Library & Information Services

Citing bibliographic references

About this guide

Whenever you use or refer to information that has been written by another author in your thesis or assignments, it is important that it is cited properly, following a recognised style of referencing. This guide explains:

- What a bibliographic referencing style is
- The importance of citing your references correctly
- How to cite different types of documents using the Harvard style
- How to refer to unpublished and non-printed sources
- How to link your references with your text
- How to incorporate direct quotations
- How to cite diagrams, charts and photographs
- Reference management software

By understanding how to cite references, you will also be able to interpret and understand the references that you see in other authors' works, as the format of the reference indicates that type of document (for example book, book chapter, journal article) which is being referred to. This in turn enables you to evaluate the source, and to obtain it yourself, should you need to.

What is a bibliographic reference?

A bibliographic reference (also known as a citation) has two parts; the full reference, which appears at the end of your thesis or assignment, and contains sufficient information for your reader to obtain the works that you have used, and a text reference, which indicates in your text where a particular piece of information can be attributed to another author, and enables the reader to find the full reference from the listing at the end of your work.

The text reference can take two forms; either the author's surname and the date of the work, or a number, placed as closely as possible to the piece of information which is being attributed. This will be explained later in this guide.

Citing your references correctly might seem difficult if you are not accustomed to it, but in fact it is very easy once you understand what is required, and how to do it.

Why are bibliographic references important?

Everything that is written in an academic context draws to a certain extent on existing knowledge, and within an academic environment, it is vital to acknowledge the sources that you have used. At the most basic level, failure to acknowledge your sources is deemed to be plagiarism (i.e. submitting someone else's work as your own) and is considered a very serious offence. It is also an academic courtesy, and by undertaking a course of study at masters or doctoral level, you are joining the ranks of academics and researchers who all abide by the same rules of courtesy (and this is particularly important if you are planning to follow an academic career yourself). Correctly cited references also demonstrate academic rigour, and give an indication of the quality of your work; conversely, poor quality references suggest poor quality work. And on a practical level, your references enable your reader to evaluate and obtain the items that you have used, and the quality of the works that you have used gives your work credibility and validity.

The Harvard style

There are thousands of bibliographic referencing styles, most of which are individual journal house styles, and all of which are basically similar, but tend to vary in terms of the amount of information included, the order in which each piece of information appears, the punctuation used, and any formatting (bold or italic) which might be applied to it.

Although Cranfield University does not prescribe a particular style, Harvard is a generic style which is complete and easy to understand, and it is suggested that you use this style for your thesis and assignments. The examples used in this guide will be formatted in the Harvard style, but it is perfectly acceptable to make minor variations, as long as you are consistent in what you do.

General points

- Authors should always be cited in the form of surname, followed by a comma, then initials, for example Favatas, D.
- If there are two authors, the names should be separated by *and*, for example Meaden, K. and Woodfield, H.
- If there are more than two authors, the last two should be separated by *and,* and a comma should be used after the preceding authors, for example Llewellyn, M. I., Watson, S. J., Carr, C., Humphries, C., and Turner, E. J.
- It is perfectly acceptable to abbreviate multiple authors to *et al.*, as long as you are consistent in the way that you do this. Most people include both authors if there are only two, but abbreviate to the first author *et al.* for more than two. The example above could be abbreviated to Llewellyn, M. I. *et. al* in the bibliography and (Llewellyn *et al.*) in the text reference. Some people choose to use italics for *et al.*, but it is not essential; again, consistency is what is important.
- The title of the main source (book title, journal title, conference title, website title) should be in italics, so that the reader can identify the name of the source from the rest of the information given in the reference, for example *Inverse methods for atmospheric sounding: theory and practice.*
- Publisher names are best kept as short as possible, for example Wiley, rather than John Wiley and Sons Ltd.
- The place of publication should be the town or city, rather than a specific road address, county, or country. Places such as Tokyo, Berlin, London, and Paris are fine as they are because everyone knows where they are, but an unfamiliar place should be clarified by the country, for example Maroochydore, Australia, or by the state, if the place is in America, for example Thousand Oaks, California, or Upper Saddle River, N.J.

Why is the format important?

The fact that the information required to cite each type of document is so clearly set out makes it clear whether the item being cited is a book, a journal article, a conference paper, or a report, and this in turn will help you and your reader to evaluate the sources being used. The use of italics for the title also makes it easier for the reader to identify the actual source (which is what you need to know in order to look it up on the catalogue) amongst all the other information contained in the reference.

Information in a book will be general, background information, and is unlikely to relate to an individual piece of research. However, books can sometimes be considered to be 'seminal' in their field, and the authors who write them can generally be considered to be experts in their field. Because of the time and cost involved in producing a book, the fact that it has been properly published is a guarantee of quality, and you can assume that the information it contains is reliable.

Journal articles, on the other hand, are rarely general in scope, and tend instead to focus on a very specific aspect of a particular topic. They are often written by acknowledged experts, but unlike books, they are also often written by up-and-coming researchers who are highly active within their field, but may not have fully established their reputation yet. Journals may be refereed, which means that each published article has been through a process of comment and revision, which again builds in a guarantee of quality and reliability.

Conference papers are very similar, but are not refereed. The presentation of a piece of research at a conference may well be the first time that it has been published, so it will be very new at the time of publication, but the lack of peer review means that it has not been endorsed by other researchers in the area.

Like articles and conference papers, reports focus on a specific topic and document a specific piece of research, but tend not to be as academic, as they are generally produced by research organisations, often for a particular client.

Where will you find the information that you need?

For books and conference papers, most of the information that you need will be on the title page. This is one of the first printed pages in the book, and reproduces all the information on the front cover. It is actually better to take the information from this page, as it may be more complete (for example, there may be a subtitle which appears on the title page and not on the front cover). You will usually also find the details of the publisher and the place at the bottom of the title page, but if the publisher has offices in a number of cities, they might all be listed here. The actual place of publication will usually be the first one listed, but if you are in any doubt, turn over the page (this is called the inside title page) and you should see the full address of the actual place of publication. You will also find the date of copyright here, next to the © symbol.

If you are still in doubt, you should find all the information you need from the Library catalogue, if the book is from Cranfield University, or from other sources such as Amazon or the British Library catalogue.

For journal articles, all the information you need should be on the front cover, although the volume and part details are occasionally on the first printed page, along with the list of contents.

Citing a book

Book references are the simplest to write and understand because they don't require very much information in order for the reader to be able to identify and obtain them. However, it is important to cite the edition that you are using, as the information may be different in earlier or later editions.

You need to include:
Author(s), (date), book title, edition (if other than the first), volume (if part of a multi-volume work) publisher, place of publication.

You don't need to include:
ISBN; authors' qualifications, titles, or suffixes (Jr, Capt., IV etc.), printer, series editor, series title, volume in series, dates of previous editions, dates of reprints, or multiple places of publication.

This is a reference for a book, in the Harvard style

Wells, A. T. and Young, S. B. (2004), *Airport planning and management* (5th ed), McGraw-Hill, New York.

Citing a book chapter

Some books are edited by one person or more, but each chapter is written by a different author. In this case, you need to cite the author of the chapter, but you also need to provide details of the whole book, as a book chapter cannot be identified or obtained without the full details of the whole book.

A reference for a book chapter is the same as for a whole book, except that it also has the details of the chapter author and title, and the start and end pages of the chapter.

When you are citing a smaller part of a whole item, such as a book chapter, remember that it is the title of the whole source, i.e. the book, which is italicised, and not the title of the chapter.

You need to include:
Author(s), (date), chapter title, editor(s), book title, edition (if other than the first), volume (if part of a multi-volume work) publisher, place of publication, start and end page numbers.

You don't need to include:
The chapter number, or overall headings of a group of chapters.

This is a reference for a book chapter, in the Harvard style

Hess, R. A. (2003), "Pilot control", in: Tsang, P. S. and Vidulich, M. A. (editors), *Principles and practice of aviation psychology*, Lawrence Erlbaum Associates, Mahwah, N.J., p. 265-310.

Citing a journal article

Journal articles are rather different from whole books and book chapters, in that the publication details are not included, but the volume and part are essential, as they identify the particular issue in which the article appears. As with book chapters, it is the journal title which appears in italics.

You need to include:
Author(s), (date), article title, journal title, volume, part, and page numbers.

You don't need to include:
ISSN, publisher, place of publication, editor, URL (for an electronic journal which is also available in print form), or month (if you have the volume and part).

This is a reference for a journal article, in the Harvard style

Cox, D. (1994), "Introduction to Fermat's last theorem", *American mathematical monthly*, Vol. 101, No. 1, p. 3-14.

Some journal articles do not have an identifiable author, in which case you have two choices. It is perfectly acceptable to use 'Anonymous' in place of the author in the bibliographic reference, but another option is to use the journal title as the author. This has the advantage of giving your reader a more helpful text reference than simply (Anonymous, 2005), and also means that in the bibliography, the reference will file alphabetically by the journal, which might look better than a number of references filed under A.

This is a reference for an anonymous journal article, in the Harvard style

Aviation strategy (2005), "Emirates: the long-low cost carrier", *Aviation strategy,* No. 91, p. 4-6.

Citing an online journal article

Journals which are published in print format, but which you happened to access electronically, should be cited as shown above, and you do not need to indicate that you accessed it via Science Direct or Blackwell Synergy. However, some journals are only published online, and you reader will need to know this. They may or may not include a volume and part, but you will need to include the URL and date of access, as you would for a website.

This is a reference for an online journal, in the Harvard style

Azocar, F. and Greenwood, G. L. (2007), "Service use for patients with adjustment disorder and short term treatment: a brief report", *The Internet journal of mental health*, Vol. 4, No. 2, available at: http://www.ispub.com/ostia/index.php?xmlFilePath=journals/ijmh/current.xml (accessed 14th May 2008).

Citing a newspaper article

Although it is not a good idea to make extensive use of newspapers rather than academic journals, there could still be times when you will need to cite an article in a newspaper. They are basically the same as a journal article, but may well be anonymous, and while there is no volume and part, you will need to include the exact date, and if appropriate, the particular section in which the article appears.

This is a reference for a newspaper, in the Harvard style

Whitehead, P. (2008), "A giant leap into Web 3.0", *Financial times* (Special report: Digital business), May 14th 2008, p. 1.

Citing a conference paper

Conference papers appear difficult because they require a lot of information, and many published references to conference papers are actually incomplete. All the details that you need should be on the original conference paper, so it is important to note them down when you have the item in front of you, as it isn't always possible to fill in the gaps later. Conference titles are often very long, but it is important to cite the full title as it appears in the publication, as any slight differences may make it difficult for your reader to obtain it later. Again, it is the conference title, and not the paper title, which appears in italics.

You need to include:
Author(s), (date), paper title, conference title, volume (if part of a multi-volume work), exact dates of the conference, location of the conference, publisher, place of publication, and page numbers.

You don't need to include:
ISBN, the organisation to which the author belongs, or subtitles such as 'a collection of papers'.

This is a reference for a conference paper, in the Harvard style

Koyama, Y., Kono, T. and Nakajima, J. (2003), "High speed data transmission and processing systems for e-VLBI observations", in: *21st AIAA international communications satellite systems conference and exhibit,* Vol. 1, 15-19 April 2003, Yokohama, AIAA, Reston, V.A., p. 17-21.

Citing a website

Websites can appear difficult because it is not always clear who the author is, or what the title should be. However, if you bear in mind that your reference is meant to help your reader to evaluate and assess the relevance of your sources, it should be a little clearer what to use as the title. More often than not, the 'author' will be an organisation rather than an individual person, but it you really cannot identify who has produced the site, it is better not to use it.

You need to include:
Author (which be an organisation), (date, if there is one), title of the website, URL, date of access.

This is a reference for a website, in the Harvard style

anna.aero (2007), *Saudi Arabia starts to embrace liberalisation: local LCCs respond enthusiastically*, available at: http://www.anna.aero/category/country-feature/ (accessed 12th April 2008).

Citing an open access paper

If you have used a paper on an open access forum such as the Social Science Research Network, it is helpful to indicate that in the reference, as papers may not be published elsewhere, and your reader may need to register with that forum in order to access the paper.

This is a reference for an open access paper, in the Harvard style

Faber, M.T. (2007), "A quantitative approach to tactical asset allocation", *Journal of wealth management*, available at SSRN: http://ssrn.com/abstract=962461.

Citing a thesis

A thesis reference is basically the same as a book reference, except that it should also include the degree for which the thesis was submitted.

This is a reference for a thesis, in the Harvard style

Giannopoulos, V.S. (2003), *Progressive delamination analysis of layered composite plates using dimensionally reduced finite elements* (unpublished PhD thesis), Cranfield University, Cranfield.

Citing a report

A reference for a report is also very much like a book reference, except that the report number also needs to be included.

This is a reference for a report, in the Harvard style

Choudhari, M. (2003), *Integrated transition prediction: a case study in supersonic laminar flow control,* report number 2003-0937, American Institute of Aeronautics and Astronautics, Reston, V.A.

Citing an unpublished work

If you have used a work which is not conventionally published, such as a company document, training manual, or manuscript, you will still need to cite it as you would a conventionally published document; you just need to indicate at the end of the reference that the item is unpublished, so that your reader does not waste time trying to obtain it.

This is a reference for an unpublished work, in the Harvard style

Society of British Aerospace Companies (1998), *The competitiveness challenge*, SBAC, London (unpublished report).

Citing a work in a non-print format

Works on CD or video can also be cited in exactly the same way, by treating them as you would a reference for a book, and simply indicating the format at the end of the reference.

This is a reference for a work on CD-ROM, in the Harvard style

Rogers, R.M. (2003), *Applied mathematics in integrated navigation systems (2nd ed), American Institute of Aeronautics and Astronautics,* Reston, V.A. (CD-ROM).

Citing ephemeral sources

You may find that that you use sources such as presentations, personal emails, telephone conversations or interviews, and in order to avoid plagiarism, you will need to acknowledge these, just as you would more conventionally published sources. However, your reader cannot obtain the original source, and rather than trying to make them into standard bibliographic references, it is probably better to indicate with source within the body of the text, for example (personal telephone conversation with John Smith, Head of Human Resources, WestCo plc., 18th December 2007), or (presentation given by Rachel Cross, Dynamic Flight Systems, 9th June 2006), or alternatively, indicate the source as a footnote on the same page and identify it with a number in the text.

Citing more difficult sources

Some sources can be particularly difficult to reference, such as acts of Parliament, EU legislation, and other official documents. Although it is not possible to provide an exhaustive list of examples of every possible type of official document, if you remember the basic principle that the reference needs to include enough information to enable the reader to evaluate and obtain the document (if it has been conventionally published), and then base the reference on the format for a book, adding in any extra information where you feel it would most usefully go, you should be able to cite any source that you use in your work.

This is a reference for a European directive, in the Harvard style

European Commission (1998), *Directive 98/79/EC of the European Parliament and of the Council of 27 October 1998 on in vitro diagnostic medical devices,* Office for Official Publications of the European Communities, Luxembourg.

Citing charts, diagrams and photographs

Graphical works should be acknowledged exactly as you would any other source, by providing a full bibliographic reference at the end of your work, and indicating the author, date and page number in the text. However, because you are not building the text reference into a sentence, it is helpful to include the word 'source' in the caption, for example:

Source: Mann and Milligan, 1972, p. 307.

Citing data sources

If you use data from a database such as FAME, GMID or Datastream, it is enough to indicate this in the text at the point where you cite the data, for example:

Source: Datastream

You may also need to indicate that you have taken data from a published source and developed it in some way. There are a number of ways of doing this, and while there is no definitive format, there are a number of ways of making your use of existing data clear, for example:

Source: Adapted by the author from FAME
Source: Extrapolated by the author from data provided by ICAOdata.com
Source: Author, based upon data taken from FAME and AMADEUS

Citing works in other languages

If you use works in a language other than English, cite it exactly as you would do normally, according to the format of the work, but it is helpful for your reader if you also include a translation of the title into English, and note the language of publication in brackets, for example:

Stastny, D. (2000), "Globalizace po 1000. a prve" (Globalization after a thousand times), *Terra libera,* No. 1, p. 1-2 (in Czech).

Citing a work which has been cited in another work

It is sometimes necessary to refer to an author who is cited in another work, and although it is usually better to obtain and cite the original work, this is not always possible, and if you are only citing a short quotation, or referring briefly to the cited author, you may not find it necessary to consult the original source. Citing one work in another is easy if you are using the name and date method, for example:

The term "action research" was first coined by Kurt Lewin almost sixty years ago (Lewin, 1946, cited in Robson, 2002, p. 216).

In this case, you would provide a full bibliographic reference to Robson, and should the reader want to see the original document, the full details would be available in Robson's list of references. An alternative might be to provide the full bibliographic citation for Lewin as a footnote on the same page, which would help your reader, without implying that you had read the original work yourself.

If you are using the numbering style, it is probably easier to provide all the information in the bibliographic reference, and simply assign a number to the text reference as usual. Once you are familiar with the requirements for each type of document, you should be able to create a helpful reference to indicate the original and citing source, for example:

24. Lewin, K. (1946), "Action research and minority problems", *Journal of social issues,* Vol. 2, No. 1, p. 34-36, cited in Robson, C. (2002), *Real world research* (2nd ed), Blackwell, Oxford, p. 216.

Variations on a theme

Although the basic format of the Harvard style will always be the same, there is scope for individual variation, as long as you are consistent in the way in which you apply it. Some examples of ways in which you might adapt the style might be:

- Using single or double inverted commas around article, chapter, and paper titles, or not using any at all
- Capitalising every major word of titles, or just the first word
- Indicating volume and part details of journal articles in full, for example Volume 14, No. 3, or in a shortened format, for example 14(3)
- Indicating page numbers with pp, p, or just the number

The important thing is that your references are clear, consistent and accurate, and as long as they conform to the basic guidelines above, they will be acceptable.

Linking your references with your text

If you have referred to a work directly, you need to indicate the source in your text, as closely as possible to the piece of information that you are attributing, to make it clear to your reader that you have used another author's work. This is vital in order to avoid plagiarism, but also draws an important distinction between your own work and that of other authors, and shows how their work has contributed to your own understanding.

There are two basic methods of doing this; using the author's surname and the date of the work in brackets, or using a number. Both methods enable the reader to turn to the full bibliography at the end of your work and identify the full reference, but while the name and date method does not require the bibliography to be numbered, the numbering method obviously does.

Whether a style uses a name and date or a number in the text is determined by the style itself, but while Harvard uses the name and date method, it is perfectly acceptable to use numbers instead, if you prefer.

The name and date method

At its simplest, this method takes the form of the author's name and the date of publication of their work (as there could be more than one work by the same author), placed after the piece of information being cited, for example:

A recent survey on problems concerning composite parts of civil aircraft shows that delamination presents 60% of all damage observed (Chang, 1993).

This is sufficient to enable the reader to find the full reference to the work by Chang at the end of your work. It also allows you to summarise the findings of a number of authors quickly, for example:

This has been documented in a number of recent studies (Hargreaves and Johnson, 1998; Melrose, 1999; Smith et al., 2001).

If the author's name occurs naturally in the sentence, it is enough to add the date, for example:

Harrington et al. (1997) suggest that the longer it takes to depict a particular process, the less attractive that process appears.

Occasionally, you may want to include both the name and the date in the sentence, in which case you do not need to repeat them in brackets, for example:

As long ago as 1932, Graham conducted an ornithological study of flight.

Where the same author has published more than one work in the same year, these can be distinguished by a lower case letter in both the full bibliographic reference and the text reference, for example:

Friedenstein et al. (1976a) demonstrated that the small fraction of cells easily isolated from bone marrow by their adherence to plastic could differentiate into osteoblasts, chondrocytes, and adipocytes.

If a specific page is referred to, it should be cited in the text reference, rather than the bibliographic reference. Page numbers can be indicated either as p. 45, or : 67, for example:

This was discussed in detail by Anderson (1980, p.132)
For a full discussion of this, see Thomson (2001: 72)

The numbering method

This method of linking your references with the text involves assigning a number to each bibliographic reference, and using that number within the text to indicate the source which is being referred to. References can be numbered in two ways; either sequentially through the text, starting with reference 1, in which case your bibliography will not be in alphabetical order (because your first text reference could be to an author whose name begins with Z), or alternatively, you might prefer to have your bibliography numbered alphabetically by author, in which case your numbers will not be sequential (because the your first text reference could be to the work which appears last in your bibliography).

Should you refer more than once to the same work, the same number will be used in the text, so each bibliographic reference will appear only once in the list of references.

Direct quotations

Direct quotations should be enclosed in quotation marks in order to avoid plagiarism, whether the quotation is a whole sentence, part of a sentence, a striking phrase, or even just a single word, if that word or phrase has been coined by the original authors, and the page number should be indicated.

If you are using the name and date style, you can include the page number within the text reference, for example:

"A motive is an outcome that has become desirable" (Buchanan and Huczynski, 2004, p. 253).

Pfeffer and Salancik (2002: 67) state that "the first step in applying the approach is to understand the organizational environment with respect to criticality and scarcity of resources".

Warhurst and Thomson (1998, p. 43) refer to "technicization", a situation in which theoretical knowledge now infuses previously tacit-knowledge-only jobs.

If you are using the numbering method, you can either indicate the page number alongside the text reference number, for example:

Megson[34, p. 236] reports that "it has been known for many years that materials fail under fluctuating loads at much lower values of stress than their normal static failure stress".

Lientz and Rea [23, p. 105] suggest a number of approaches in motivating the project team.

Another approach would be to include the page number at the end of the bibliographic reference and just indicate the number of the reference in the text as you would normally do, but should you subsequently need to refer to a different page in the same work, you would then need to create a separate bibliographic reference, with a separate number to link it to the text.

Bibliographies and references

When you write your thesis, and you will usually end up with two lists of references at the end. The first list will be works which you have cited directly in the body of the text, and this list should be titled 'References'. However, you will have read far more than you actually cite directly, and if you want to indicate the breadth of your reading, it is a good idea to provide a second list, which you can call 'Bibliography' or 'Further reading'. Because the second list will not be linked to the text, you will need to put them in alphabetical order by author, even if you have used the numbering method in the body of the text.

Managing and organising your references

While it is helpful to understand how to write references manually, you will save yourself a lot of time and effort if you use a reference management package such as RefWorks. You can book a training session online (please see the training section of the Library website), or by contacting the Enquiry Desk team for an individual session.

RefWorks will enable you to:

- Import your references directly from journal databases or library catalogues
- Create records manually
- Record your own notes, keywords, and direct quotations
- Manage your database by creating sub-folders
- Create text references and format your bibliography automatically
- Edit your text references to suppress authors and add page numbers

It is also helpful to make sure that you save pdf files in a separate folder on your computer, and that you give them meaningful names when you save them, as system-generated filenames are invariably unhelpful.

And finally....

It is always easier to create a reference to a document when you have it in front of you, so make sure that you note down all the information you need from interlibrary loans before you return them. The full details for conference papers, in particular, can be difficult – if not impossible – to locate afterwards, and you may find that you can't include a reference if you can't cite it correctly.

References should never be left to the last minute, as they invariably take far longer to put together than you would expect. If you are using RefWorks, make sure that your bibliography can be generated without errors long before you actually need it, and make sure that you regularly save a formatted file of your whole database as a back-up.

Should you have any further questions about referencing, please contact us:

Kings Norton Library Enquiry Desk
T: (01234) 754447 or (01234) 754451
E: library@cranfield.ac.uk

Management Information and Resource Centre (MIRC)
T: (01234) 754440
E: mirc@cranfield.ac.uk.

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