

## Harvard Referencing Quick Guide

### What is referencing?

Referencing is a system used in the academic community to indicate where ideas, theories, quotes, facts and any other evidence and information used to undertake an assignment, can be found.

### Why do I need to reference my work?

- To avoid plagiarism, a form of academic theft.
- Referencing your work correctly ensures that you give appropriate credit to the sources and authors that you have used to complete your assignment.
- Referencing the sources that you have used for your assignment demonstrates that you have undertaken wide-ranging research in order to create your work.
- Referencing your work enables the reader to consult for themselves the same materials that you used.

### What do I need to reference?

All the information that you have used in your assignment will need to be acknowledged. It is essential to make a note of all the details of the sources that you use for your assignment as you go along. Harvard examples in this guide are based on guidance in:

BRITISH STANDARDS INSTITUTE. (2010). BS ISO 690:2010. *Information and documentation - Guidelines for bibliographic references and citations to information resources*. Switzerland: ISO Copyright Office.

NEVILLE, C. (2010) *The Complete Guide to Referencing and Avoiding Plagiarism*. 2<sup>nd</sup> Ed. Maidenhead: Open University Press.

### The basics

Harvard is known as the Author & Date system:

1. Citations in the text of your assignment should be made following the in-text guidelines given in the examples on the following pages.
2. A complete list of all the citations used in your text will need to be provided at the end of your assignment. This is called your reference list or bibliography and needs to be presented in alphabetical author/originator order.

### Capitals:

Harvard is not prescriptive about capitalisation of authors' names in your reference list. If you do wish to use capitals, then the family/surname of authors are only capitalised in this reference list and **not** in the body of your work. If you prefer not to use capitals in this list, that is fine, but you must be consistent in the style you decide to use.

### Italics & underlining:

Only the title of the source of information is italicised or underlined, but you should choose only one method throughout your assignment and stick to it! Do not use both italics and underlining.

### Punctuation:

Harvard has no one true style of punctuation so the generally accepted rule (BS ISO 690:2010) is to be consistent with your style of punctuation throughout the whole of your assignment.

## How to reference sources

Here are some examples of how to reference commonly used materials. If you need more guidance please look at the RefZone website: [http://www.staffs.ac.uk/support\\_depts/infoservices/learning\\_support/refzone](http://www.staffs.ac.uk/support_depts/infoservices/learning_support/refzone) or ask the Academic Skills Tutors/Librarians for help.

Type of resource	Format	Bibliography Example	In text example
<b>Book (1 author)</b>	FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: publisher.	NEVILLE, C. (2010) <i>The Complete Guide to Referencing and Avoiding Plagiarism</i> . 2nd Ed. Maidenhead: Open University Press.	Neville (2010) argues that...  "Quotation" (Neville, 2010, p.76)
<b>Book (2 to 3 authors)</b>	FAMILY/SURNAME, Initials., FAMILY/SURNAME, Initials. and FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher	BRADBURY, I., BOYLE, J. and MORSE, A. (2002) <i>Scientific Principles for Physical Geographers</i> . Harlow: Prentice Hall.  <b>Note:</b> Use either "and" or "&" between authors' names as dictated by the book's own presentation.	Bradbury, Boyle and Morse (2002)...  As noted by Bradbury, Boyle and Morse (2002)  "Quotation" (Bradbury, Boyle and Morse, 2002, p.51)
<b>Book (4 or more authors)</b>	It is discretionary as to whether you list all authors and also whether you use 'et al.' or 'and others' as below:  FAMILY/SURNAME, Initials. et al. or and others. (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher.	CAMPBELL, N. A. et al. (2008) <i>Biology</i> . 8 <sup>th</sup> Ed. London: Pearson.	(Campbell et al., 2008)....  "Quotation" (Campbell et al., p.76)

Type of resource	Format	Bibliography Example	In text example
<b>Book (Editor/s)</b>	FAMILY/SURNAME, Initials. (ed.) or (eds.) – in brackets for editor(s). (Publication year in brackets) <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher.	FONTANA-GIUSTI, G. (ed.) (2008) <i>Designing Cities for People: Social, Environmental and Psychological Sustainability</i> . London: Earthscan.	(Fontana-Giusti, 2008)
<b>Chapter in an edited book</b>	FAMILY/SURNAME, Initials of the author writing the chapter. (Publication year in brackets) Title of chapter. In: FAMILY/SURNAME, Initials. of author or editor of book (ed.) or (eds.). <i>Book title - italicised or underlined</i> . Series title and volume if applicable. Edition – if not the first. Place of publication: Publisher.	MARSHALL, W. A. (1975) The Child as a Mirror of his Brain's Development. In Sants, J. & Butcher, H. J. (eds.). <i>Development Psychology</i> . Aylesbury, Bucks: Hazell Watson & Viney Ltd.	As noted by Marshall (1975)....  "Quotation" (Marshall, 1975, p.76)
<b>Corporate authors (groups, committees, companies)</b>	Includes publications by Government departments, Committees: COUNTRY. NAME OF ISSUING BODY. (Year of publication in brackets) <i>Title of publication – in italics or underlined</i> . Place of publication: Publisher. (Report Number – if applicable in brackets).	GREAT BRITAIN. DEPARTMENT OF ENERGY. (1977) <i>Tidal Power Barrages in the Severn Trent Estuary: Recent Evidence on their Feasibility</i> . London: H. M.S. O. (Energy Papers 23)	The Great Britain Department of Energy (1977) concluded that...  "Quotation" (Great Britain, Department of Energy, 1977, p.12)
<b>E-Book</b>	FAMILY/SURNAME, Initials. (Publication year in brackets) <i>Book title - italicised or underlined</i> . [Online] Series title and volume if applicable. Edition - if not the first. Place of publication: Publisher. Available from – URL. [Accessed: date].	SADLER, P. (2003) <i>Strategic Management</i> . [Online] Sterling. VA Kogan Page. Available from: <a href="http://www.netlibrary.com/reader/">http://www.netlibrary.com/reader/</a> . [Accessed: 6 <sup>th</sup> May 2012].	Sadler (2003) argues that.....  "Quotation" (Sadler, 2003, p.18)

Type of resource	Format	Bibliography Example	In text example
<b>Films [DVD], [VHS], [Blu-ray Disc]</b>	<p><i>Title - in italics or underlined.</i> (Year of distribution in brackets) Material type. Directed by – name of director(s). [Format of source in square brackets] Place of distribution: Distribution company.</p>	<p><i>Chicken Run.</i> (2000) Animated Film. Directed by Peter Lord and Nick Park. [VHS] UK: Pathe Distribution.</p> <p><i>Requiem for a Dream.</i> (2000) Film. Directed by Darren Aronofsky. [DVD] UK: Momentum Pictures.</p>	<p>If you refer to a film in the body of your work, the title will need to be underlined or placed in italics:</p> <p>...the animation movement (<i>Chicken Run</i>, 2000)  ...this is highlighted by Harry's character in the film <i>Requiem for a Dream</i> (2000).</p>
<b>Journal article (electronic/online)</b>	<p>If you are referencing a journal from an online database service which is password accessible only i.e. EBSCO you can shorten the URL to the home page of the database service. If you are accessing a journal article directly and for free from the internet, you will need the entire URL.</p> <p>Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised or underlined.</i> [Online in square brackets] Name of Database the article is from if appropriate. Volume number (Part number/month in brackets). p. followed by the page numbers of the article. Available from: URL. [Accessed: followed by the date viewed in square brackets].</p>	<p>WILSON, J. (1995) Enter the Cyberpunk librarian: future directions in cyberspace. <i>Library Review</i>. [Online] Emerald Database 44 (8). p.63-72. Available from: <a href="http://www.emeraldinsight.com">http://www.emeraldinsight.com</a>. [Accessed: 30<sup>th</sup> January 2012].</p>	<p>Wilson (1995) argues that.....</p> <p>"Quotation" (Wilson, 1995, p.66)</p>

Type of resource	Format	Bibliography Example	In text example
<b>Journal article (printed)</b>	Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of journal - italicised or underlined</i> . Volume number (Part number/month in brackets). p. followed by the page numbers of the article.	TREFTS, K. & BLACKSEE, S. (2000) Did you hear the one about Boolean Operators? Incorporating comedy into the library induction. <i>Reference Services Review</i> . 28 (4). p.369-378.	Trefts and Blacksee (2000) argue that.... "Quotation" (Trefts and Blacksee, 2000, p.376)
<b>Newspaper (online)</b>	Author(s) of article's FAMILY/SURNAME, Initials. (Publication year in brackets) Title of article. <i>Title of Newspaper - italicised or underlined</i> . [Online in square brackets] Name of Database article is from if appropriate. Day and month of the article. Page number of the article if applicable. Available from: URL. [Accessed: followed by the date viewed in square brackets].	RANDERSON, J. (2008) Researchers find fish that can count up to four. <i>The Guardian</i> . [Online] 26 <sup>th</sup> February. p.14. Available from: <a href="http://theguardian.co.uk">http://theguardian.co.uk</a> . [Accessed: 22 <sup>nd</sup> May 2012].	Randerson (2008) argues that.... "Quotation" (Randerson, 2008, p.14)
<b>Website</b>	Author of website FAMILY/SURNAME, Initials or WEBSITE name if no author is available. (Year - in brackets) <i>Title of website in italics or underlined</i> . Any numbers if necessary or available if website is part of a series. [Online in square brackets] Available from: URL. [Accessed: followed by date in square brackets].	BBC NEWS. (2008) <i>Factory gloom worst since 1980</i> . [Online] Available from: <a href="http://news.bbc.co.uk/1/hi/business/7681569.stm">http://news.bbc.co.uk/1/hi/business/7681569.stm</a> . [Accessed: 19 <sup>th</sup> June 2012].	...as reported by the BBC (2008) "Quotation" (BBC, 2008)

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