University of Essex | Online

Harvard Referencing Guide

Contents

1. General Guidance and Good Practice

As part of your study with the University of Essex Online, you are asked to include wider reading in **all** your written assignments. It is important to understand the conventions required when including the ideas of others in your own work.

Please note that these referencing rules apply to **all** written assignments.

This referencing guide will assist you in developing and maintaining your understanding of referencing, and it will give instructions explaining how you should provide and format in-text citations and a complete reference list using Harvard Referencing.

What is referencing?

Referencing is a method used to the demonstrate to your readers that you have conducted thorough and appropriate research. Referencing allows you to demonstrate where you have found your information and directs the readers to the original source.

To reference effectively, you need to provide an in-text citation along with a matching entry in a reference list provided at the end of your piece of assessment. You will find further information about this later in the guide.

Why should I reference?

In all your academic assignments, it is necessary for you to demonstrate where you have found your ideas.

When you reference you can:

- demonstrate your knowledge of a subject: your ability to draw appropriately on the work of others is one way to demonstrate your familiarity with the subject area. This in turn lends authority to your writing and increases credibility.
- demonstrate your ability to research well: referencing allows you to present a range of arguments in relation to the subject area, and to compare and contrast differing positions.
- support your argument with evidence: referencing allows you to illustrate and/or to present evidence in support of the arguments you put forward.
- allow your reader to locate and verify: accurate referencing enables your reader to follow-up the material to which you refer, either for the purpose of verification or simply out of interest to research further.
- avoid issues with plagiarism and academic offences. Please familiarise yourself with the Academic Offence Policy.

When do I need to provide a reference?

You should provide a reference to acknowledge any sources that you have used within your work. This could include, but is not limited to, the following:

- any mention of a theory, fact, or viewpoint of another person
- any statistics or examples of case studies
- a direct (word-for-word) quotation from another source
- paraphrased information from a book, journal or any other written material used

How can I incorporate the ideas of others?

There are 3 main ways in which you can incorporate the ideas of others into your work. These are as follows:

- **Quoting:** This is when you use someone else's words exactly as they are found in the original text. Quoting should be used sparingly and mostly in order to exemplify or reinforce your own original thoughts. Quotations should only be used when the material is relevant, pertinent and adds value to the argument. In other cases, if an important point is being made, you should always strive to find a way to say this in your own words.
- **Paraphrasing:** This is when you express someone else's ideas in your own words. Paraphrasing is not a matter of substituting odd words in the quotations for synonyms; it is a matter of rewriting those words entirely into your own. To do this successfully, you will need to fully understand the text you are reading. You still need to include a citation along with this to show the ideas are not original.
- **Summarising:** This is very similar to the process of paraphrasing. However, a summary tends to be shorter and to the point. Summarising means you give a brief account of the main points of an argument.

For further information on how to paraphrase, quote and summarise correctly and coherently, please see the materials in the Study Skills Hub, particularly the Writing section and the Plagiarism and Referencing section.

2. Citations

What are in-text citations?

Harvard Referencing requires you to use in-text citations after you have taken information from another source. The information in the citation is brief; sufficient only to identify the author of the idea/s you are using, and to direct your reader to the full source information located in the list of references at the end of your work. There are two key pieces of information required in a citation:

■ the **author**, whether that is a person or an organisation
■ the **year of publication**, or N.D for no date if the date is unknown

How are they formatted?

The basic format for in-text citations is as follows:

(Author surname, Year)

e.g. (Chamorro-Premuzic, 2014)

Here is an example of how this will look in your work:

When hiring managers, their ability to create a positive team atmosphere is often unfortunately overlooked in favour of their charming personality and experience within technology (Chamorro-Premuzic, 2014).

If you wish to include the author name in your writing, this should be formatted as follows:

Chamorro-Premuzic (2014) states that when hiring managers, their ability to create a positive team atmosphere is often unfortunately overlooked in favour of their charming personality and experience within technology.

REMEMBER
- **Author's initials are not needed in the in-text citation, only in the list of references.**
- **The in-text citation must be placed before the final full stop of the sentence in which you used information from another source.**
- **Avoid unnecessary repetition; when you've included the author's name in the text, it should not be repeated in brackets.**

How do I cite two authors?

When you have included information written by two different authors of the same text, you should write both their surnames in the brackets with an ampersand (&).

(Raff & Scranton, 2016)

How do I cite more than two authors?

When you have more than two authors, you are expected to abbreviate, using the first author's surname only, followed by 'et al'. Some institutions may place 'et al.' in italics, however this is not the academic practice at the University of Essex Online and should be shown in normal font.

Smith et al. (2018) argue that...

REMEMBER
- **All the authors of the text must be given in full in your list of references at the end of your work.**
- **However, if the source has more than 6 authors, you should start with the first author and then write 'et al.'**

How do I cite authors of different sources in one citation?

If you have written information that has been influenced by two **different** sources, then both surnames and dates of the texts should be included in the citation, linked by a semi colon.

(Davis, 2018; Wood, 2018)

How do I cite a secondary source?

A secondary reference is an idea or quote that you have found mentioned in a work by another author and would like to use yourself, although you may have not read the original. In this instance, you should reference both the author of the original source and the author of source where you found the quotation or paraphrase.

You should structure a secondary source like this:

Self-regulation has been defined as 'learning that results from students' self-generated thoughts and behaviors...' (Schunk, 2001, as cited in Muis, 2007: 173).

REMEMBER
- **Secondary referencing should be avoided where possible and you should always try to find the original source.**
- **Where this isn't possible, you should reference the secondary source; only include the reference of the source that you have used in your reference list.**

How do I cite two sources from the same author written in the same year?

When you wish to cite work from the same author from the same year, you must use a lowercase letters to differentiate between them, starting alphabetically.

(World Health Organization, 2018a; World Health Organization, 2018b)

In your reference list, you should organize them alphabetically by the title of the article or chapter.

How do I cite a book chapter written by a different author?

Some sources may have chapters written by different authors. These are known as *edited books.* In this instance, you should cite the author of the chapter and the date, not the editor of the book. For example, here is the book in which you have found the chapter that you'd like to reference:

> Green, S., Lancaster, E. & Feasey, S. (2008) *Addressing Offending Behaviour – Context, Practice and Values.* Devon: Willan Publishing.

You have read a chapter written by Beckett, C., entitled 'Working with Female Offenders'. In the text, as you are citing the information from that chapter, your citation will be:

> (Beckett, 2008)

Your reference in the reference list/bibliography will, therefore, be:

> Beckett, C. (2008) 'Working with Female Offender', in: Green, S., Lancaster, E. & Feasey, S. (eds) *Addressing Offending Behaviour – Context, Practice and Values.* Devon: Willan Publishing.

How do I cite a quotation?

A quotation is a piece of text which is used word-for-word to back up or illustrate a point you are making in your assessment. When citing a quotation, as well as the author and year of the source, you'll also need to include the page where you found the information.

If you can't find the page number, include the chapter instead. It's important to put the necessary information to help the reader find the quotation.

For more information on quotations, see section 3.

How do I cite an image, graph or table?

When reproducing an image, diagram, graph or table in your work, you should always acknowledge the original author by citing and referencing the source. Beneath the image, graph or table, you must provide a Figure number with a title and then place the citation in brackets, with a page number if possible. This citation will also need to be included when you write about the image, graph or table in the body of the essay.
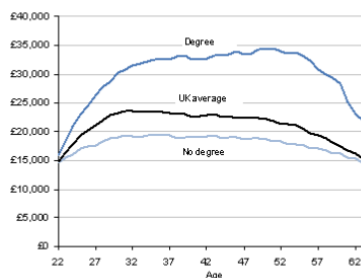

Figure 1: UK earnings based on age and qualification in 2010 (Office for National Statistics, 2011)

This image, graph or table will also need a corresponding reference in your reference list at the end of your work.

How do I cite a source with no date?

Sources that do not list a date of publication should be listed as (N.D.).

> The NHS constantly strive to give their patients 'greater control of their health and wellbeing' (NHS, N.D.).

How do I cite a source with no author?

For sources that do not have an obvious author, you should use what is called a 'corporate' author. Many online publications will not credit an individual, therefore the author is seen as the organisation or company.

> A national strategy is creating a framework to drive improvements in dementia services (Department of Health, 2009).

REMEMBER

- **If you are unable to find either a named or corporate author for your source, you should use 'Anon' as the author name.**

3. Quotations

When you identify information in your wider reading that is relevant to your work, the first thing to do is decide how to integrate that information. You can do this by either quoting, paraphrasing or summarising. A quote can have much more impact, as it is a word for word copy of the original, and it allows for accuracy when representing another author's ideas. It should be short and will allow you to support your point concisely. However, these should be used sparingly in your work and paraphrasing should be much more commonly used.

Quotation marks

Should you choose to use a direct quotation, this must be made immediately visible. A quote should be placed within **quotation marks** or **inverted commas**. This is your choice; however, you should ensure that you are consistent with this throughout your work.

Quotations longer than two lines

When you wish to use a quotation that is longer than two lines, you should insert this quotation as a separate, indented paragraph.

Muis (2007: 187) states that:

> 'Explicitly linking epistemic beliefs into other facets of cognition by embedding them into well-established models of self-regulated learning may help to better understand the nature of epistemic beliefs and may provide a foundation for future empirical work.'

Using an ellipsis

When you use quotations in your work, you may not always wish to use all the words exactly as they appear in the original source. In this case, you should remove the words and add an ellipsis in square brackets […] to show that words have been removed from the original source.

> Muis (2007: 187) states that 'explicitly linking epistemic beliefs into other facets of cognition…may help to better understand the nature of epistemic beliefs'.

Using square brackets

Sometimes, when using quotations, you may want to insert one or two words into your quotation to make sure your sentence is grammatically correct. Make sure these extra words are between [square brackets] to show that they are not from the original quotation.

Using page numbers

When you have included a quotation in your work, you must also include the page number in the citation. This should follow the author and date and a colon. Specific page numbers are not required in your reference list.

> Tosey and Gregory (2001: 121) define personal development as 'the process through which each individual gravitates towards achieving their human potential'.

If this source runs over one page, you will need to include all the pages in covers, linking them together with a hyphen.

> Julios-Costa (2017: 370-371) argues that without the use of a modifier, this 'gives the idea that it is *all* minors who commit three crimes a day'.

REMEMBER
- No more than 15% of your assignment should be quoted material.
- Source material is best used as support for your points and to demonstrate wider reading.
- Always use page numbers for direct quotes.

4. Forming your reference list

The **reference list** is evidence of all the sources you have used in your research and comes at the end of your assignment. It is important that you are consistent and use the correct referencing format for your course. Every essay or report that includes quoted, paraphrased or summarised material must have a list of references included at the end. This must be included even if you only use one quotation or paraphrase in your paper. For every in-text citation within your writing, there should be a matching reference entry; these work in pairs. The author and date information placed in the citation must be repeated in the corresponding reference entry, so that it is easy for your reader to identify this relationship.

What is the difference between a reference list and a bibliography?

A **reference list** contains all the sources that you have cited throughout you work. A **bibliography** usually contains work that the author has consulted, even if they are not mentioned in the text. A bibliography is arranged in exactly the same format as the reference list, however, should follow on a separate page entitled Bibliography.

A reader should be able to easily find the source of the citation within the text. To do this, your list of references should be organised alphabetically by the author's name or the organisation that created the document. If there is no author, you should put the title of the document first. You can see an example of a reference list using a variety of sources below.

References:

Backhaus, K., Mell, B. & Sabel, T. (2007) Business-to-Business Marketing Textbooks: A Comparative Review. *Journal of Business-to-Business Marketing* 14(4): 11-65.

> Journal

Davis, K. (May 23, 2018) Ready for GDPR? 5 Tips for Marketing Leaders. *Forbes.* Available from: https://www.forbes.com/sites/forbescontentmarketing/2018/05/23/ready-for-gdpr-5-tips-for-marketing-leaders/#367991b0c2af [Accessed 24 May 2018].

> E-Newspaper Article

Malunguza, N., Dube, S., Tchuenche, J., Hove-Musekwa, S. & Mukandavire, Z. (2009) 'Two Strain HIV/AIDS Model and the Effects of Superinfection', in: Tchuenche, J. & Mukandavire, Z. (eds) *Advances in Disease Epidemiology.* Hauppauge: Nova Science Publishers. 171-195.

> Chapter in an edited book

Raff, D. & Scranton, P. (2016) *The Emergence of Routines: Entrepreneurship, Organization and Business History*. Oxford: Oxford University Press. Available from: http://0-www.oxfordscholarship.com.serlib0.essex.ac.uk/view/10.1093/acprof:oso/9780198787761.001.0001/acprof-9780198787761# [Accessed 23 May 2018].

> E-Book

Ravinder, H. & Kollikkathara, N. (2017) Project Management in Operations Management Textbooks: Closing the Gap. *Journal of the Academy of Business Education* 18(1): 307-324. Available from: http://0-eds.a.ebscohost.com.serlib0.essex.ac.uk/eds/pdfviewer/pdfviewer?vid=1&sid=7ab04a4e-3e9e-4e05-af3a-e80dc576369a%40sessionmgr4010 [Accessed 27 June 2018].

> E-Journal

Saunders, M., Lewis, P. & Thornhill, A. (2016) *Research Methods for Business Students.* 7th ed. Essex: Pearson Education Limited.

> Book

Tobak, S. (2015) 15 Business Tips Every Entrepreneur Should Know. Available from: https://www.entrepreneur.com/article/253143 [Accessed 30 July 2018].

> Website

For every citation used within the main body of your assignment, there should be a full reference in your reference list to match it. There are many different types of sources and this section will show you how to reference them.

Books

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the book – followed by a full stop
2. Year of publication – in (brackets)
3. Title and subtitle (if any) – in *italics* - followed by a full stop
4. Volume number (if any) – followed by a full stop
5. Edition (i.e. 2nd ed) – followed by a full stop
6. Place of publication – followed by a colon
7. Publisher – followed by a full stop

Example
Armstrong, G., Kotler, P. & Opresnik, O. (2016) *Marketing: An Introduction.* 13th ed. Harlow: Pearson Education Limited.

E-Books

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the book – followed by a full stop
2. Year of publication – in (brackets)
3. Title and subtitle (if any) –in *italics* - followed by a full stop
4. Edition (i.e. 2nd ed) – followed by a full stop
5. Place of publication – followed by a colon
6. Publisher – followed by a full stop
7. Available from: URL
8. Date of Access – in [square brackets] followed by a full stop

Example
Raff, D. & Scranton, P. (2016) *The Emergence of Routines: Entrepreneurship, Organization and Business History.* Oxford: Oxford University Press. Available from: http://0-www.oxfordscholarship.com.serlib0.essex.ac.uk/view/10.1093/acprof:oso/9780198787761.001.0001/acprof-9780198787761# [Accessed 23 May 2018].

Chapter in an Edited Book

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the book – followed by a full stop
2. Year of publication – in (brackets)
3. Title and subtitle (if any) of chapter/section– in 'inverted commas' - followed by a comma
4. The word 'in' – followed by a colon

5. Author/Editor surname and initials of the book – followed by a full stop and (eds)
6. Title and subtitle (if any) of book – in *italics* - followed by a full stop
7. Place of publication – followed by a colon
8. Publisher – followed by a full stop
9. Page numbers of section referred to – followed by a full stop

Example
Malunguza, N., Dube, S., Tchuenche, J., Hove-Musekwa, S. & Mukandavire, Z. (2009) 'Two Strain HIV/AIDS Model and the Effects of Superinfection', in: Tchuenche, J. & Mukandavire, Z. (eds) *Advances in Disease Epidemiology.* Hauppauge: Nova Science Publishers.171-195.

Vitalsource e-book

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the book – followed by a full stop
2. Year of publication – in (brackets)
3. Title and subtitle (if any) –in *italics* - followed by a full stop
4. Edition (i.e. 2nd ed) – followed by a full stop
5. Place of publication – followed by a colon
6. Publisher – followed by a full stop
7. Available via the Vitalsource Bookshelf – followed by a full stop
8. Date of Access – in [square brackets] followed by a full stop

Example
Tosey, P. & Gregory, J. (2001) *Dictionary of Personal Development.* Brisbane: Wiley Blackwell. Available via the Vitalsource Bookshelf. [Accessed 23 May 2018].

Journal Articles

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the journal – followed by a full stop
2. Year of publication – in (brackets)
3. Title of the article – followed by a full stop
4. Title of the journal – in *italics*
5. Volume number
6. Issue or part number – in (brackets), followed by a colon
7. Page numbers of article – followed by a full stop

Example
Backhaus, K., Mell, B. & Sabel, T. (2007) Business-to-Business Marketing Textbooks: A Comparative Review. *Journal of Business-to-Business Marketing* 14(4): 11-65.

Journal Article: Online/Electronic

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the journal – followed by a full stop
2. Year of publication – in (brackets)
3. Title of the article – followed by a full stop
4. Title of the journal – in *italics*
5. Volume number
6. Issue or part number – in (brackets), followed by a colon
7. Page numbers of article – followed by a full stop
8. Available from: URL (Include [Date of Access]) or DOI: (if available)

Example
Kilpatrick, C., Saito, H., Allegranzi, B. & Pittet, D. (2018) Preventing sepsis in health care – It's in your hands: A World Health Organization call to action. *Journal of Infection Prevention* 19(3): 104-106. DOI: https://doi.org/10.1177%2F1757177418769146

Websites

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the article – followed by a full stop
2. Year of publication - in (brackets)
3. Title of the website - followed by a full stop
4. Available from: URL
5. Date of Access – in [square brackets] followed by a full stop

Example
Tobak, S. (2015) 15 Business Tips Every Entrepreneur Should Know. Available from: https://www.entrepreneur.com/article/253143 [Accessed 30 July 2018].

Newspaper Article

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the article – followed by a full stop
2. Date of publication – in (brackets)
3. Title of the article - followed by a full stop
4. Title of the newspaper –in *italics* - followed by a full stop
5. Page numbers of article if available – followed by a full stop

Example
Wood, Z. (May 23, 2018) Marks & Spencer reports sharp drop in annual profits. *The Guardian.*

Electronic Newspaper Articles

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the article – followed by a full stop
2. Date of publication – in (brackets)
3. Title of the article - followed by a full stop
4. Title of the newspaper –in *italics* - followed by a full stop
5. Page numbers of article if available – followed by a full stop
6. Available from: URL
7. Date of Access – in [square brackets] followed by a full stop

Example
Davis, K. (May 23, 2018) Ready for GDPR? 5 Tips for Marketing Leaders. *Forbes*. Available from: https://www.forbes.com/sites/forbescontentmarketing/2018/05/23/ready-for-gdpr-5-tips-for-marketing-leaders/#367991b0c2af [Accessed 24 May 2018].

Research Reports

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the article – followed by a full stop
2. Year of publication – in (brackets)
3. Title of the report – in *italics* – followed by a full stop
4. Place of publication – followed by colon
5. Publisher – followed by a full stop

Example
Dye, C. et al. (2013) *Research for universal health coverage: World health report 2013.* Luxembourg: World Health Organization.

Research Reports: Online/Electronic

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the article – followed by a full stop
2. Year of publication – in (brackets)
3. Title of the report – in *italics* – followed by a full stop
4. Available from: URL
5. Date of Access – in [square brackets] followed by a full stop

Example
Bradshaw, J. et al. (2013) *A minimum income standard for Britain: what people think*. Available from: http://www.jrf.org.uk/sites/files/jrf/2226-income-poverty-standards.pdf [Accessed 24 May 2018].

Individual Conference Papers

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the paper – followed by a full stop
2. Year of publication – in (brackets)
3. Title of the paper – in 'inverted commas' – followed by a comma
4. Title and subtitle (if any) of the conference - in *italics* – followed by a full stop
5. Location – followed by a comma
6. Date of conference – followed by a full stop
7. Place of publication – followed by a colon
8. Publisher – followed by a full stop
9. Page references for the paper (if available) – followed by a full stop

Example
Cook, D. (2000) 'Developing franchised business in Scotland', *Small firms: adding the spark: the 23rd ISBA national small firms policy and research conference*. Robert Gordon University, Aberdeen, 15–17 November. Leeds: Institute for Small Business Affairs. 127–136.

Personal Correspondence

1. Author(s) surname and initials, editor(s) surname and initials or the organisation responsible for writing the correspondence – followed by a full stop
2. Year of communication – in (brackets)
3. Medium of communication
4. Receiver of communication – followed by a comma
5. Day/month of communication – followed by a full stop

Example
Walters, F. (2018) Conversation with John Stephens, 13 August.

Lecture Materials

1. Author(s) surname and initials responsible for writing the materials – followed by a full stop
2. Year of publication – in (brackets)
3. Titles of the material – in *italics*
4. Format accessed through the VLE – in [square brackets] – followed by a full stop
5. Module code – in CAPS
6. Title of module – followed by a full stop
7. Teaching organisation - followed by a full stop

Example
Smith, J. (2018) *MSc BS Lecturecast 1* [Lecturecast]. MBS JUNE 2018 Business Strategy June 2018. University of Essex Online.

United Nations Resolutions

1. Organisation responsible
2. Year of publication – in (brackets)
3. Title – in *italics*
4. Resolution number. For General Assembly Resolutions, place A/RES/ before the resolution number; for Security Council Resolutions, place S/RES/ before the resolution number – followed by a full stop
5. Available from: URL
6. Date of Access – in [square brackets] followed by a full stop

Example
United Nations General Assembly (1994) *United Nations framework convention on climate change*. Resolution A/RES/48/189. Available from: http://daccess-dds-ny.un.org/doc/UNDOC/GEN/N94/036/43/PDF/N9403643.pdf?OpenElement [Accessed 15 September 2015].

International Treaties, Conventions and accords

1. Title of treaty – in *italics*
2. Year of publication – in (brackets)
3. Treaty no. – followed by a full stop
4. Publication title – in *italics,* followed by a comma
5. Volume – followed by a colon
6. Page numbers – followed by a full stop
7. Available from: URL
8. Date of Access – in [square brackets] followed by a full stop

Example
Convention relating to the status of refugees (1951) Treaty no. 2545. *United Nations Treaty Series,* 189: 137–221. Available from: https://treaties.un.org/doc/Publication/UNTS/Volume%20189/v189.pdf [Accessed 17 September 2015].

5. Further Information

For further information on Harvard Referencing and Academic Honesty, please see the Plagiarism and Referencing section of the Study Skills Hub.

If you cannot find the source you need to reference, please look at the lecturecast in the Study Skills Hub for further referencing formats.