

HARVARD REFERENCING

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What is referencing?

- Academic writing relies on more than just the ideas and experience of one author.
- It uses the ideas and research of other sources: books, journal articles, websites, and so forth. These other sources may be used to support the author's ideas, or the author may be discussing, analyzing, or critiquing other sources.
- It is important that you identify in your assessment when you are using the words or ideas of another author.
- The most accepted way of acknowledging the work of another author is to use a **referencing system**.

Why should you use a referencing system?

- Failure to properly reference may make the reader think that you are cheating by claiming someone else's work as your own.

In the academic environment, we call this plagiarism, and it is seen as a very serious offence.

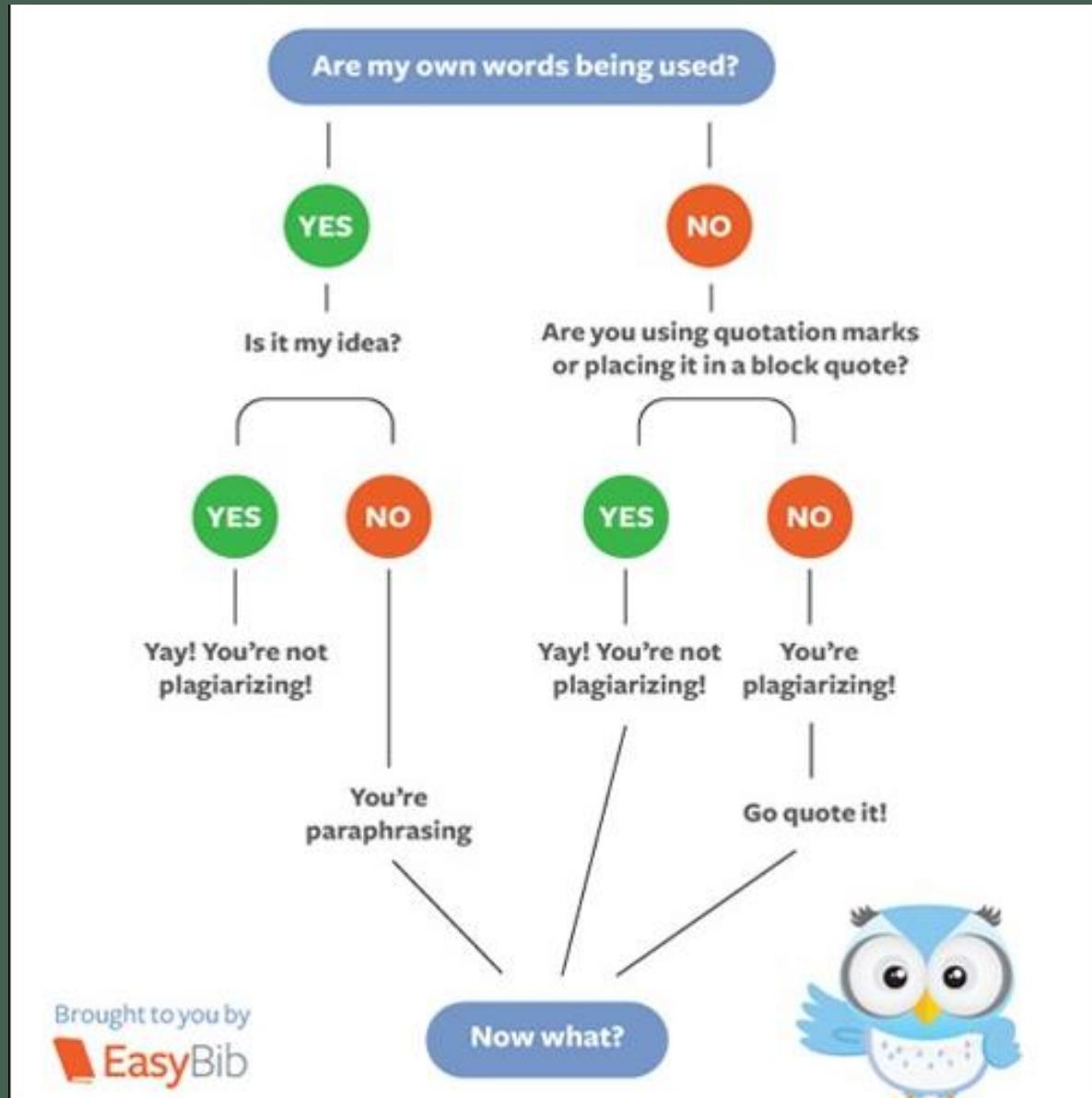


- Remember that plagiarism is not just when you directly copy words from another student's or expert's work.
Plagiarism also occurs when you re-word someone else's ideas in your own work and you do not give credit to the original source.



Writing the assessment: What do I need to reference?

- Direct quotations
- Paraphrasing



Referencing in the Harvard style is a two-part process

- **Citation in the text:** this is the brief indication of the source within the text of your work immediately following the use of the source whether quoted or summarized.
- **Reference list:** a complete list of all the cited references used in your work with full bibliographic details, to allow the reader to follow up these references and find the original text.

In-text Citations

You use only a few basic details

The researcher describes a virtuous person as one “who acts and feels as he or she should, ~~for the right reason considering the circumstances~~” Alvaro, 2017, p.770).

Reference List

You use ALL of the details

Alvaro, C. (2017). Ethical veganism, virtue and greatness of the soul. *Journal of Agricultural and Environmental Ethics*, 30(6), 765-781. <https://doi.org/10.1007/s10806-017-9698-z>

Creating a citation and reference list

- Harvard style referencing is an **author/date** method. Sources are cited **within the body** of your assignment by giving the name of the author(s) followed by the date of publication.
- All other details about the publication are given in the list of references or bibliography at the end.
- Citations which are used with **direct quotations or** are referring to **a particular part of a source**, should include the page number in your citation
e.g. (Smith, 2017, p. 42) or Smith (2017, p. 42)

When author(s) name appears in the text as part of the body of the assignment

- The year will follow in round brackets
e.g. According to Smith (2017),

When author(s) name does not appear in the body of the text

- The name and date should follow in round brackets.

e.g. The terminology has been called into question when it was discovered...
(Smith, 2017).

When more than one of your citations has the same author and year of publication

- You should distinguish between them by using a lower-case letter following the year.

e.g. It was discovered that...(Smith, 2017a), this was supported by... (Smith, 2017b).

When authors have the same surname and works published in the same year

- Use their initial to distinguish between them.
e.g. When looking at the average income it was found that...(Williams, A., 2009). However, it was also discovered that...(Williams, J., 2009).

When citing more than one piece of work for an Idea

- If this occurs, you should separate the references with a semicolon and cite them in chronological order.

e.g. This point has been shown by numerous authors... (Jones, 2014; Smith, 2017).

When there are four or more authors for the work you are citing

- When citing in-text, include the name of up to three authors.
If there are **four or more**, use the name of the first author followed by "***et al.***"

e.g. This was shown to be the case when Taylor *et al.* (2015)...Or, the study shows...(Taylor *et al.*, 2015).

Where the author is a corporation

- Cite the name of the corporation in full,
e.g. Birdwatching in the woods...**(Woodland Trust, 2016)**

unless their abbreviation is well-known.

e.g. The governance of the network...**(BBC, 2017).**

When a work is designated as Anonymous or there is no author

- Use the title of the work in italics in place of the Author
e.g. (*OED online*, 2008).

When the date of publication is missing

- If no date can be found, then you would state that there is no date

e.g. The ancient text indicated the use of... (Wells, no date).

If a citation does not have page numbers

- You should use the number of the paragraph (if available).

e.g. Climate change can refer to local, regional, and global changes in weather
(Met Office, 2013, para. 2.).

If the paragraph number is not available

- You may direct the reader to a specific section of the item, and then the number of the paragraph

e.g. Using the factor command can... (Gaubatz, 2015, Generating Factors, para. 2.).

If the name of the section is long

- You may use the first few words of the section in quotation marks
e.g. The value of numbers needs to be random... (Gaubatz, 2015, "Random Numbers and Generating" section, para.2.).

Abbreviations which are not allowed to use

- The abbreviations ***ibid.*** and ***idem.*** should not be used within the Harvard referencing system.
- Idem means "the same person" whereas ibidem (abbreviated *ibid.*) means "at the same place."

Quoting

- Quoting is including a section of a source in your own work using exactly the same words as those used by the original author.



If your quote is not more than two lines

- If you are directly quoting from a source, then you should include the page number in your citation.
- A short quotation (under two lines), should be **within the body of the text** and **in quotation marks**

e.g.

There is still a labelling issue when it comes to flavourings in food, it is noted that, "flavours such as vanillin which occur naturally in food are called 'nature-identical'. The label does not have to state where it comes from." (Wilson, 2009, p. 257).

If the quote is more than two lines

- It should be presented as a new paragraph which is preceded by a colon and indented from the rest of the text. You do not need to use quotation marks

e.g.

Wilson (2009, p. 257) has looked at food flavourings in the UK and makes the following observation about Vanilla:

In Britain, flavours such as vanillin which occur naturally in food are called ‘nature–identical’. The label does not have to state where it comes from. A flavouring only counts as fully ‘artificial’ if it does not occur in nature at all, as is the case with another, stronger vanilla–substitute called ethyl–vanillin (often used in chocolate).

If you are omitting materials from an original source

- Use three dots [...] to indicate that there is an omission in the middle
e.g.

Canter and Canter (1992) state that students come to the classroom with "their own needs, their own past experiences and ... their preconceptions of who you are, what your limits will be" (p. 49). It is important to manage the expectations of students effectively.

- This does not need to be done at the beginning or end of a sentence.

Paraphrasing

- Paraphrasing is putting someone else's ideas into your own words. It does not mean changing the odd word or rearranging the sentence. When you paraphrase, you should restate the meaning of the original text in your own words. Be sure to cite and reference when you are paraphrasing someone else's work,



Example for paraphrasing

The following is the original quote from Gladwell (2008, p. 38)

e.g.

"Achievement is talent plus preparation. The problem with this view is that the closer psychologists look at the careers of the gifted, the smaller the role innate talent seems to play and the bigger the role preparation seems to play."

An unacceptable paraphrased

- It follows the original too closely:

e.g.

Success seems to depend on a combination of talent and preparation. However, when psychologists closely example the gifted and their careers, they discover that innate talent plays a much smaller role than preparation (Gladwell, 2008, p. 38).

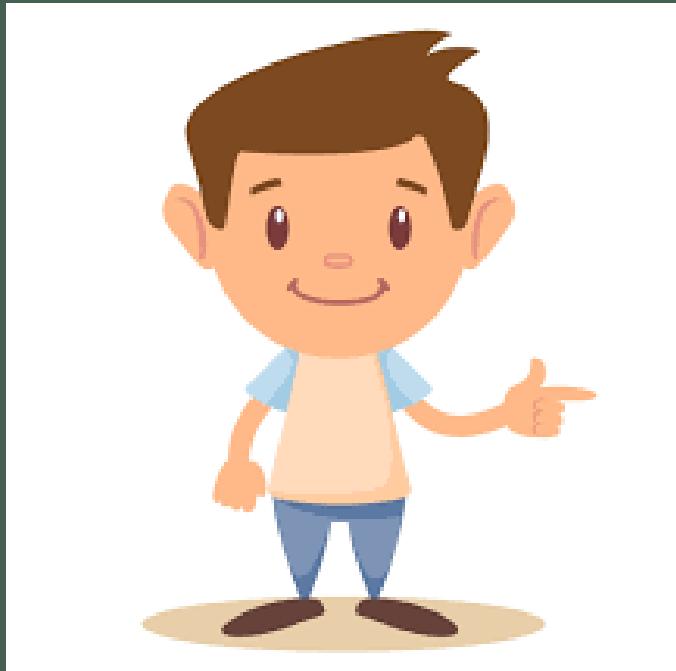
An example of an acceptable paraphrase

- Here is the meaning of the original which has been restated in author's own words:

e.g.

As Gladwell (2008, p. 38) observes, summarizing studies on the highly successful, we tend to overestimate the role of talent and underestimate that of preparation

What to expect next ?



- Summarizing
- Secondary referencing
- Creating a reference list

Summarizing

- Summarizing means briefly stating the main ideas or arguments of a complete information source or a substantial portion of an information source.
- Be sure to cite and reference when you are summarizing someone else's work.
- A citation for a summary should include **the author and date**, but there is no need to include a specific page number.

e.g. (Smith, 2017) or Smith (2017)

Secondary Referencing

- This is when you reference one author who is referring to the work of another and the primary source is not available (refer to the primary source where it is available).
- Secondary referencing should be avoided where possible - if you have only read the later publication, you are accepting someone else's opinion and interpretation of the author's original intention.
- You must make it clear to your reader which author you have read whilst giving details of the original source by using 'cited in',
e.g. (Ecott, 2002, cited in Wilson, 2009) or (Cannon, 1989, quoted in Wilson, 2009, p. 269).
 - In the reference list you should give details of the item you looked at. Looking at the above examples, you would reference Wilson (2009) in your bibliography/reference list.

Creating a reference list

- A reference list is the list of items you have used in your work.
- Reference lists in Harvard are **alphabetical**.

Tips for creating a reference list

- If you have distinguished between authors in your citation, you should use the same letter in your reference list to distinguish them,
e.g. (Smith, 2017b) will be Smith, S. (2017b) ...
- A reference with one author will appear before a reference with two or more authors if the first author has the same last name,
e.g. Smith, S. (2017b) would appear before Smith, S. and Jones, A. (2017) in the reference list.
- Multiple references by the same author or creator are listed in chronological order.

- Corporations are listed using the first proper noun of the name,
e.g. Royal Academy of Arts (The).
- If there are two or three authors **use “and”** between the names **rather than “&”**.
- For references with four or more authors, include only the first author followed by ***et al.*** written in italics

- Author/Editor names should be given in the following format: Surname, Initials.
e.g. Smith, F.G.
 - The edition of a book is not included for the first edition, only for later editions,
e.g. 2nd edn., 3rd edn., etc.
Edition is abbreviated to **edn** to distinguish it from the abbreviation for Editor (ed.).
 - Certain types of material, such as encyclopedias or dictionaries, may not have one person or persons as the main author or editor. These can be referenced by the title in italics first,
- e.g. *OED online* (2017) Oxford: Oxford University Press. [Viewed 26 January 2017].
Available from: <http://www.oed.com>

- References for works designated as Anonymous, or works without an author or editor, should begin with the title in italics instead, followed by the date,
e.g. *A woman in Berlin* (2011) Translated by Philip Boehm. London: Virago.
- If no date can be found, then you would use (no date).

- Include the state abbreviation for items published in the United States if it is not obvious where the location is,
e.g. you wouldn't need to include NY after New York, but you would include the state abbreviation in 'Cambridge, MA: Harvard University Press' as there is also a Cambridge in the UK.
- If the item is widely known by, or was originally issued under, a title different from that of the preferred source, the alternative may also be given in brackets, if necessary,
e.g. Browne, J. (2010) *Securing a sustainable future for higher education: an independent review of higher education funding and student finance [The Browne Report]*.

- If a publisher is not listed or cannot be found, use one of the following (listed in order of preference):
 - Publisher or production company
 - Distributor or issuing body
 - Printer or manufacturer
 - Sponsoring body

- If there is more than one place of publication, only include the most local one in the reference.
- Each reference should end in a full stop unless it is a URL or DOI (a full stop after a URL or DOI may be presumed to be part of the link and prevent it from working).
- (DOI, or Digital Object Identifier, is **a string of numbers, letters and symbols used to uniquely identify an article or document, and to provide it with a permanent web address (URL)**).

A DOI will help your reader easily locate a document from your citation.

- A DOI should be written with the prefix <https://doi.org/> followed by the DOI number (adding the prefix makes it into a URL which will link directly to the item, whereas the DOI number on its own will only open a browser search of the DOI and doesn't link directly to the item),

e.g. <https://doi.org/10.1111/j.1540-5931.2006.00203.x>

- For a source with a DOI you don't need to include "Available at" or "(Accessed: date)" in the reference as a DOI is a stable identifier and will not change, whereas a URL may change or be deleted so the extra information is needed to clarify where and when you found the source.
- Always write DOI in lower case in your references,

e.g. [doi:](#)

A BOOK?
WHO ARE YOU
AND WHAT
HAVE YOU
DONE WITH
MERV?

I'M
WRITING
A PAPER.
HOW DO I
CITE THIS
AS A
SOURCE?

LOOKS LIKE
YOU COPIED
SEVERAL PAGES
VERBATIM.

YES!
AND I
WANT TO
ATTRIBUTE
THE
QUOTE!

IT'S
PLAGIARISM
UNLESS
YOU PUT IT
IN YOUR
WORDS.

I DID. BY
COINCIDENCE
THEY ARE
EXACTLY THE
SAME.

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Blog - In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g Chaurey (2020) considers ethical review processes... The limitations of the framework...(Chaurey, 2020)

Blog - In the bibliography/reference list

- Author Surname, Initial(s). (Year) ‘Title of blog post’, *Title of blog*, Day/Month of post. Available at: URL (Accessed: date).

e.g Chaurey, K. (2020) 'Decolonising ethics frameworks for research in Africa', *Africa at LSE*, 8th January. Available at:

<https://blogs.lse.ac.uk/africaatlse/2020/01/08/decolonising-ethics-frameworks-research-africa/> (Accessed: 29 March 2021).

Book (with a single author) - In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g. Bryman (2016) recommends... Quantitative data is more suited to the study
due to... (Bryman, 2016).

Book (with a single author) - In the bibliography/reference list

- Author Surname, Initial(s). (Year) *Title*. Edition (if not first edition). Place of publication: Publisher.

e.g Bryman, A. (2016) *Social research methods*. 5th edn. Oxford: Oxford University Press.

Book with two authors - In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g. Wallace and Wolf (2006) found that... Globalization is a theory that has many concepts... (Wallace and Wolf, 2006).

Book with two authors - In the bibliography/reference list

- Author Surname, Initial(s). and Author Surname, Initial(s). (Year) *Title*. Edition (if not first edition). Place of publication: Publisher.
e.g Wallace, R. A. and Wolf, A. (2006) *Contemporary sociological theory: expanding the classical tradition*. 6th edn. Upper Saddle River, N.J.: Prentice Hall.

Book with three authors – In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g. Greig, Taylor and MacKay (2013) found that... Finding the reasons behind a child's behaviour... (Greig, Taylor and MacKay, 2013).

In the bibliography/reference list

- Author Surname, Initial(s)., Author Surname, Initial(s). and Author Surname, Initial(s). (Year) *Title*. Edition (if not first edition). Place of publication: Publisher.

e.g Greig, A., Taylor, J. and MacKay, T. (2013) *Doing research with children: a practical guide*. 3rd edn. London: Sage.

Book with four or more authors – In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g. Begg *et al.* (2014) found that... The elasticity of demand demonstrates...
(Begg *et al.*, 2014).

Book with four or more authors – In the bibliography/reference list

- First Author Surname, Initial(s). *et al.* (Year). *Title*. Edition (if not first edition). Place of publication: Publisher.

e.g Begg, D.K.H. *et al.* (2014). *Economics*. 11th edn. London: McGraw-Hill.

Book chapter (in an edited book) – In the text

- For an in-text citation in your work, you would cite the reference as follows:

e.g.

He (1997) found that... The ethnic relations in China ... (He, 1997).

Zheng (1997) looked at the cultural influences... The culture of western business during the period... (Zheng, 1997).

Book chapter - In the bibliography/reference list

- Chapter Author Surname, Initials. (Year) ‘Title of chapter’, in Editor(s) Surname, Editor(s) Initial(s). (ed. or eds.) *Title of book*. Edition (if not first). Place of publication: Publisher, Page numbers.

e.g

He, X. (1997) ‘The market economy and ethnic relations in China’, in Ikeo, A. (ed.) *Economic development in twentieth century East Asia: the international context*. London: Routledge, pp. 190–205.

Zheng, X. (1997) ‘Chinese business culture from the 1920s to the 1950s’, in Ikeo, A. (ed.) *Economic development in twentieth century East Asia: the international context*. London: Routledge, pp. 35–54.

Book – Edited -In the bibliography/reference list for one editor

- Editor Surname, Initial(s). (ed.) (Year) *Title*. Edition (if not the first). Place of publication: Publisher.

e.g Ikeo, A. (ed.) (1997) *Economic development in twentieth century East Asia: the international context*. London: Routledge.

In the bibliography/reference list for two editors

- Editor Surname, Initial(s). and Editor Surname, Initial(s). (eds.) (Year) *Title*. Edition (if not the first). Place of publication: Publisher.

e.g Parker, R. and Aggleton, P. (eds.) (2007) *Culture, society and sexuality: a reader*. 2nd edn. London: Routledge.

In the bibliography/reference list for three editors

- Editor Surname, Initial(s)., Editor Surname, Initial(s). and Editor Surname, Initial(s). (eds.) (Year) *Title*. Edition (if not the first). Place of Publication: Publisher.

e.g Alcock, P., May, M. and Wright, S. (eds.) (2012) *The student's companion to social policy*. 4th edn. Oxford: Wiley–Blackwell.

In the bibliography/reference list for four or more editors

- First Editor Surname, Initial(s). *et al.* (eds.) (Year) *Title*. Edition (if not the first). Place of Publication: Publisher.

e.g Ritchie, J. *et al.* (eds.) (2014) *Qualitative research practice: a guide for social science students and researchers*. 2nd edn. Los Angeles: Sage

Book – Electronic

- . Many e-books look the same as a printed book in terms of pagination, publisher details, etc., so the in-text citation and reference will be in the same format as a printed book; you do not need to include details of where you accessed it from online in the reference.

Conference Papers - In the text

- For an in-text citation in your work, you would cite the reference as follows:

e.g.

Galar *et al.* (2014) identified that the risks of... SMART risk assessments...(Galar *et al.*, 2014)

Redknap (2004) questioned whether settlements in North Wales... The geographical location of Anglesey meant that...(Redknap, 2004).

Fujikami *et al.* (2015) identified that in order to improve Fast Device Discovery... Fast Device Discovery can be aided by...(Fujikami *et al.*, 2015)

In the bibliography/reference list

Physical item

- Author(s) of paper Surname, Initial(s). (Year) 'Paper title', *Conference title*. Place of conference, Date of conference. Place of publication: Publisher, Page numbers.

e.g

Galar, D. *et al.* (2014) 'SMART: integrating human safety risk assessment with Asset Integrity', *Advances in condition monitoring of machinery in non-stationary operations, proceedings of the third international conference on condition monitoring of machinery in non-stationary operations, CMMNO, 2013*. Ferrara, Italy, 8-10 May. Berlin: Springer, pp. 37–59.

Redknap, M. (2004) 'Viking-age settlements in Wales and the evidence from Llanbedrgoch', *Land, sea and home, proceedings of a conference on Viking-period settlement*. Cardiff, July 2001. Leeds: Manay Publishing, pp. 139–175.

In bibliography/reference list – conference papers – online/electronic

- Author(s) of paper Surname, Initial(s). (Year) 'Paper title', *Conference title*. Place of conference, Date of conference, Page numbers (if available). Available at: URL (Accessed: date) or doi:

e.g. Fujikami, S. *et al.* (2015) 'Fast device discovery for vehicle-to-pedestrian communication using wireless LAN', *12th Annual IEEE Consumer Communications and Networking Conference (CCNC 2015)*. Las Vegas, NV, 9–12 January. pp. 35–40. doi: <https://doi.org/10.1109/CCNC.2015.7157943>

Conference papers – In the bibliography/reference list

- The name of the conference, in italics, should be used as the author if an individual author or corporate author cannot be identified.
- You don't need to include the Place of publication or Publisher if you are referencing an online source.
- A DOI should be written with the prefix <https://doi.org/> followed by the DOI number,

e.g. <https://doi.org/10.1111/j.1540-5931.2006.00203.x>

Dictionary Entry – Print - In the text

‘Berges (2012) notes that ‘moral development’... ‘Moral development’ is associated with...(Berges, 2012)

Full Dictionary – In Print In the bibliography/reference list

- Editor(s) Surname, Initial(s). (ed. or eds.) (Year) *Title* (no. of vols. if applicable). Edition (if not first). Place of publication: Publisher.

e.g.

Chadwick, R. ed. (2012) *Encyclopedia of applied ethics* (4 vols.). 2nd edn. London: Academic Press.

Soanes, C. and Stevenson, A. (eds.) (2005) *Oxford English Dictionary*. 2nd rev. edn. Oxford: Oxford University Press.

Dissertation (Undergraduate or Masters) - In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g. Vickers (2008) noted that the impact of technology has changed the way spaces within a library building are provided... Learning spaces and services provided are changing due to technological advances (Vickers, 2008)...

In the bibliography/reference list Dissertation – (Undergrad/masters)

- Author Surname, Initial(s). (Year) *Title*. Award and Type of qualification.
Awarding body.

e.g. Vickers, S. (2008) *An oral history examination of how technology has impacted on library space using the University of Sheffield Library as a case study*. MA Dissertation. University of Sheffield.

Images and figures - In the text

- For an in-text citation in your work, you would cite the reference as follows:

e.g.

The overflow of the Ladybower reservoir can be seen in the image (andy_c, 2005)...

Schnabel (1984) created the artwork using paint on velvet...

The photograph (Nicholls, 1919) shows the 18th Battalion...

The painting shows the effects of intense heat on the structure of a building (Sutherland, 1941).

Image or figure - From a book/e-book In bibliography/reference list

- Artist/Creator surname, Initial(s). (Year) ‘Title of image/figure’ [Description], in Author of book (if different to Artist/Creator) Surname, Initial(s). (Year) ‘Title of book’ (Year). Place of publication: Publisher, Page number.
e.g. Sutherland, G. (1941) ‘Devastation 1941: City, twisted girders’ [Painting], in Mellor, L. *Reading the ruins: Modernism, bombsites and British culture* (2011). Cambridge: Cambridge University Press, p. 119.

Journal Article – Print

In the text

- For an in-text citation in your work, you would cite the reference as follows:
e.g. Austin (2009) argues that periodical conflict may be expected... It can be assumed that pickpocketing...(Austin, 2009)

In the bibliography, in the reference list

- Author of article Surname, Initial(s). (Year) 'Title of article', *Journal title*, Volume(Issue), Page range.
e.g. Austin, T. (2012) 'Takers keepers, losers weepers: theft as customary play in southern Philippines', *Journal of Folklore Research*, 49(3), pp. 263–284.

Journal Articles

- Enclose the title of the article in single quotation marks.
- Capitalize the first letter of each of the main words of the journal title, but not the linking words such as "and", "for", "of" or "the".

Reference

- Harvard referencing guide: <https://www.librarydevelopment.group.shef.ac.uk/referencing/harvard>
- Cite Them Right (2016) 10th rev.and expanded edition:
https://find.shef.ac.uk/permalink/f/1lephdb/44SFD_ALMA_DS21250961330001441
- Romanisation of East Asian Languages:
<https://www.sheffield.ac.uk/seas/currentstudents/assessedwork/romanization>
- DOIs and URLs: <https://apastyle.apa.org/style-grammar-guidelines/references/dois-urls>
- Referencing Code: <https://librarydevelopment.group.shef.ac.uk/Assets/pdfs/referencing/referencing-code.pdf>
- Guidance for taught course students inserting images and figures into university work:
• https://xerte.shef.ac.uk/play.php?template_id=836
- Research Skills and Critical Thinking workshops and online tutorials:
<https://www.sheffield.ac.uk/library/study/research-skills/index>
- Library FAQs: <https://libraryhelp.shef.ac.uk/>
- University Library's referencing page: <https://www.sheffield.ac.uk/library/study/research-skills/referencing>
- What is referencing?: <https://owl.massey.ac.nz/referencing/what-is-referencing.php>