- If there are two publications with the same author/s and year, use a, b etc., e.g. (Smith, 1994a)
- For three or more authors, use et al.
- References should be after the closing quotation mark of a quotation but before the full stop in a sentence
- After block quotations, put the source in parentheses following the quotation

In the list of references:
- Give the names (surname and initials) for all authors – do not use et al.
- List works by the same author chronologically, with the earliest first
- Where there are lots of books by one author, in conjunction with other people, works should be ordered chronologically within each of the following categories in the following order:
    - Single author (Smith, 2000, 2001, 2002 etc)
    - Each set of named two authors listed alphabetically (Smith and Bloggs, 2000, 2001, followed by Smith and Jones, 1990, 1991)
    - Multiple authors, irrespective of alpha order of author names (Smith, Winters and Bloggs, 1990, followed by Smith, Jones and Bloggs, 2000)
- Use (ed.) for one editor; (eds) for two ('eds' does not have a full stop)

Follow the examples below for style and punctuation (please note especially the use of capitals, italics and punctuation).

Book

IN TEXT: (Walsh, 1993)
REFERENCES: Walsh, P. (1993) *Education and Meaning: Philosophy in practice.* London: Cassell.

Chapter or other part of a book

IN TEXT: (Mortimore and Sammons, 1997: 237)
REFERENCES: Mortimore, P. and Sammons, P. (1997) 'Endpiece: A welcome and a riposte to critics'. In J. White and M. Barber (eds), *Perspectives on School Effectiveness and School Improvement*. London: Institute of Education, 234–46.

Journal articles

Print

IN TEXT: (Fenwick and Sanders, 1997: 17)
REFERENCES: Fenwick, T. and Sanders, S. (2012) 'Educating out prejudice: Focusing on homophobia and transphobia'. *Race Equality Teaching*, 30 (2), 15–18.

Online

IN TEXT: (Fenwick and Sanders, 1997: 17)
REFERENCES: Fenwick, T. and Sanders, S. (2012) 'Educating out prejudice: Focusing on homophobia and transphobia'. *Race Equality Teaching*, 30 (2), 15–18. https://doi.org/10.1086/690235.

Website

IN TEXT: (Brown, 2019)
REFERENCES: Brown, Sarah. 2019. 'Banishing Documentation Backlogs', Museums Galleries Scotland blog, 4 February. Accessed 23 February 2020. www.mgsblog.org/sector-stories/banishing-documentation-backlogs/.
Website with no date:
IN TEXT: (Royal Institute of British Architects, n.d.)
REFERENCES: Royal Institute of British Architects. n.d. 'Shaping the future: Careers in architecture'. Accessed 8 July 2019. http://ww.careersinarchitecture.net/.