Quick Guide to Harvard Referencing

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	WHO created it?	WHEN was it published?	WHAT is it called?	HOW can it be found?	EXAMPLES
Printed items					
Books	Author(s)	Year of publication	Title of the book (in italics)	Place of publication & Name of publisher	Ridley, D., 2012. *The literature review: a step-by-step guide for students*. 2nd ed. London: SAGE.
Journal articles	Author(s)	Year of publication	Article title. *Journal title (in italics)*	Volume, issue numbers & page numbers	Keitsch, M., 2012. Sustainable architecture: design and housing. *Sustainable Development*, 20(3), pp.141-145.
Electronic items					
E-books	Author(s)	Year of publication	*Title of the book (in italics)* followed by [e-book]	Place of publication, name of publisher, the full web address (URL) of the webpage used and the date accessed	Parboteeah, K.P. and Cullen, J.B., 2013. *Business ethics*. [e-book] Hoboken: Taylor & Francis. Available through: ARU Library website <library.aru.ac.uk> [Accessed 8 August 2019].
E-journal articles	Author(s)	Year of publication	Article title. *Journal title (in italics)* followed by [e-journal]	Volume & issue numbers and page numbers, website name & address, and the date accessed	Zorach, R., 2012. Regarding art and art history. *The Art Bulletin*, [e-journal] 94(4), pp.23-28. Available through: ARU Library website <library.aru.ac.uk> [Accessed 8 August 2019].
E-journal articles with DOIs	Author(s)	Year of publication	Article title. *Journal title (in italics)* followed by [e-journal]	Volume and issue number of journal and page numbers, followed by DOI	Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. *Journal of Documentation*, [e-journal] 62(3), pp.388 - 411. http://dx.doi.org/10.1108/00220410610666529.
Websites	Author(s) - this could be an organisation	Year of publication - when was the information updated?	*Title of the webpage (in italics)* followed by [online]	The full web address (URL) of the webpage used and the date accessed	V&A Museum, 2015. *Introduction to English embroidery*. [online] Available at: <http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/> [Accessed 8 August 2019].
PDFs	Author(s) - this could be an organisation	Year of publication	*Title of the document (in italics)* followed by [pdf]	The full web address (URL) of the webpage used and the date accessed	Nursing & Midwifery Council (NMC), 2015. *The code: professional standards of practice and behaviour for nurses and midwives*. [pdf] Available at: <www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/revised-new-nmc-code.pdf> [Accessed 8 August 2019].

Harvard Referencing: The basics

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What is in-text referencing?

Adding in-text referencing into your work

Direct—this is where you are mentioning the authorship in your sentence, so you need to add the date, in brackets, after their name. e.g. Greenbaum (1998)

Indirect—this is where you add both the author and date in brackets when you are mentioning the information you got from this source, e.g. (Shaw, 2017)

For a **quotation** add quote marks around the phrase, and include the author, year and page reference at the end. e.g. "verbal and observational data" (Stewart and Shamdasani, 2015, p.15)

Where there are **lots of authors**, include them all in the full reference, but just write the first one in the in-text reference followed by et al. e.g. (Bloor, et al., 2001)

Secondary referencing—only use this if you cannot access the original authors work, put the details of where you read about the person's ideas, e.g. (Denscombe, 2010 cited in Merton and Kendall, 1946)

Notice the names and dates included in the text?

These refer to specific sources of information used to compile this assignment.

For an in-text reference - just add the **author** of the source of information and the **year** it was made available on the web or published as a document.

For each source you use in an assignment ensure you record the 5 key elements which are needed for a reference.

- Authorship
- Year
- Title of item
- Format
- Where to find it again

Here is an example essay on Focus Groups containing in-text references

...Another way to find out people's views - is to use focus groups. This method was developed by Lazarsfeld and Merton in the 1940s (Bloor, et al., 2001). Merton (1987) found an established practice of 12 people being used to assess radio programmes. Together, Lazarsfeld and Merton developed the idea of a focused interview, and with others devised a set of standardized procedures (Denscombe, 1946 cited in Merton and Kendall, 2010). The ideas were largely forgotten until the 1960s, when Tom Greenbaum (1998) working for Proctor and Gamble, resurrected the idea. They found the benefit of focus groups are they generate "verbal and observational data" (Stewart and Shamdasani, 2015, p.15). To help keep the conversation relevant it was found that it was important to have a good moderator to run the focus group. Current guidance will also emphasis that if this is a work based group it is important not to include both supervisors and subordinates into the same group (HSE, 2018).

Your reference list should look like this and be in alphabetical order by author.

Bloor, M., Frankland,J., Thomas, M. and Robson, K., 2001. *Focus Groups in Social Research.* London: Sage.

Greenbaum, T.,1998. *Handbook for Focus Groups.* Thousand Oaks: Sage.

Health and Safety Executive (HSE), 2018. *How to organise focus groups.* [online] Available at:<http://www.hse.gov.uk/stress/standards/pdfs/focusgroups.pdf> [Accessed 21 June 2018].

Merton, R., 1987. Focus interviews and focus groups: continuities and discontinuities. *Public Opinion Quarterly*, 51(1), pp.550–557.

Merton, R. and Kendall P., 2010. The focused interview. American *Journal of Sociolo-gy*, [e-journal] 51, pp.541-557. Available through: ARU Library website <library.aru.ac.uk> [Accessed 20 June 2018].

Stewart, D. W. and Shamadasani, P. N., 2015. *Focus Groups: Theory and Prac-tice* .3rd ed. [e-book] Available through: ARU Library website <library.aru.ac.uk> [Accessed 20 June 2018].