

# REFERENCING GUIDE

There are two basic ‘styles’ of referencing:

- ‘Harvard’ referencing where you reference by author surname and date
- ‘Numbered’ referencing where references are numbered (sometimes known as Vancouver)

As our discipline is varied, both types are used. There are many variants of these styles used by different journals and conferences. It doesn’t matter which style you use, but it is important to be consistent.

## Harvard-style referencing

- **In-text citation**

In-text citation is the short form of the reference in the text (Leite et al., 2022). The reader can use the citation to find full details at the end of the document (Schmidt, 2024).

- **Reference list at the end**

The full details of the reference are provided in the reference list at the end of the document. These will include author name(s), year of publication, title, journal name, page numbers and publisher (as appropriate). In Harvard-type referencing, the list at the end of the document is ordered alphabetically by surname. If you’re citing a UK law, give the full name, *Computer Misuse Act 1990*. For a case, refer to it with the party names in the citation, *R v Gold & Schifreen*, and give the full law report citation or reference the journal or newspaper article in which you found it in the reference list at the end.

## References

Computer Misuse Act 1990, Available at <https://www.legislation.gov.uk/ukpga/1990/18/contents>

[Accessed 7/11/25]

Leite L., dos Santos D.R., Almeida F. (2022). The Impact of General Data Protection Regulation on Software Engineering Practices. Information and Computer Security, Vol. 30 No. 1 pp. 79–96, <https://doi.org/10.1108/ICS-03-2020-0043>

*R v Gold & Schifreen* [1988] 1 AC 1063 (HL)

Schmidt, H. (2024). *The Online Safety Act 2023*. Journal of Media Law, 16(2), 202-210.

## Numbered-style referencing

- **In-text citation**

In-text citation is the short form of the reference in the text [1]. Full details are found at the end [2].

- **Reference list at the end**

The full details of the reference are provided at the end of the document. These will include author name(s), publication year, title, etc. In numbered referencing, these will be ordered in numerical order.

## References

- [1] Leite L., dos Santos D.R., Almeida F. (2022). The Impact of General Data Protection Regulation on Software Engineering Practices. Information and Computer Security, Vol. 30 No. 1 pp. 79–96
- [2] Zhang, M., Rauf, I., & Bandara, A. K. (2025). *To Protect & Serve: Enabling Responsible Software Engineering for Online Safety*. In Proceedings of the 1st International Workshop on Responsible Software Engineering (pp. 1-6)

### Numbered-style referencing example

In-text citations are embedded within your text and demonstrate the sources you have used when researching the topic [1]. You may cite work from a wide variety of sources. For instance, if you are writing about professional ethics, you may refer to textbooks [2] or academic journal articles [3].

Your assignment brief may require you to illustrate your work with evidence from current practice. Therefore, you may want to refer to news analysis in weekly trade publications [4] or material from quality newspapers [5].

### **References**

- [1] Neville, C. (2007). *The Complete Guide to Referencing and Avoiding Plagiarism*. Open University Press
- [2] Bynum, T.W. & Rogerson, S. (2004). *Computer Ethics and Professional Responsibility*. Blackwell Publishing
- [3] Stahl, B.C. (2022). *From Computer Ethics and the Ethics of AI Towards an Ethics of Digital Ecosystems*. *AI and Ethics* 2.1 (2022): 65-77.
- [4] Skelton, S.K. (2025). *The UK's Online Safety Act Explained: What You Need to Know*. Computer Weekly, 15 August 2025 [Accessed 7/11/25]
- [5] Milman, O. (2024). *AI likely to Increase Energy Use and Accelerate Climate Misinformation – Report*. Guardian, 7<sup>th</sup> March 2024 [Accessed 7/11/25]

### Harvard-style referencing example

If you use material from a website, you need to be confident that it is a trusted and reliable source of information. While the British Computing Society website provides useful, reliable information on current computing issues (BCS, 2025), a sole practitioner's website may not be as evidence-based. Never list a URL as a reference without giving the author, date and title details. If you can't find a named author for your source, either use the corporate name (Agile Alliance, 2025) or anon.

When you are writing, you should discuss ideas in your own words (Giltrow et al., 2021). If you are quoting someone else's words directly, you must put them in quotation marks, and "*if the quote is taken from a printed book or journal, you always need to include the page number in the citation*" (Neville, 2007, p.19).

### **References**

- Agile Alliance (2025). Escaping The Retrospective Theatre: How to Make Real Impact Again. <https://agilealliance.org/resources/experience-reports/escaping-the-retrospective-theatre-how-to-make-real-impact-again/> [Accessed 7/11/25]
- BCS (2025). *The Public Expect Tech Professionals to be Publicly Registered and Meet a Code of Conduct, BCS Research Finds*. BCS News Release 25<sup>th</sup> September 2025. <https://www.bcs.org/articles-opinion-and-research/ai-ethics-and-professional-registrations-in-the-uk-report/> [Accessed 7/11/25]
- Giltrow, J., Gooding, R., & Burgoyne, D. (2021). *Academic Writing: An Introduction*. Broadview Press, (4th edition).
- Neville, C. (2007). *The Complete Guide to Referencing and Avoiding Plagiarism*. Open University Press