

Referencing (Harvard Style)

References are needed for three main reasons:

- To give credit to the concepts and ideas of other authors.
- To provide the reader (or examiner) with evidence of the depth of your reading.
- To enable the reader to find the material you reference.

If you are quoting directly from another source, it should be contained within inverted commas (single) and a page number **must** be provided. If you are paraphrasing, the page number **should** be provided. You do not need the page number if you are referring to the full text or general findings.

Single Author Examples

- Author's name in sentence + direct quotation: **Maria Smith (2011, p. 76) claims that 'Apple computers are the best on the market.'**
- Author's name in sentence + paraphrased comment: **According to Smith (2011, p. 76), the Apple brand is most reliable and cost effective.**
- Author's name in brackets + paraphrased comment: **Apple is a globally recognised brand name, whose products are regarded as the best on the market (Smith, 2011; McIntosh, 2004).**

Note that when the author's name occurs naturally in the sentence the year is given in brackets. When referring to several publications from by an author that were published in the same year, or when 2 or more authors have collaborated, observe the following rules:

Multiple Author Examples

- Two collaborating authors: Crawford and Moran (2011) ... or (Crawford and Moran, 2011).
- Three or more: McQuade *et al.* (2009) or (McQuade *et al.*, 2009).
- Several publications from same year: Wall (2002a) demonstrates that... which is further emphasised in her later example of informational exchange (2002b, pp. 98-99).

Remember, **consistency is key**. Follow university guidelines to referencing and stick to them meticulously throughout your work. Consulting your school handbook is an excellent way to avoid confusion!

Compiling Your Bibliography (Harvard)

Your reference list should be **organised alphabetically** according to the surnames of your references. It should be compiled at the end of your essay, giving full publication information for your reader.

BOOK by single author:

- Smith, H. (2001) *The History of Academic Writing: A student guide*. 3rd edn. Cambridge: Cambridge University Press.

The edition number – ‘3rd edn.’ – is only necessary where it is not the first edition.

BOOK by collaborative authors:

- Graham, B., King, C. and Mozard, N. (2009) *Introduction to Anthropology*. Belfast: Imaginary Press Inc.

Whilst ‘et al.’ is used for three or more authors in textual referencing, it should **not** be used in your bibliography.

CHAPTER from an edited collection:

- Donaghy, E. (2000) ‘Example Chapter’ in Ennis, V. (ed.) *Imagined Literature*. London: Fox Publications, pp. 34- 78.

Multiple editors must be listed in full, and supplemented with ‘(eds.)’.

ARTICLE from a journal

- Titcumb, D. (2010) ‘Pretend Article’, *Imaginary Journal*, 3(4), pp. 37-86.

The volume number may be supplemented with an issue number in brackets (if required).

WEBSITE

- Donnelly, M. (2012) *Webpage Title*. Available at: <http://www.makingitup.org/> (Accessed: 17 July 2013).

Only use reliable, peer-reviewed, web-based resources. The **full** URL (web address) must be provided.

When citing journal articles accessed through journal databases (e.g. JSTORE/Article First etc.) it is not necessary to reference the web address. Use the original publication details as you would with the printed version.

For information please contact us on 028 9097 3618 or email lds@qub.ac.uk

<http://www.qub.ac.uk/lds>