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Visual Reference Guide 2018/2019

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Written and compiled by Deena Webster and Jackie McCarthy

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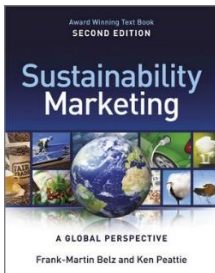
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Books (Print and E-Books)

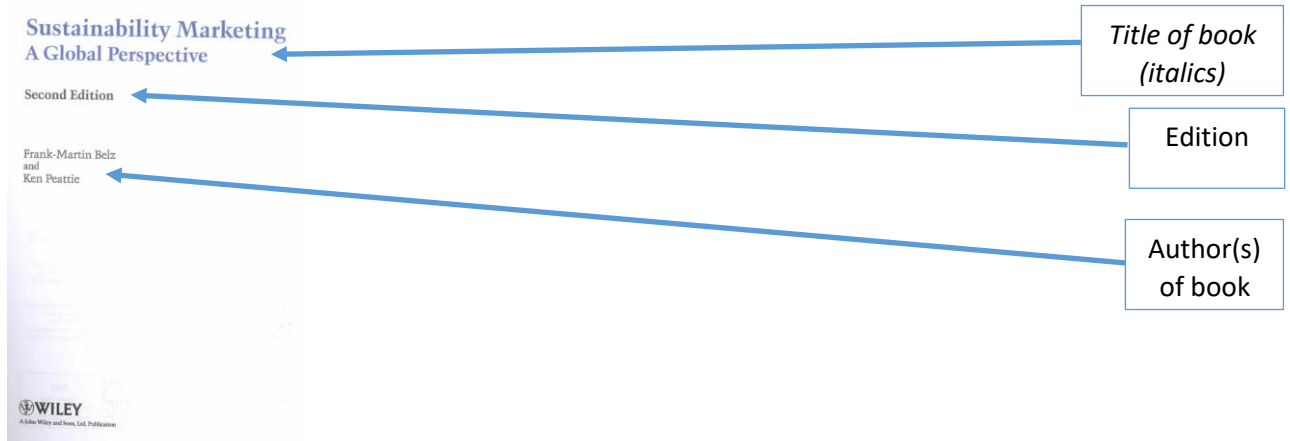
E-books reference same as print (unless e-book does not have full publication details, then reference as an internet page).

Book - Written by authors.



Do not reference from the book cover, instead use the publication pages inside the book

Title Page:



Publication Page:

This edition first published 2012
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Year
published

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 John Wiley & Sons Ltd, The Atrium, Southern Gate, Chichester, West Sussex, PO19 8SQ, United Kingdom

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Reprinted January 2013

Place of
publication

References to print and e-books with an author include: Author. Year. *Title*. Edition (if not 1st). Place of Publication: Publisher

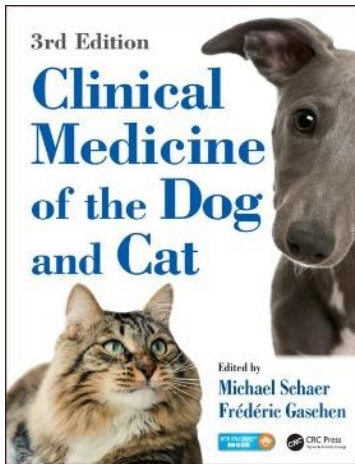
Reference: Beltz, F. and Peattie, K. 2013. *Sustainability marketing: a global perspective*. 2nd ed. Chichester: Wiley.

Citation: (Beltz and Peattie, 2013)

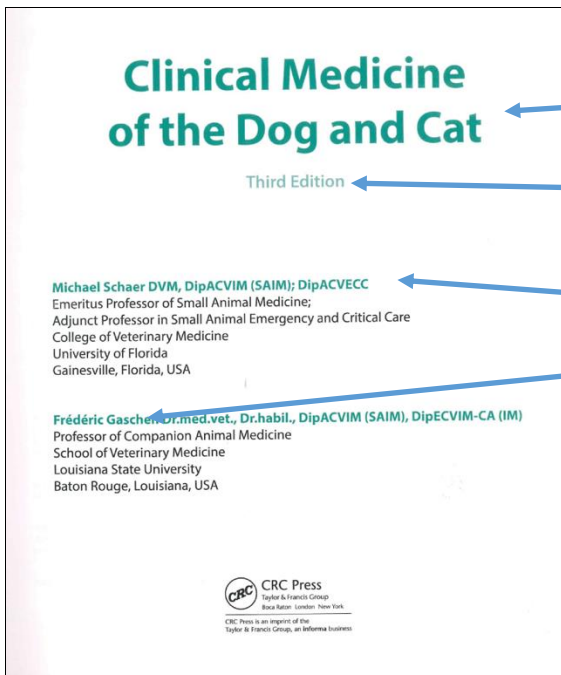
If you have **3 or more authors** you use “*et al.*” e.g. (Beltz *et al.*, 2013)

Book with an Editor

If each chapter is written by different authors - use the edited book chapter example below.



Title Page:



*Title of book
(italics)*

Only used if not 1st
edition

Editor(s) of book
followed by ed(s)

Publication Page:

The diagram shows a sample publication page with two callout boxes. One box, labeled 'Publisher and place of publication', points to the publisher information: CRC Press, Taylor & Francis Group, 6000 Broken Sound Parkway NW, Suite 300, Boca Raton, FL 33487-2742. The other box, labeled 'Year published', points to the copyright notice: © 2016 by Taylor & Francis Group, LLC.

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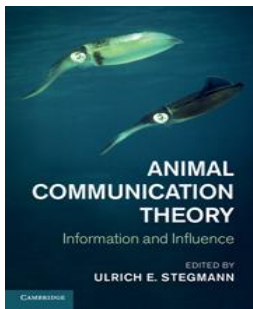
References to edited books (where only the editor is named) include: Editor. *ed.* Year. *Title.* Edition (if not 1st). Place of publication: Publisher.

Reference: Schaer, M. and Gaschen, F. eds. 2016. *Clinical medicine of the dog and cat.* 3rd ed. London: CRC Press.

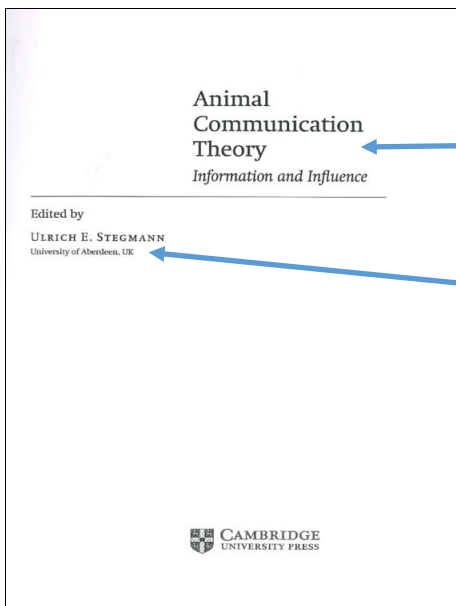
Citation: (Schaer and Gashen, 2016)

Edited Book Chapter

(Chapters are written by different authors and brought together by an editor).



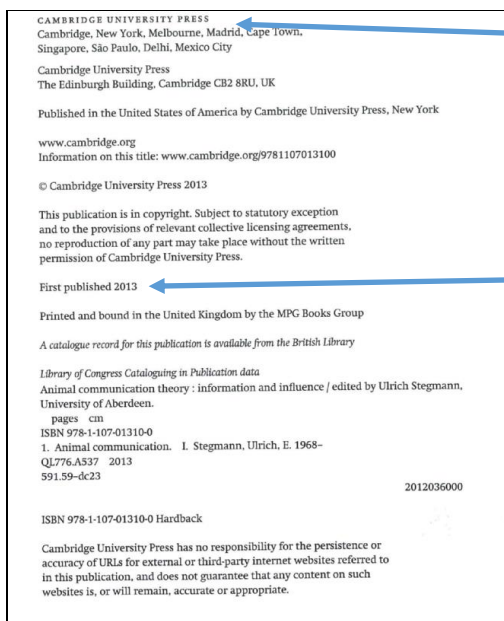
Title Page:



*Title of book
(italics)*

*Editor "ed." in
italics*

Publication Page:



Publisher

Year published

Chapter:

13

Information and uncertainty
in meerkats and monkeys

COLIN ALLEN

13.1 Introduction

The papers published in 1980 by Robert Seyfarth, Dorothy Cheney and Peter Marler on the alarm calls of vervet monkeys were instant classics. In a short paper in *Science* (Seyfarth *et al.*, 1980a) and the more detailed companion piece in *Animal Behaviour* (Seyfarth *et al.*, 1980b), they described experiments that Seyfarth and Cheney had conducted in Kenya's Amboseli National Park. They played pre-recorded vervet monkey vocalisations from loudspeakers hidden in bushes, to test the reactions of the monkeys who were within earshot. They used the different "alarm calls" that are commonly produced when vervet monkeys detect predatory eagles, leopards and snakes, and observed the vervets responding in predator-appropriate ways to the three kinds of calls. With Marler, their postdoctoral advisor who had initially suggested the experiments, they argued that these differential responses to the alarm calls showed that monkeys hearing these calls obtain specific information about the type of predator, not just the emotional or arousal state of the signaller. They claimed that these calls are thus an example of 'referential communication' in a non-human primate.

The vervet alarm calls have achieved iconic status, even among those philosophers who know little about the experimental details or scientific context in which the experiments were developed. Among biologists, the research has spawned a veritable industry that employs playback methods to investigate 'referential communication' in a variety of different species: primates, meerkats, prairie dogs, domesticated chickens and so on. The use of the playbacks in such experiments is now itself the subject of serious study within history and

Animal Communication Theory: Information and Influence, ed. Ulrich Stegmann. Published by Cambridge University Press. © Cambridge University Press 2013.

319

Title of Chapter in edited book

Author of Chapter

Page numbers of chapter

References to chapters in edited books (where each chapter has a named author) include: Author of chapter. Year. Title of chapter. In: Editor of book. *ed. Title of book*. Edition (if not 1st). Place of publication: Publisher. pp. page numbers.

Reference: Allen, C. 2013. Information and uncertainty in meerkats and monkeys. In: Stegman, U.E. *ed. Animal communication theory: information and influence*. Cambridge: Cambridge University Press. pp.319-335.

Citation: (Allen, 2013)

Journals

Journal Article

Print and online journal where the content is exactly the same.

The diagram illustrates the components of a journal article page. Callouts point to the following elements:

- Title of article:** GAP framework for fresh produce supply
- Author(s) of article:** Louise Manning, Jan Mei Soon
- Journal title, volume number (issue number) Page numbers – in italics:** British Food Journal, 115, 6, pp. 796-820
- Year published:** 2013

Additional information from the page includes the abstract, keywords, and introduction.

Abstract
Purpose – Ensuring continued compliance with food safety legislation and market requirements is critical to the fresh produce industry. The purpose of this paper is to analyse how a pre-requisite programme (PRP) and key performance indicators (KPI) for food safety can be developed for the production of fresh produce, in both low input and high input supply chains.
Design/methodology/approach – The first stage of the research involved an examination of literature, which was conducted using desk research. The second stage includes a review of food safety management systems (FSMS) in fresh produce supply and the development of a PRP/KPI framework.
Findings – Farm assurance is well developed in the high input food supply chain for multiple retail customers. However, low input systems such as organic production, or conventional sources are often non-assured, and supply wholesale retail and food service markets. Recent food safety incidents such as the *E. coli* outbreak in Germany have demonstrated that universally an effective FSMS is critical to ensure that produce is safe and wholesome and is not the cause of a food safety outbreak.
Originality/value – This study is of benefit to the produce industry and those in the food supply chain in the further development of quality assurance (QA) standards and business improvement models.
Keywords Food safety, Produce, Fruits, Vegetables, Supply chain management, HACCP, Pre-requisite programme
Paper type General review

1. Introduction
 The management of food safety involves the interaction between food consumers, industries that produce food and governments that regulate food production (Davey, 2001). Davey proposed that key drivers, such as globalisation, deregulation, media driven public opinion, the changing nature of the food chain, trade issues and emerging food safety issues influenced this interaction and therefore the effectiveness of food safety management (Manning, 2007). BS EN ISO 22000:2005 defined the term food safety as the concept that food will not cause harm to the consumer when it is prepared and/or eaten according to intended use. A food safety hazard can be described as a biological, chemical or physical agent in food, or condition of food, with the potential to cause adverse health effects (British Standards Institution (BSI), 2005). Food Safety Management systems (FSMS) are principally designed to control the potential food safety hazards associated with a product and also to ensure compliance with food safety legislation, retailer standards and/or private quality assurance (QA) schemes (Manning *et al.*, 2006a). The development of the PRP/KPI framework described in this paper will focus on primary production i.e. the growing and harvesting of fresh

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Emerald

British Food Journal
 Vol. 115 No. 6, 2013
 pp. 796-820
 © Emerald Group Publishing Limited
 0007-070X
 DOI 10.1108/BFJ-Sep-2011-0236

References include: Author. Year. Title of article. *Title of Journal*, Volume number (issue number), pp. page numbers.

***No URL link is required, reference as if viewing a print journal.**

Reference: Manning, L. and Soon, J.M. 2013. GAP framework for fresh produce supply. *British Food Journal*, 115 (6), pp.796-820.

Citation: (Manning and Soon, 2013)

Journal Article Using Dates Rather than Volume and Issue



Article Title

Author

Journal Name in italics and issue date and page number

References include: Author. Year. Title of article. *Title of Journal*, date, pp. page numbers.

Reference: Swyer, J. 2017. Leaving a legacy. *Gamewise*, summer, p.20.

Citation: (Swyer, 2017)

Journal Article - no Author



Journal Title
(italics)

Volume and issue number

Year published



Title of article

Page number

References include: *Name of Publication*. Year. Title of article. Volume number (issue number), pp. page numbers

Reference: *Dairy Farmer*. 2017. Government slammed over Brexit approach. 64 (8), p.6.

Citation: (Dairy Farmer, 2013)

Online Only Journal

The screenshot shows the BMC Veterinary Research website. Blue arrows point from callout boxes to specific parts of the page:

- Journal title – in italics:** Points to the journal name 'BMC Veterinary Research' at the top left.
- Title of article:** Points to the article title 'Factors associated with the occurrence and level of *Isoospora suis* oocyst excretion in nursing piglets of Greek farrow-to-finish herds'.
- Author(s):** Points to the author list 'Vasilis Skampardonis, Smaragda Sotiraki, Polychronis Kostoulas and Leonidas Leontides'.
- Volume number (issue number):** Points to the journal information 'BMC Veterinary Research 2012, 8:228'.
- Year Published:** Points to the year '2012' in the journal information.

References include: Author. Year. Title of article. *Title of Journal*, Volume number/Article ID (issue number if available), page numbers if available. [Online]. Publisher. Available from: URL [Date accessed].

Reference: Skampardonis, V., Satiraki, S., Kostoules, P. and Leontides, L. 2012. Factors associated with the occurrence and level of *Isoospora suis* oocyst excretion in nursing piglets of Greek farrow-to-finish herds. *BMC Veterinary Research*, 8 (228). [Online]. BMC. Available from: <https://bmcvetres.biomedcentral.com/articles/10.1186/1746-6148-8-228> [Accessed 9 May 2017].

Citation: (Skampardonis *et al.*, 2012)

Online journals which differ from print version e.g. FWI, Grocer Online and Farmer’s Guardian

The screenshot shows the Farmers Weekly website. Blue arrows point from callout boxes to specific parts of the page:

- Journal title – in italics:** Points to the logo 'FARMERS WEEKLY' at the top left.
- Title of article:** Points to the article title 'Managing OSR Harvest'.
- Year published:** Points to the date 'Tuesday 14 January 2014 9:56'.
- Author(s):** Points to the author name 'Luke Casswell'.

References include: Author. Year. Title of article. *Title of Journal*, Volume (issue number) or Date, pp. page numbers if available. [Online]. Publisher. Available from: URL [Accessed date].

Reference: Caswell, L. 2014. Disease pressure alert for winter wheat. *Farmers Weekly Interactive*, 14 January. [Online]. FWI. Available from: <http://www.fwi.co.uk/arable/disease-pressure-alert-for-winter-wheat.htm> [Accessed 9 May 2017].

Citation: (Caswell, 2014)

UK Legislation / Legal Documents

All Online UK Legislation can be referenced the same as print.

Acts of Parliament

ELIZABETH II

c. 26



Landlord and Tenant Act 1988

Name of the Act
and Year

1988 CHAPTER 26

Chapter number
not required

Reference to include: Name of the Act and year (no italics)

Reference: Landlord and Tenant Act 1988

Citation (in the text): Landlord and Tenant Act 1988 Include sections in lower case if applicable

Statutory Instrument



Reference to include: SI name, SI number (no italics)

Reference: Egg and Chicks (England) Regulations 2009, SI 2009/2163

Citation (in the text): Egg and Chicks (England) Regulations 2009

Bills

House of Commons and House of Lords Bills

The screenshot shows the following elements:

- Title of the Bill:** Land Value Tax Bill 2012-13
- Name of the House:** House of Commons
- Parliamentary session:** 2012-2013
- Running number:** 45

Additional details from the screenshot:

- Type of Bill: Private Members' Bill (Presentation Bill)
- Sponsor: Caroline Lucas
- Last event: 1st reading: House of Commons 25 June, 2012 | 25.06.2012
- Link: Read debates on all stages of the Land Value Tax Bill 2012-13

House	Bill	Date
©	Bill 45 2012-2013, as introduced PDF version, 82KB	08.11.2012

Reference to include: Title of the Bill (not in italics) name of the house (Parliamentary session) Running number

Reference: Land Value Tax HC Bill (2012-13) [45]

Citation (in the text): (Land Value Tax HC Bill)

Command Paper and White Paper



Waste Strategy for England 2007

Note* Look inside document for city of publication and publisher

Title of Paper (italics)

Paper number

Author

Presented to Parliament by the Secretary of State
for Environment, Food and Rural Affairs
by Command of Her Majesty
May 2007

Cm 7086

£25.00

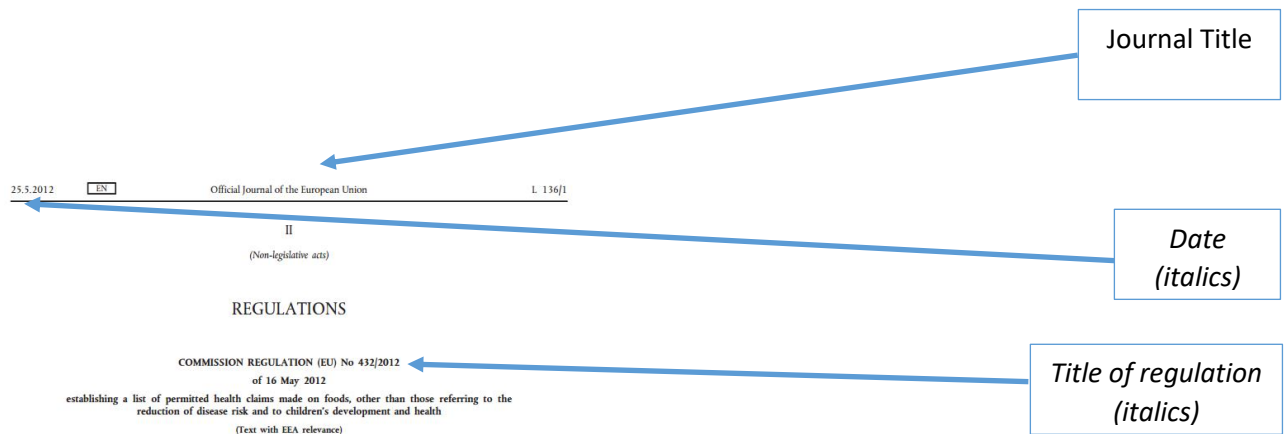
Year Published

Reference to include: Author. Year. *Title*. (paper number). Place of publication: Publisher

Reference: DEFRA (Department for Environment, Food and Rural Affairs). 2007. *Waste Strategy for England 2007*. (Cm. 7086). London: The Stationery Office.

Citation: (DEFRA, 2007)

EU Regulation (Online)



References include: *Title*. [Online]. Name of database – including series (usually L) and volume number (listed in top right hand corner of the regulations). Available from: URL. [Accessed date].

Reference: *Commission Regulation (EU) No 432/2012 of 16 May 2012 establishing a list of permitted health claims made on foods, other than those referring to the reduction of disease risk and to children's development and health*. [Online]. Official Journal of the European Union L136/1. Available from: <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2012:136:0001:0040:en:PDF> [Accessed 8 May 2017].

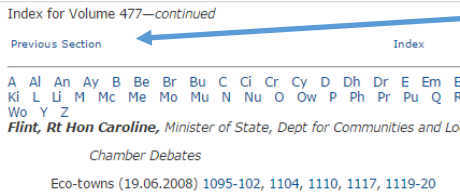
Citation: (Commission Regulation (EU) No 432/2012)

House of Commons Hansard Debates

Name of House (italics)

There is no author.

Volume number



Topic of debate

19 Jun 2008 : Column 1095

TOPICAL DEBATE

Eco-towns

Date & column number

12.21 pm

The Minister for Housing (Caroline Flint): I beg to move,
That this House has considered the matter of eco-towns.

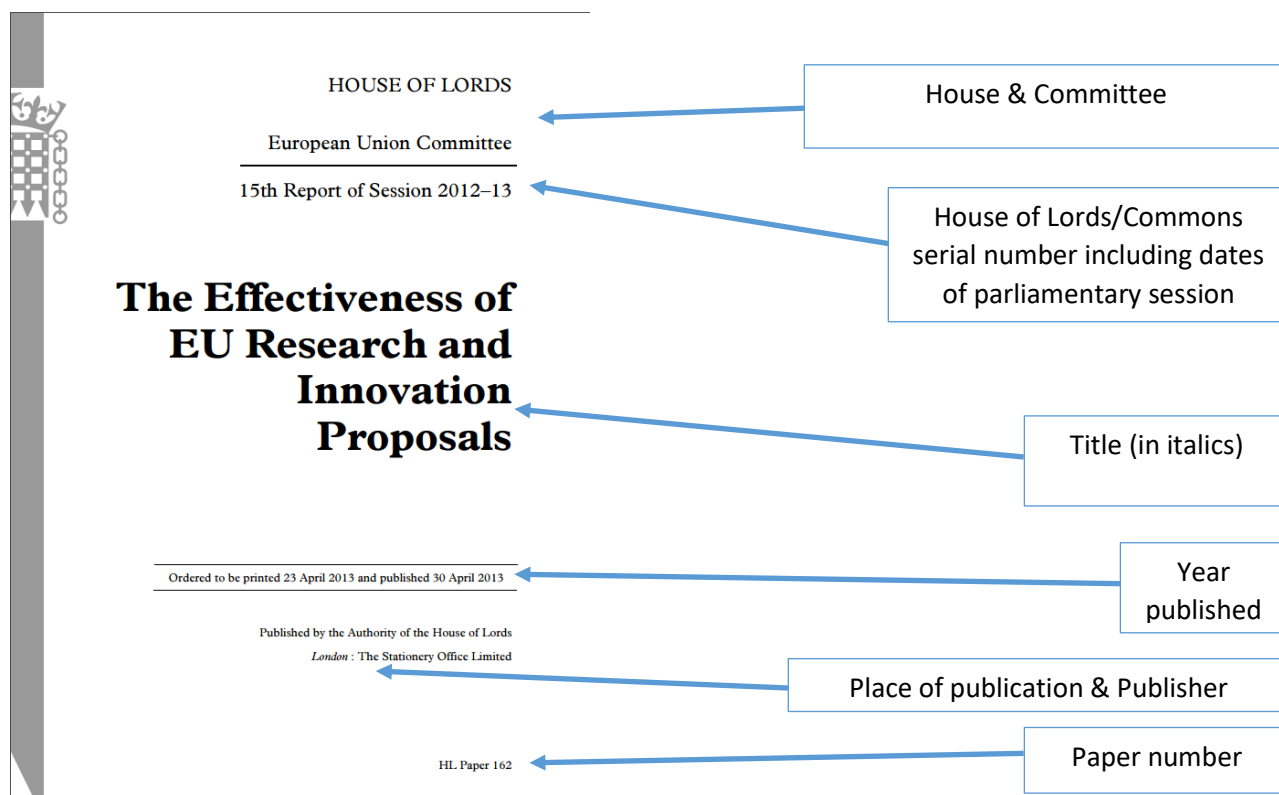
References include: *Title (citing name of house Hansard Debates and date in full. Topic.) Vol number c-column number*

Reference: *House of Commons Hansard Debates 19 June 2008. Eco-towns. 477 c1095.*

Citation: House of Commons Hansard Debates 19 June 2008

House of Commons and House of Lords Papers

The author is always Great Britain. Parliament.



References include: Author. Year. Name of “house”. Committee (if any). *Title*. (House of Lords/Commons serial number – including dates of parliamentary session). Place of publication: Publisher.

Reference: GB (Great Britain). Parliament. 2013. House of Lords European Union Committee. *The Effectiveness of EU Research and Innovation Proposals: 15th report of session 2012-13*. (HL 2012-13 162). London: The Stationery Office.

Citation: (GB. Parliament, 2013)

