

Converting a 'book' into a 'book chapter' reference

You do not need to change a 'book' to a 'book chapter' reference; adding the chapter or page range information in a student note is sufficient.

However, if you want to request a digital copy of a book chapter from a print book, the reference needs to be in 'book chapter' format. For full details on how to make a request for a scan under the Copyright Licensing Agency's (CLA) licence, please see the scanning requests guidance.

If you want all 'book chapter' references on your Library List to be in the same format, please follow these steps:

Add the book to your list as usual.

Click the '...' button next to the title and select 'Edit item'.

Click on the 'Type' dropdown menu and change it from 'Book' to 'Book Chapter'

Enter the chapter details (chapter title and page range, etc.). If it's an edited book, make sure to correctly add the book editor(s) and chapter author(s)

Click save.