

# Quick guide to referencing: MHRA

Reference type	How to reference (footnotes)	Reference notes	How to cite
Book	Peter Jarvis, <i>Globalisation, Lifelong Learning and the Learning Society: Sociological Perspectives</i> (London: Routledge, 2007), pp. xii, 238.	<p>Only include the edition if it is not the first edition.</p> <p>If there is more than one place of publication, cite the first.</p>	<p>Jarvis argues that...<sup>1</sup></p> <p>Lifelong learning is key for an effective learning society.<sup>1</sup></p> <p>“Quotation.”<sup>1</sup></p>
Journal article	Philip G Altbach and Jane Knight, 'The Internationalization of Higher Education: Motivations and Realities', <i>Journal of Studies in International Education</i> , 11 (2007), 290-305.	<p>You can reference both print articles and their electronic equivalents this way.</p> <p>If the article only exists in an electronic format, volume, issue and/or page numbers may not be available. You will need to add in the URL/DOI and date accessed.</p> <p>Do not include pp. for page numbers for journal articles.</p>	<p>Altbach and Knight note that...<sup>2</sup></p> <p>The internationalization of higher education is very important.<sup>2</sup></p> <p>“Quotation.”<sup>2</sup></p>

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Edited book	<i>Globalisation and Europeanisation in Education</i> , ed. by Roger Dale and Susan L. Robertson (Oxford: Symposium Books, 2009), p. 264.	<p>Indicate that the book is edited.</p> <p>Include p. for page numbers for book sections.</p>	<p>Dale and Robertson indicated that...<sup>3</sup></p> <p>We are witnessing an increasing Europeanisation of the education system.<sup>3</sup></p> <p>“Quotation.”<sup>3</sup></p>
Electronic book	<i>International Handbook on Globalisation, Education and Policy Research global Pedagogies and Policies</i> ed. by Joseph I. Zajda (Dordrecht: Springer, 2005), p. 1. Springer ebook.	<p>Indicate that this is an e-book and the provider of the e-book.</p>	<p>Zajda argues that...<sup>4</sup></p> <p>Developing global research pedagogies will become increasingly important.<sup>4</sup></p> <p>Zajda concludes, “Quotation.”<sup>4</sup></p>

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Book chapter	Christine Twigg, 'Overseas Students in Higher Education', in <i>Globalisation, Education and Culture Shock</i> , ed. by Cedric Cullingford and Stanley Gunn (Aldershot: Ashgate, 2005), pp. 86-106.	Give the chapter details followed by the book details. The page numbers of the chapter go at the end, with pp. included.	Twigg argues that... <sup>5</sup>  Overseas students are vital to success of higher education. <sup>5</sup>  Twigg concludes, "Quotation." <sup>5</sup>
Report	N. V. Varghese, 'Globalization of Higher Education and Cross-Border Student Mobility', in <i>Research Papers IIEP</i> (Paris: Unesco, 2008).	You may find that a report does not have individual authors but is written by an organization. This is a corporate author, for example, The University of Warwick.  Always use the full corporate author name. Note that the corporate author is often the publisher as well.	Varghese reports that... <sup>6</sup>  Encouraging cross-border student mobility is essential. <sup>6</sup>  It is essential that, "Quotation." <sup>6</sup>

Reference type	How to reference (footnotes)	Reference notes	How to cite
Web page	Sean Coughlan, 'Iran's Students to Have US Online Courses', <i>BBC News</i> , 4 June 2014, < <a href="http://www.bbc.co.uk/news/business-27637817">http://www.bbc.co.uk/news/business-27637817</a> > [Accessed 09 September 2014].	<p>If there is no author, use Anon.</p> <p>Remember, it may be a corporate author.</p> <p>If there are no page numbers, indicate the paragraph.</p>	<p>Coughlan is concerned that...<sup>7</sup></p> <p>Iranian students can now access some US online courses.<sup>7</sup></p> <p>Coughlan states, "Quotation."<sup>7</sup></p>

## General notes

If you are unsure about the accuracy of any part of the reference or information is missing but you can make an “educated guess”, i.e., the year of publication or the publisher, you can put square brackets [ ] around the information to indicate that you are not 100% certain about this information.

Note that in a bibliography you reverse the order of the author’s name, putting the surname first, and list the references alphabetically, by author surnames.