Printed Sources

How do I reference a book?

Books with one author

Example of citation within the text - Paraphrasing

Garnham (2013) advises that the person you are talking to could feel that you are annoyed with them or feel that they are not as clever as you if you don’t use a tone of voice that is calm and varied.

Example of citation within the text - Direct quote

Garnham (2013) states that “if you talk to someone in a loud voice, with a fixed tone, the person will think that you are either angry with them or treating them as though they are less intelligent than you” (p.71)

Example of how the reference for this source should appear:


Books with one author - points to note

The following format should be used when referencing books:

Surname, Initials. (Year) *Title of book*. Place of publication: Publisher.

- Within the reference, the book title should be italicised
- Place of publication is always the city/town not the country i.e. London, not UK
- The year is the date of publication, not a reprint date. Look out for these on the verso (back of the title page), they have no bearing on edition dates
- Anything other than a 1st edition e.g. 2nd, 3rd, 4th etc., needs to be included within the reference, and goes immediately after the title
- When quoting directly, “quotation marks” are used to distinguish a short quotation, usually no more than 2 lines in length
- Longer quotations should be indented and placed in a separate paragraph, you do not need quotation marks as well