

HARVARD REFERENCING

Known as the author-date system.

Two main elements:

- i. citing within the text of an assignment
- ii. listing references at the end of an assignment

In-text citations

You need to include the **author(s) surname(s)**, year of publication and page number (for direct quotations)

Uncertainty

Referencing is inextricably linked to the concept of plagiarism; it involves learning how to represent what has been learned from earlier authors (**Pears and Shields**, 2008, p. 18). As an “essential skill for higher education” (**Neville**, 2009, p. 95) it substantiates the evidence on which discussion or argument is based. Academic referencing gives credibility to the information presented, enabling sources to be traced, authenticated, and used to connect and synthesise ideas. **Roberts** (2008) suggests the chief cause of plagiarism is uncertainty about how to cite sources and misconceptions about referencing terminology. A reason for this predicament is the absence of a universal referencing system. A plethora of referencing systems exist, and styles can vary from one department to another within the same institution, with irregularities between tutors in how these styles are interpreted and applied (**Neville**, 2007). A first year joint honours student may be expected to use a particular style of referencing for one assignment and then a different style for another project. Consequently, it is not surprising that students are left confused. I have seen many students individually whose difficulty with referencing has been perplexity at what is expected of them. **McGowan** (2009, p. 2) criticised the requirements of academic writing for being shrouded in mystery and therefore it not unreasonable for students to expect clear, succinct guidelines. **Levin** (2004) queries how students should know what counts as common knowledge and does not need referenced and **Neville** (2009) states there are nine referencing styles found within higher education in Britain, while **Moore et al.** (2010) argue there are at least fourteen separate referencing styles in active use.

Phrasing

There are several ways to phrase in-text citations and place the author’s surname within a sentence. You need to include the author(s) surname(s), year of publication and page number (for direct quotations and paraphrases of sentences)

START: Smyth (2010, p. 187) argued that “18-25 year old males...”

MIDDLE: In a recent survey (Jones, 2009), the pedagogic benefits of interactive whiteboards were analysed.

END: "Referencing is inextricably linked to the concept of plagiarism; it involves learning how to represent what has been learned from earlier authors" (Pears and Shields, 2008, p. 18).

TIPS

Give the citation where it fits comfortably with the flow of your writing.

Where the author's name does not occur naturally, put the in-text citation into brackets.

If you paraphrase something it may be neater to give the in-text citation at the end of the sentence.

Page Numbering

Include page numbers in your citation when you **quote** from, **paraphrase**, or **summarise** a specific section in the source

Exclude page numbers when you refer to a **larger section** or to an **entire work** Add a comma after the year and use p. for a single page and pp. for a page range.

Example citations:

(Byrne, 2014, p.56) (Byrne, 2014, pp.17-19)

One author

(Author's surname, Year) *Example*

citations:

Juniper (2016) contends...

"More people create a greater demand for food, energy, water and other resources, driving pressures on the natural environment" (Juniper, 2016, p. 16).

Increased population size increases energy demands... (Juniper, 2016).

Two or more authors

(First author's surname & second author's surname, Year)

List the authors as they appear on the source material, not alphabetically.

Examples:

Educational research (**Bannister and Ashworth**, 1994) suggests that...

According to **Carney and McNeish** (2005:18) “electromagnetic forces...”

Four or more authors

(First author’s surname *et al.*, Year)

The first author is as listed on the source material, not alphabetical order. Include the first author’s surname followed by *et al.* *Example citations:*

Music changed radically in the 1980’s (Johnston *et al.*, 2009) ... When discussing musical history, Murphy *et al.* (2008) highlight...

Multiple publications by the same author in the same year

Use lowercase letters after the year in the citation *Example*

citation:

(Smith, 2012a) (Smith, 2012b)

Book chapter

Donnelly (1997) found that...

The ethnic relations in Russia ...(Donnelly, 1997).

Publications with no date

If you do not know the date of the publication, use ‘n.d.’ (not dated) in place of the year in both citation and reference list *Example citation:*

(O’Donnell, n.d.)

Multiple Sources

If you need to refer to two or more sources at the same time, use a **semi-colon** to separate them.

Example:

Plagiarism within higher education has risen substantially over the past decade (Roberts, 2008; Terry, 2007; Devlin, 2006).

Should be cited in reverse chronological order.

Short Quotations

Set in quotation marks and include in the body of text.

Example:

As Laurillard (1993, p.47) points out “it is a peculiarity of academic learning that its focus is not the world itself but others views of that world.”

Long Quotations

Long quotations should be formatted as follows:

- preceded by a colon :
- entered as a separate paragraph with a one-line space above and below the quote
- indented from the main text at both the left and right margins
- typed in a smaller font size to the main text of the work
- typed in single-line spacing
- not set in quotation marks *Example:*

De Raeve (1998, p. 488) is of the opinion that:

Nursing cannot require of individual nurses that they wholeheartedly sacrifice personal for professional integrity, since this would lead to the depersonalization of the individual and to individuals becoming the tools of the group. This, it might be said, was what happened to prison camp guards in Nazi Germany, where integrity might have been construed purely as loyalty to the regime and obedience to authority, thereby, many would say, undermining its very nature.

This argument may be especially pertinent where nurses are employed by the state.

Making Changes to Quotations

If you **omit words**, phrases, or paragraphs from a quotation, whether from the beginning, middle or end, you must indicate this with ellipsis points (. . .) *Example:*

“E-learning ... has the potential to revolutionise accessibility” (McKervey, 2010, p.6)

If you **insert your own words**, or different words, into a quotation, you must put them in [square] brackets *Example:*

“impacted this sphere [political] of constitutional reform”

If you underline, **bolden** or *italicise* any part of the quotation for emphasis, you must state that the emphasis is your own

Example:

(O'Connor, 2012, p.45, author's italics).

If any part of the original is underlined, or in **bold**, or in *italics* you must indicate that this is how it appears in the original source Example:

(Smyth, 2014, p.44, italics in original).

Paraphrasing and summarising

Paraphrases and summaries do not change the original meaning

You must still acknowledge the original source with an in-text citation, as the idea is not your own

Paraphrase: to put someone else's work into your own words

Original (taken from page 221 of a book written by Donnelly, published in 2022): During a dark time in Belfast's culinary history, when Boojum burritos could be sourced "for neither love nor money", students scrambled to find recipe books, joined cookery clubs, and befriended chefs.

Example:

As Donnelly (2022, p. 221) points out, there were times in Belfast's culinary history when Boojum burritos could not be consumed by any means and, subsequently, students were forced to find alternatives.

Summarise: to give an outline of the main points of a passage, chapter or book in your own words

Original (Donnelly, 2022): The Fashion Police tried to control fashion to disseminate various propaganda messages to women *Example summary:*

In *Fashion: a History*, Donnelly (2022) demonstrates the ways in which the Fashion Police have used women's fashion to communicate certain images of their ideal world.

Secondary References

This is where you cite a source quoted by another source. **It is best practice to cite and reference sources that you have seen yourself.**

For sources that you have not actually seen but which are referred to in another work you must cite both the author of the idea you are using and the source in which you found it.

In your reference list only give details of the source that you have actually seen.

Example citation:

(Simon, 1957, cited in Jones and Hill, 2013, p.28)

A study by Donnelly (2006, cited in McNelly, 2008, p. 17) indicated that...

Reference List

In the Harvard referencing system, the in-text citations link to your reference list.

A reference list contains all the sources that have been cited in the text of your work.

Example

In-text citation:

Neville (2009) however offers a contrary view ...

Reference list:

Neville, C. (2009) *The complete guide to referencing and avoiding plagiarism*, Maidenhead: Open Universities Press.

Formatting

There are specific rules for **formatting** references, which vary according to the **type** of source.

Author(s)

Put the surname first, followed by the initial(s). e.g. Frazer, P.

Include all authors. e.g. McQuade, A., Moran, P. and Crawford, T.

Sometimes the author may be an organisation. e.g. Nursing and Midwifery Council

If the publication is compiled by an editor or editors, use the abbreviation (ed.) or (eds.) e.g. Hughes, R.J. and Hampson, P. (eds.)

Year of Publication

Put the year in the **round brackets** after the surname(s) e.g. (2010) If no date can be identified, use **(no date)** or **(n.d.)**

Title

Capitalise the first letter of the first word and any proper nouns. e.g. **Contract law in France:19752001,**

The title should be **italics**. e.g. *A tale of two cities,*

You may *either* put a **comma** OR **full stop** after the title and subsequent reference components. e.g. *Gone with the wind,*

Edition

Only include the edition if it is not the first edition.

Abbreviation to **edn.** e.g. 2nd edn.

Place of Publication: Name of Publisher

List the **place** of publication first followed by the **name** of the publisher. Separate using a **colon**. e.g. Maidenhead: Open Universities Press

Page Reference

Only include if you are referring to a specific **chapter** or **journal article**. Include the page numbers after the publisher's details. e.g. Oxford: Blackwell Publishing, pp. 391-406.

Title of Article (Journal / Newspaper)

Put the title in **single** quotation marks and capitalise the first letter of the first word. e.g. 'Plagiarism on the rise'

Title of Journal/Newspaper

Capitalise the first letter of **each** word in the title, except linking words such as: the, for, and, of, etc. *Italicise* the whole title e.g. *British Journal of Educational Technology*

Issue Information

List the **volume** number followed by the **issue** number in round brackets. e.g. 14(3)

URL

Include the full web address for Internet sources used. This is formatted using Available at:
<http://www.qub.ac.uk/lids> (Accessed: 23 June 2021)

How to Reference a...

Book

- Author(s) / Editor(s)
- Year of publication (in round brackets)
- Title (in *italics*)
- Edition
- Place of publication: Publisher.

Example:

Pearrow, M. (2007) *Web usability handbook*, 2nd edn., Boston: Charles River Media.

Chapter from book

- Author(s) of chapter
- Year of publication (in round brackets)
- Title of chapter (in single quotation marks)
- in
- Author(s) / editor(s) of book
- Title of book (*in italics*)
- Place of publication: Publisher
- Page reference *Example:*

Bannister, P. and Ashworth, P. (1998) 'Four good reasons for cheating and plagiarism', in Rust, C. (ed.) *Improving student learning: improving students as learners*. Oxford: Oxford Centre for Staff and Learning Development, pp. 233-240.

Print Journal article

- Author(s) of journal article
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in *italics*, capitalise the first letter of each word)
- Issue information (volume, issue number) or DOI (see below)
- Page reference *Example:*

Aldrich, F., Rogers, Y. & Scaife, M. (1998) 'Getting to grips with "interactivity": helping teachers assess the educational value of CD-ROMS', *British Journal of Educational Technology*, 29(4), pp. 321-332.

E-journals without a DOI (Digital Object Identifier) number

- Author(s) surname(s), • Initial(s).
- (Year of publication)
- 'Title of article',
- Title of journal,
- Volume number (Issue/number, or date/month of publication if volume and issue are absent),
- Page range (if any),
- Available at: URL
- (Accessed: date) *Example:*

Hart, M. and Friesner, T. (2004) 'Plagiarism and Poor Academic Practice - A Threat to the Extension of e-Learning in Higher Education?', *Journal of eLearning*, 2(1), pp. 89-96. Available at: <http://www.ejel.org/volume-2/vol2-issue1/issue1-art25.html> (Accessed: 6 July 2012).

E-journals with a Digital Object Identifier

A DOI (Digital Object Identifier) is used to permanently identify an article or document and link to it on the internet. While a web address might change, the DOI will not. If the DOI is not listed, look it up on the website www.CrossRef.org (use the "Search Metadata" option).

- Author of article Surname,
- Initial(s)
- (Year)
- 'Title of article',
- *Title of Journal*,
- Volume(Issue),
- Page range (if available).
- doi:

Example:

Dobson, H. (2006) 'Mister Sparkle meets the 'Yakuza': depictions of Japan in The Simpsons', *Journal of Popular Culture*, 39(1), pp. 44–68. doi: <https://doi.org/10.1111/j.15405931.2006.00203.x>

Webpage

- Author(s) / Organisation
- (Year created or last updated)
- *Title of webpage.*
- Available at: URL
- (Accessed: date).

Examples:

Terry, J. (2007) *Moving on - preparing for university & organising your studies*. Available at: <http://www2.warwick.ac.uk/fac/sci/dcs/teaching/movingon/7.pdf> (Accessed: 5th July 2012).

NHS (2019) *Diabetes*. Available at: <https://www.nhs.uk/conditions/diabetes/> (Accessed: 26 April 2021).

Webpage with no author

Example:

Grey to Green Sheffield (2016). Available at: <http://www.greytogreen.org.uk/index.html> (Accessed: 26 April 2021).

Clinical Guidelines

- Physical copy of guidelines
- Corporate Author
- (Year of publication)
- *Title of Guideline.*
- Reference Number (if given).
- Place of publication: Publisher.

Example:

NICE (2004) *The epilepsies: the diagnosis and management of the epilepsies in adults and children in primary and secondary care*. CG20. London: National Institute for Clinical Excellence

Online Clinical Guidelines

- Corporate Author
- (Year of publication)
- Title of Guideline.
- Reference Number (if given).
- Available at: URL
- (Accessed: date) *Examples:*

BSG (2017) *Guidelines on the management of abnormal liver blood tests*. Available at: <https://www.bsg.org.uk/clinical-resource/guidelines-on-the-management-ofabnormal-liverblood-tests/> (Accessed: 30 March 2021).

NICE (2015) *Obesity in children and young people: prevention and lifestyle weight management programmes*. QS94. Available at: <https://www.nice.org.uk/guidance/qs94> (Accessed: 4 August 2017)

Newspaper article

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in *italics*)

- Day and month
- Page reference *Example:*

Prince, R. (2010) 'Why food is costing us the earth', *The Times*, 30th August, p.18.

Report

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in *italics*)
- Place of publication: Publisher *Example:*

Johnson, S. and Fitzpatrick, S. (2007) *The impact of enforcement on street users in England*. Bristol: The Policy Press

Online report with a URL

- Author Surname, Initial(s) or Corporate Author • (Year of publication)
- *Title of report.*
- Paper number (if applicable).
- Available at: URL
- (Accessed: date).

Example:

Joseph Rowntree Foundation (2015) *Building sustainable homes*. Available at: <https://www.jrf.org.uk/file/46481/download?token=UXZzH3XM&filetype=full-report> (Accessed: 4 May 2017).