

# Harvard Referencing System

## What is a Reference?

- A way of showing that you have recognised another person's work ideas or opinions and that you have acknowledged it in your work by referring to the source
- This is often called *citing* a reference

## What is the Harvard System?

- Developed in the USA
- Most common system in use internationally
- A flexible, simple, clear system both for author and reader
- References are listed alphabetically in the bibliography and cited in the body of the text so no footnotes or chapter references needed

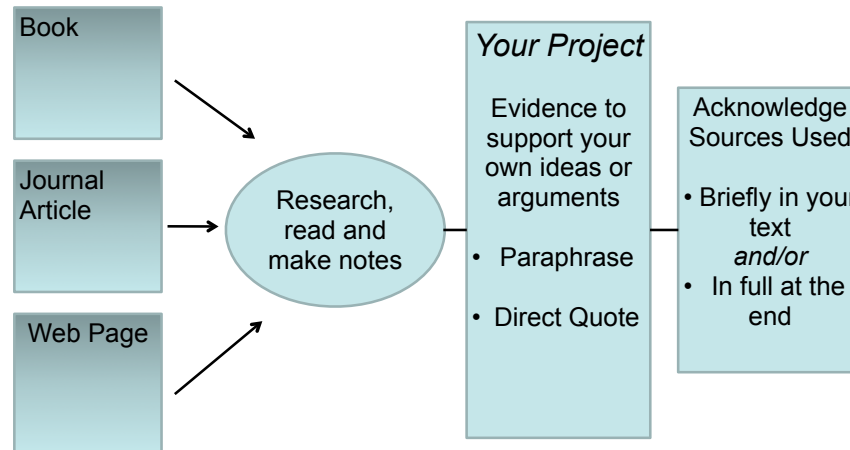
## Why Reference Your Work?

- Acknowledge the work of other writers and researchers
- Demonstrate your reading and research
- Enable others to trace your sources easily and lead them on to further information
- Part of the marking criteria
- Provide a check against plagiarism
- Meet copyright regulations

## When to Reference

- When you 'lift' material directly from a source – for example – from a book or the internet
- When you take an idea, theory, argument or viewpoint from a source that is not your own
- When you summarise or paraphrase another person's work

# Referencing in Context



## How to Reference

You need to reference in **two** places:

- Brief details – these will go into the main body of your assignment
- Full details – these will go at the end of your assignment

## Definitions

- **Citing** – this is the process of formal recognition, within your text, of the resources from which you have gathered your information
- **A Citation** – this is a passage or phrase quoted within your text which is supported with evidence of its source
- **Bibliography** – a list of the sources that you have used
- **Reference** – a detailed description of the item from which you have obtained your information

## Citing References within your Text

### Single Author, Single Source

- Each time a reference is made to a book, document or other source from the author, put the reference in ( ) *brackets* immediately afterwards

**Example** - Life as a Jew under German rule during the Second World War was explored (Frank 1942)

- If the author's name occurs naturally in the text then only the **year** is quoted in the brackets

**Example** - In her diary, Anne Frank, described life as a Jew under German rule during the Second World War (1942)

## Citing References within your Text

### Single Author, Single Source

- If quoting from a specific section of a single source of the author's work, also include the page number(s) of the quote

**Example** - There are no greater enemies on earth than the Germans and the Jews (Frank 1942, 74) or (Frank 1942:74)

## Citing References within your Text

### Single Author, Multiple Source

If sourcing from more than one publication from a single author, referencing can take place as before providing none of the sources originate from the same year

### Examples

- The far reaching implications of our understanding of evolution were explored (Dawkins,1976)
- Arguments for God's existence were challenged by Dawkins (2006)

These two sources are different (The Selfish Gene followed by The God Delusion), but because they were published in

## Citing References within your Text

**Where multiple sources are used from the same year, the sources are identified by adding a, b, c... after the date**

**Example** – In 1997 several publications were produced of Bertrand Russell's collected papers –

- The Collected Papers of Bertrand Russell, vol 2

## Citing References within Text

### Multiple Authors

- If there are three or fewer authors then put in all their names
- If there are more than three authors then put in only the first surname followed by '**et al**'

### Examples

- A 'Freakonomic' approach argued by **Levitt and Dubner** (2005)
- Summarised by **Lichtenberger et al** (2004)

## Examples of Citation

### **If the author's name occurs naturally in the text:**

- The year should follow in () brackets

**Example** – The gene's eye view of Darwinism is implicit in the writings of R.A. Fisher (1930)

### **For a source that is cited within another book:**

- If the source referred to is in another work, cite both the **original source** and the **secondary source**

**Example** – **Larson and Witham** (1998, quoted in **Dawkins** 2006, p.127) set out their reasons for the continuing the teaching of evolution in public schools

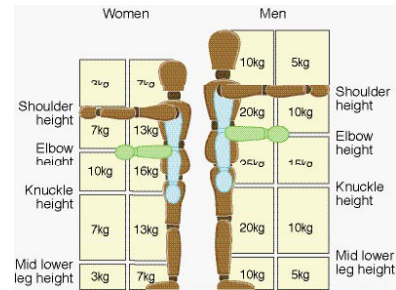
## References of images and diagrams

**All externally sourced images and diagrams *must* be referenced**

- Enter the title underneath the image or diagram
- Add, in brackets, the author, date of publication and page number
- Where there is no author use the title of the source i.e. book, website etc.

## References of images and diagrams

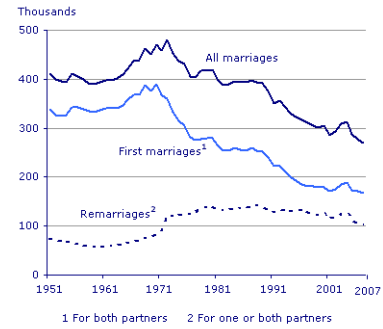
### Example 1 (Book/Publication):



**Figure 1: Risk assessment guidelines for lifting and lowering (Essentials of Health and Safety at Work 2008, 48)**

## References of images and diagrams

### Example 2 (Website):



**Figure 1: Marriages, United Kingdom, 1951 – 2007  
(Office for National Statistics website 2009)**

## Incorporating Quotations in Text

**Quotations up to 2 lines in length can be incorporated straight into the body of the text**

- Use quotation marks around the quote
- In brackets ( ) add the author's name, the year of publication and the page number

### **Example**

- Moss (1998, 63) stated that “ the greatest impact of human use of land is the removal of the original vegetation cover”

## Incorporating Quotations in Text

### Longer Quotations

- Should be indented in a separate paragraph
- Quotation marks are **not** necessary

### Example

- Sneve and Saint James (2003, 17) illustrated the wisdom of the sayings of the Native Americans, who had no written language:

It was our belief that the love of possessions is a weakness to be overcome. Therefore the child must early learn the beauty of generosity.

*1911, Ohiyesa, Santee Physician and Author*

## Incorporating Quotations in Text

If part of a quotation is omitted, this may be indicated in the quotation by the use of three dots:

### **Example**

- Greenwood (1990,36) reflected that “Quakers ... eschewed the use of ‘saint’ or ‘bishop’ or ‘abbot’ in place names”

## Examples of techniques for introducing Direct Quotes

- As **Kant**...*states...believes...suggests...indicates...points out...observes...explains...argues...outlines...contradicts...proposes...advances...intimates, "....."*
- For example, **Descartes** has argued that "....."
- According to **Marx**, "....."
- **Sartre** *suggests...believes...contends* that "....."

## Referencing at the end of your assignment

**There are two processes that must be undertaken:**

- **Reference List** – a single **alphabetical** list of everything that has been specifically mentioned in your assignment
- **Bibliography** – a list of the resources you have researched from but **not specifically** referred to in your assignment

## Guidance on Creating a Bibliography / Reference List

- List references in *alphabetical order* by **author surname**
- Enter author or editor surname first, followed by the initials
- Include **all** authors listed on the title page of each source, **do not abbreviate** by using *et al*, as is good practice in the main body of the assignment
- If the book has an editor rather than an author then enter **(ed.)** after the name and initials

## Guidance on Creating a Bibliography / Reference List

- Where necessary use the name of the **corporate body or institution** responsible for gathering the information in a publication or on a website - e.g. *Office for National Statistics* or *Department for Children, Schools and Families (DCSF)*
- **Edition** – only include if you are **not** using the first edition e.g. (3<sup>rd</sup> edn.)
- **Title** – this should be *in italics* and include the title and subtitle (if relevant) separated by a colon

## Guidance on Creating a Bibliography / Reference List

- **Series** – Information relating to a series of publications or to periodicals should be included at the end of the entry in the reference list or bibliography
- **Pages** – page references are normally the final part of the reference
- Information required for referencing is normally found on the title page and the back of the title page

## Referencing Types

**All sources** used should be referenced. The following is a list of the possible source types:

- Books
- Periodical Articles
- Web Pages
- Internet Images
- Newspaper Articles
- CD-ROM
- Videos / DVDs

## Referencing Books (Summary)

Entries for books in the reference list should contain the following information (in the order set out here):

- Author / Editor
- Year of publication (in brackets)
- Title (in italics)
- Edition - if not the first edition
- Place of publication: Publisher
- Series – if appropriate (rarely used)
- Page / pages

## Referencing Books (Summary)

### Examples

- Dawkins, R (2006) *The Selfish Gene* (30<sup>th</sup> edn.)  
New York: Oxford University Press, 269–271
- Baynes, N.H. ed. (1942) *The Speeches of Adolf Hitler*, vol. 1. Oxford: Oxford University Press.
- Russell, B. (1997b). *Collected Papers*, vol.11, ed.  
J.C. Slater and P. Kollner. London: Routledge

## Referencing Chapters

Process for referencing a specific chapter:

- Author / Editor
- Year of publication (in brackets)
- Title of Chapter (in quotation marks)
- Author / Editor of book (surname and initials)
- Title of book (in italics)
- Place of publication: Publisher
- Page / pages

### Example

Maynard Smith, J. (1972) 'Game theory and the evolution of fighting', in: Maynard Smith J. *On Evolution*. Edinburgh: Edinburgh University Press. 8-28

## Referencing Periodical Articles

Process for referencing periodical articles:

- Author
- Year of publication (in brackets)
- Title of article
- Title of Periodical (in italics)
- Volume, number/part (in brackets)
- Page number/s (p. for a single page, pp. for more than one page)

### **Example**

## Referencing Web Pages

Process for referencing Web Pages:

- Author / Editor
- Year of publication (in brackets)
- Title (in italics, underlined or in bold)
- The word Internet, in square brackets [ ] followed by a comma
- Edition - if relevant (e.g. update 4 or version 3.7) followed by a full stop
- Place of publication – followed by a comma

## Referencing Web Pages

- Publisher (if known) – followed by a full stop
- The phrase Available at (or from) – followed by a colon
- The internet address - in chevrons < >
- The word Accessed and the date that the web page was viewed by you – in square brackets [ ] followed by a full stop
- **Example**

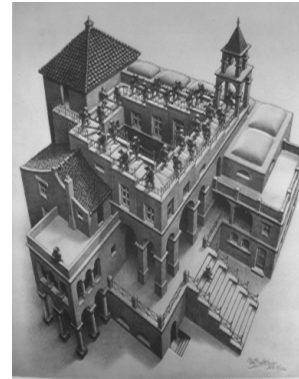
Holloway,R (2003) *'Recovering Christian' Book Review*  
[Internet], London, Guardian. Available at: <http://  
books.guardian.co.uk/reviews/scienceandnature/

## Referencing Internet Images

Entries for books in the reference list should contain the following information (in the order set out here):

- Author / Artist
- Year of publication – if given (in brackets)
- Title of image (in italics)
- [Online Image]
- Available at: URL
- (Accessed: date)

## Referencing



### Example

Escher M.C. (1960) *Ascending and Descending*  
[Online image]. Available at: < <http://www.math.technion.ac.il/~rl/M.C.Escher/2/escher-stair.gif> >  
(Accessed: 21 February 2010).

## Referencing Newspaper Articles

- Author (if no author, cite title of paper in italics first)
- Year of publication (in brackets)
- Article title (in quotation marks)
- Newspaper title (italics)
- Day and month
- Page / pages

### **Example**

Sergeant, Harriet (2010) "Schools are churning out

## Referencing a CD-ROM

- Author
- Title of article
- Title of periodical/newspaper (italics)
- [CD-ROM]
- Numeration (volume and page number)

### **Example**

Woodhead, Chris. Keeping the Faith. *The Sunday Times*, [CD-ROM], 19 November 2006, Feature 1.

## Referencing Videos / DVDs

- Title (in italics)
- Year of distribution (in brackets)
- Director
- Videocassette or DVD [in square brackets]
- Place of distribution: Distribution Company

### **Example**

*The French Connection* (1971) Directed by William Friedkin. [DVD] Los Angeles, 20<sup>th</sup> Century Fox

## Referencing Personal Communication

- Name of speaker/author/sender
- Year (in brackets)
- Medium (e.g. conversation / letter / phone call / e-mail / text / twitter)
- Recipient
- Day and Month

### **Example**

Blair, T. (2006) e-mail to Gordon Brown, 17 March

# Plagiarism

## What is Plagiarism?

- The practice of sourcing someone else's work or ideas and passing them off as one's own
- Copying, infringing copyright, piracy, theft, stealing
- The process of reusing material found in any media

*With the advent of the World Wide Web and the ease with which material is now available, plagiarism is now much more common*

## Avoiding Plagiarism

In order to avoid plagiarism you must **always give credit** when:

- You use another person's ideas, opinions or theories
- You use facts, statistics, graphics, drawings, music, or any other type of information or resource that would not be classified as *Common Knowledge*
- You use quotations from another person's spoken or written word
- You paraphrase another person's spoken or written word