

Example	Explanation
Hanyane, A.T. (1990) correspondence with author	Private communication. (Note: no space between initials; this applies in every case. Note also: no full stop at the end of the entry; this also applies in every case.)
Palmer, R. (1997a) <i>Contested Lands in Eastern and Southern Africa</i> , Oxford: Oxfam GB	The first of two works by the same author, published in the same year.
Palmer, R. (1997b) <i>Contested Lands in North and West Africa</i> , Oxford: Oxfam GB	The other work by the same author, published in the same year.
Palmer, R. and I. Birch (1992) <i>Zimbabwe: A Land Divided</i> , Oxford: Oxfam GB	A work by two authors, the first of whom has already featured in the list. Double-authored works should always follow single-authored, even if published earlier.
Stein, B. (1997) 'The Nature of the Refugee Problem', paper presented at a conference on the International Protection of Refugees, Montreal, Canada, 23-26 April 1997	Unpublished paper given at a conference or workshop. Use inverted commas and upper-case initial letters.
Teke, B. (1982) 'Oral rehydration therapy in rural Egypt', <i>Studies in Family Planning</i> 34(3): 315-27	Article in a journal. The title of the article is in inverted commas with lower-case initial letters; the title of the (published) journal is in italics with upper-case initial letters. No comma between the name of the journal and the number of the volume. The volume number is followed by the issue number in parentheses, without a space. The issue number is followed by the page numbers, preceded by a colon and a space. The page numbers are elided (315-27, not 315-327). Elide all number spans as far as possible, except for 11 to 19 in each hundred (so 21-5, but 211-15).
Ven, G., B. Wiseman, and M. Khan (eds.) (1995) <i>Labelling in Development Policy</i> , London: Sage	A published work by multiple authors. Note the initial and surname are reversed only for the first author.
Watkins, K. (1999) 'Education Now: Break the Cycle of Poverty', Oxford: Oxfam	An unpublished report (i.e. a text without an International Standard Book Number, which therefore could not be bought in a bookshop). The title is in inverted commas, with upper-case initial letters.
Watkins, K. (2000) <i>The Oxfam Education Report</i> , Oxford: Oxfam GB	A published book. The title is in italics, with upper-case initial letters.
Zak, R. (1985) 'Refugees - labelling and access', in Ven <i>et al.</i> (eds.) (1995)	A chapter in an edited collection, cited separately in the bibliography. The title of the chapter is in inverted commas with lower-case initial letters; for the title of the book, the reader is referred to the main entry.
Zeidenstein, L. (1996) 'Changing attitudes towards violence against women', in N. Moore (ed.) <i>Learning About Sexuality</i> , New York: Population Council	A chapter in an edited collection not cited separately in the bibliography. The title of the chapter is in inverted commas with lower-case initial letters; the title of the book (as of all published books) is in italics, with upper-case initial letters.
Zelenker, D. (2001) 'Bill of Rights: Human Rights Working Group Report', www.hrc.org (last checked by the author August 2001)	A text on a website; inverted commas and upper-case initials for the title of the text, followed by the full URL and the date when the website was last checked.