



**BERLIN SCHOOL OF
BUSINESS & INNOVATION**

ESSAYS GUIDE



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GUIDELINES

IN BRIEF

- Your essays (if are required by the Module assignments) have to be submitted electronically only through the BSBI's platform at CANVAS the latest at the date and time which have been indicated by your tutor or the Module syllabus.
- The length should not exceed the word limit which is specified, excluding cover pages,, contents, bibliography pages and appendices.
- You have to use a word processor software to write your essays. You also have to use a specific template which will be send to you electronically (see the sample in this Guide). **Always save your essay in capital Latin letters as follows: "YOURSURNAME".**
- All tables and figures (if used) have to be numbered and listed at the end of the Bibliography section (under a Heading: "List of Tables" and / or "List of Figures").
- The technical specifications that you need to follow when drafting your essays are:
 - Font type: Times New Roman
 - Font size: 12
 - Paragraph alignment: Justified
 - Line spacing: 1,5
 - Every Chapter starts at a new page
 - Your Table of Contents should also include page numbers
 - It is not obligatory to have an Appendix (Παράρτημα) in your essays
- You have to document all your sources and declare the origin **in** your essays (and not only in the Bibliography at the end) and also attach after the essay cover page the "Academic Ethics Form" (see the sample template). You have to use the **Harvard System for referencing sources** (see the relevant section in this Guide).
It is very important to note that, at the postgraduate level students should use sources in their essays complementary to their own arguments and in order to support their analysis. The continuous listing of sources and material (taken by books, journals, the internet etc) is therefore not acceptable. You do not present a topic (as undergraduate students do), you analyse it!
- You should adopt a proper academic style in you essay (as in books) which means that you should avoid the extreme use of bulleted or numbered lists (if necessary include these in a Table), or the changing of paragraph all the time.
- If any of the above drafting and submission rules is not followed your essay will not be accepted as an academic piece of work and will be marked with "0".

GENERAL GUIDELINES FOR DRAFTING YOUR ESSAYS

INTRODUCTION

1 page minimum. It has to include the following with this sequence:

- Brief analysis of the topic
- Aims and Objectives of the essay
- Methodology

CHAPTERS

The number of Chapters (and sub-chapters inside them) depends on each student. Chapters should be numbered and have a Title as well. All Chapters should also have a symmetry regarding size and start from a new page. There are no one page Chapters of course.

CONCLUSION

1 page minimum. Here we summarize the results of the essay.

APPENDIX – APPENDICES

You can include more than one. They do not count towards the word limit (only the Introduction, Chapters and the Conclusion count). Here you can include elements such as: questionnaires template, legal documents, maps, statistical documents, photographs, charts etc. You can include those elements that if you inserted them in the Chapters they will alter the structure and character of the document. In other words, you can include graphs in the Chapters but if you have 30 for example, you should not include all of them in your text and in that case you can insert them in the Appendix. Similarly, you can include and comment parts of legislation in the Chapters but not the actual law documents which you should again place in the Appendix.

THE HARVARD REFERENCING SYSTEM

The Harvard Style: A Guide to Referencing Sources

This booklet will help you to use the Harvard Style correctly.

The golden rule when documenting sources is to be **transparent**.

Ask yourself whether you could find the passage / image / publication / website address with the information you have provided

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Journal article, article with multiple authors, anonymous article, newspaper article

Other Sources in the List of References

Book with editor, corporate author, translation, conference Paper

Conference proceedings, thesis or dissertation, Bible, encyclopaedia, dictionary

Technical Documents in the List of References

Patent, standard, technical paper, (company) report

Internet Sources and Other Media in the List of References

Website, article in an online journal

Electronic book, email, email list, CD ROM

Computer database

Official Documentation in the List of References

House of Commons / Lords Report, Gov. Bill, Statutory Instrument, Act of Parliament

Government Green / White Paper, Parliamentary Debate, Standing Committee

Spoken Sources in the List of References

Interview, video, sound recording, radio broadcast

Visual Sources in the List of References

Work of art, photograph, illustration, diagram

Exhibition catalogue, exhibition stand, item on exhibition stand

Music score, map, ordnance survey map

Glossary

Harvard Style Record Sheet

Introduction

The Harvard Style is a simple system used internationally by scholars and researchers. This style has two elements:

I. In-text citations

In the body of your paper, give the **surname** of the author and the **date** of publication. Also give the **page number** if you quote a passage directly or if you paraphrase (put the idea into your own words).

II. List of References

At the end of your paper, give full publication or internet information so that a reader can easily locate your sources.

Use the Harvard Style to document all the sources you cite when writing an academic paper, assignment, report, dissertation, thesis, or other publication.

Some tutors and subject groups may require you to use an alternative referencing style. If you are unsure, ask your module tutor.

It is **your responsibility** to find out whether your tutor requires you to use a different referencing style.

Why reference?

- ✓ Display intellectual honesty about the information you have borrowed
- ✓ Distinguish between material from other sources and original ideas
- ✓ Demonstrate your knowledge of a topic
- ✓ Enable readers to locate the sources you have used
- ✓ Meet academic standards

Dangers of not referencing well:

- You could give an impression of intellectual dishonesty if you do not acknowledge material you have borrowed from another source
- You risk plagiarising, which means presenting someone else's work as your own

The penalty for proven plagiarism is a mark of zero in the relevant module. The maximum penalty is exclusion from the University (see your student Handbook or the University Regulations, available at www.coventry.ac.uk, follow the links to: Schools and Departments, Academic Registry, Academic /General Regulations)

- Your writing may not be authoritative
- Your arguments may lack clear evidence
- You risk not meeting academic standards

Part I. In-text Citations

You must cite every source you refer to in the main body of your writing. This is known as giving in-text citations.

Your in-text citations must state the **author** or website producer and the **date** of publication, plus the **page number** if you quote or paraphrase.

If you summarise what an author has argued in an entire book or article you do not need to give the page numbers.

Figure 1 is an example of in-text citations in an assignment:

Historians have long debated the reasons why Queen Elizabeth I (1533-1603) did not marry (Edwards 1999, Robson 2002, Long 2005). Shah (2004: 88) suggests that this was because Elizabeth wanted to present herself as the Virgin Queen. By remaining single Elizabeth could imply that she was devoted to her people, which helped her win the nation's trust after a time of great turbulence following the Reformation (History Today 2005). Nevertheless, the reasons for Elizabeth's decision not to marry are more complex.

In fact, although Elizabeth I did not marry she may have wanted to do so. She was very close to Robert Dudley, the Earl of Leicester, who lived at Kenilworth Castle near Coventry in Warwickshire. According to Jones (2005a: 90) Dudley was romantically involved with Elizabeth in her youth. In fact, as a teenager Dudley was her closest companion' (Jones 2005b: 6). This view is substantiated by Smith, who posits that Elizabeth wished to marry Dudley, but was prevented from doing so by her political advisors (Smith 2005: 12). Patel (2002) corroborates this view, stating that Elizabeth was also hesitant to marry the daughter of King Henry VIII.

Elizabeth I's mother, Anne Boleyn, was executed by King Henry VIII...this was a major factor for the young Elizabeth.

This explains Queen Elizabeth I's decision not to marry. Patel does not give a full explanation, but in contemporary society women are more equal rights with men. Any man Elizabeth married would have gained great influence, and may have threatened her status as the most powerful person in England, so whilst Patel's assessment is useful it does not fully explain why Elizabeth remained single.

An in-text citation of a printed source without a page number:

When you want to document a whole book or article, give the author and the date. You do not need to give the page number because you are not referring to a specific passage in the source.

In a list of authors, give the names chronologically, starting with the oldest source.

Put the full stop after the citation in brackets. Put a comma [,] between each entry.

An in-text citation of a printed source with a page number:

Give the author, date, and page number when you refer to a particular passage in your source.

Use a colon [:] before the page number.

An in-text citation of an internet source:

Give the name of the organisation which produced the website as the author. Give the date that the site was produced or last updated.

Figure 1. Every source to which you refer must be given an in-text citation.

More information about in-text citations

1. If you have mentioned the author's name in your writing, give the date and page number in brackets.

For example:

Shah maintains that in recent years Coventry has become Britain's most important industrial city (2005:66).

2. If a source has multiple authors, give all their names in the order stated in the source, up to three authors. (No page number is given in this case because the argument is made throughout the source).

For example:

Cox, Patel, and Pavliotis predict that Britain will adopt the euro in the future (2004).

3. If a source has more than three authors, give the first author and then write *et al*, which means 'and the others'.

For example:

Fletcher et al suggest that in this century, global climate change has caused billions of pounds worth of damage (2005:88).

4. If you have not mentioned the author's name in your writing, state the author, date, and page number in brackets. If you give more than one in-text citation to support your argument, separate the entries with a comma.

For example:

Health informatics will radically change the nature of the National Health Service by the year 2010 (Cox 2002: 3, Padda 2005: 14).

5. If you cite an internet source, give the organisation which produced the site as the author and give the date the site was created or last updated.

For example:

The Lanchester Library is a highly environmentally friendly building (Coventry University 2005).

For guidance on providing full publication information in the List of References, see the List of References section in Part II of this booklet.

Citing Secondary Sources

If you cite from a book or article which gives a useful quotation from another book or article, TRY to find the original book or article.

Check the List of References in the book you have read. This should provide full publication information of any sources.

Warning!

The original source may have been misquoted or misunderstood by the author you have read, so it is vital to try to

find the original source.

Without the original you could be in danger of reproducing a mistake.

The staff at the University Library will help you to find the original source. Ask at the enquiry desk.

If it is not held by the University Library you may have to order the source from another Library.

This takes time, so **plan ahead.**

Citing Secondary Sources

In-text citation option 1:

If you find the original source, read it and cite the material from the original.

For example:

Concern about climate change is becoming a 'force for good' in international politics (Patel 2004: 88).

In-text citation option 2:

If you cannot find the original source, complete your in-text citation of a quote in this way:

a. Give the surname of the author whose original work you have NOT read. Then write 'cited in' and give the surname of the author whose work you HAVE read (in which the reference to the first author appears). Then give the date and page number.

For example:

Concern about climate change is becoming a 'force for good' in international politics (Patel cited in Brown 2005: 6).

b. If you do not quote directly, but instead you paraphrase (put the idea into your own words) you are still required to give an in-text citation for both the original source and the source you actually read.

For example:

There are positive effects of the growing concern about climate change regarding international politics (Patel cited in Brown 2005: 6).

For guidance on giving secondary sources in your List of References, see the List of References section in Part II of this booklet.

Citing Statistics and other Data

Every time you include a date, statistic or other number which is taken from a source in the main body of your writing, you must give an in-text citation.

For example:

The number of heart attacks has risen dramatically in recent years; in fact, there has been an increase of 10% since 1992 (Department of Health 2005: 65).

Remember to include the source in your List of References.

Citing Spoken Sources

1. A personal interview

a. When you reference a face-to-face interview you have conducted yourself, ensure that you state the name of the person you have interviewed. Also, give the initials and surname of the interviewer, a comma, then the date of the interview in brackets followed by a full stop.

For example:

In a personal interview Nitika Dhuria, Manager of Manor House, stated that she was 'shocked and surprised by the committee's decision' (L. Pabla, 6.6.05).

b. Note that you must use quotation marks to indicate the exact words of the person you have interviewed. If you put the interviewee's comments into your own words you must also cite the source.

For example:

In a personal interview Nitika Dhuria, Manager of Manor House, stated that she was not pleased by the committee's unexpected decision (L. Pabla, 6.6.05).

Include details of the interview in your List of References.

For guidance on giving spoken sources in your List of References, see the List of References section in Part II of this booklet.

2. A personal communication

Use the same format to document a personal communication, such as a letter. Introduce your source.

For example:

In a personal communication Androulla Athanasiou explained that she was 'completely against' recent moves to erect a new football stadium in Coventry (K. Stevenson, 10.7.05).

Include details of the letter in your List of References.

Citing Visual Sources

Make sure you provide an in-text citation for every image you borrow from either printed or internet sources.

Images are categorised as figures.

Charts are categorised as tables.

Label each image as a figure.

For example:

All students require good writing skills, as illustrated in Figure 1:

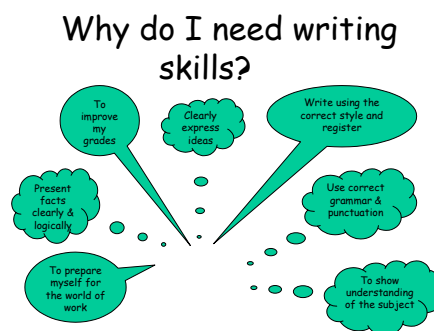


Figure 1. Seven good reasons why students should think about their writing (Patel 2005: 55).

If you are writing a long document such as a dissertation, include a list of figures and / or tables after the contents page.

1. Citing figures or tables from a printed source

Each in-text citation for a figure or table must also be included in the List of References at the end of your assignment.

In the example above the image is borrowed from a book, so the page number is given in the in-text citation.

If you borrow an image from a printed source, give the full publication information in the List of References, as shown in the List of References section in Part II of this booklet.

2. Citing figures or tables from an internet source

If you borrow an image from a website you must also provide an in-text citation. Give the organisation that produced the website as the author, and give the date that the site was produced or last updated.

For example:

(Coventry University 2005)

For images borrowed from a website, make sure that the full internet details are included in your List of References, as shown in the List of References section in Part II of this booklet.

Citing Official Documentation

1. Citing a Government Bill

In the main body of your writing you can abbreviate a Government Bill.

Write HC for House of Commons or HL for House of Lords. Then give the Parliamentary session in brackets, and the Bill serial number. Note that every time a Bill passes through Parliament it is re-numbered.

For example:

Housing tax is likely to be revised (HC Bill (2000-1) [30]).

Remember to record a Government Bill in your List of References, as shown in Part II of this booklet.

2. Citing an official report of a Parliamentary debate: Hansard

In the main body of your writing you can abbreviate the details of a Parliamentary debate. Write HC for House of Commons or HL for House of Lords. Then write 'Deb' for debate and give the Parliamentary session in brackets. Give the volume number, a comma, then 'col.' for the column number and then give the column number.

For example:

Pattern hounded the Prime Minister over international debt (HC Deb (2000-1) 203, col. 346).

Remember to record a Parliamentary debate in your List of References, as shown in Part II of this booklet.

Part II. List of References

You must make a list containing **all** the citations in your writing, which is called the List of References.

Give full publication or internet details of every source you have cited. This list goes on a separate page **at the end of your assignment**.

The List of References is arranged **alphabetically** according to the author or organisation that has produced a source.

There should be a line space between each entry, and you should indent every line after the first line so that the author's surname stands out. See the example of a List of References on page 12.

Do not put a full stop at the end of each entry because you are making a list.

The List of References is different to a bibliography.

A bibliography is a list of all the sources you have read, whereas the List of References includes all the sources you have **cited**.

Bibliographies are not normally used in the Harvard Style, but your module tutor may ask you to include one.

Figure 2 is an example of the List of References:

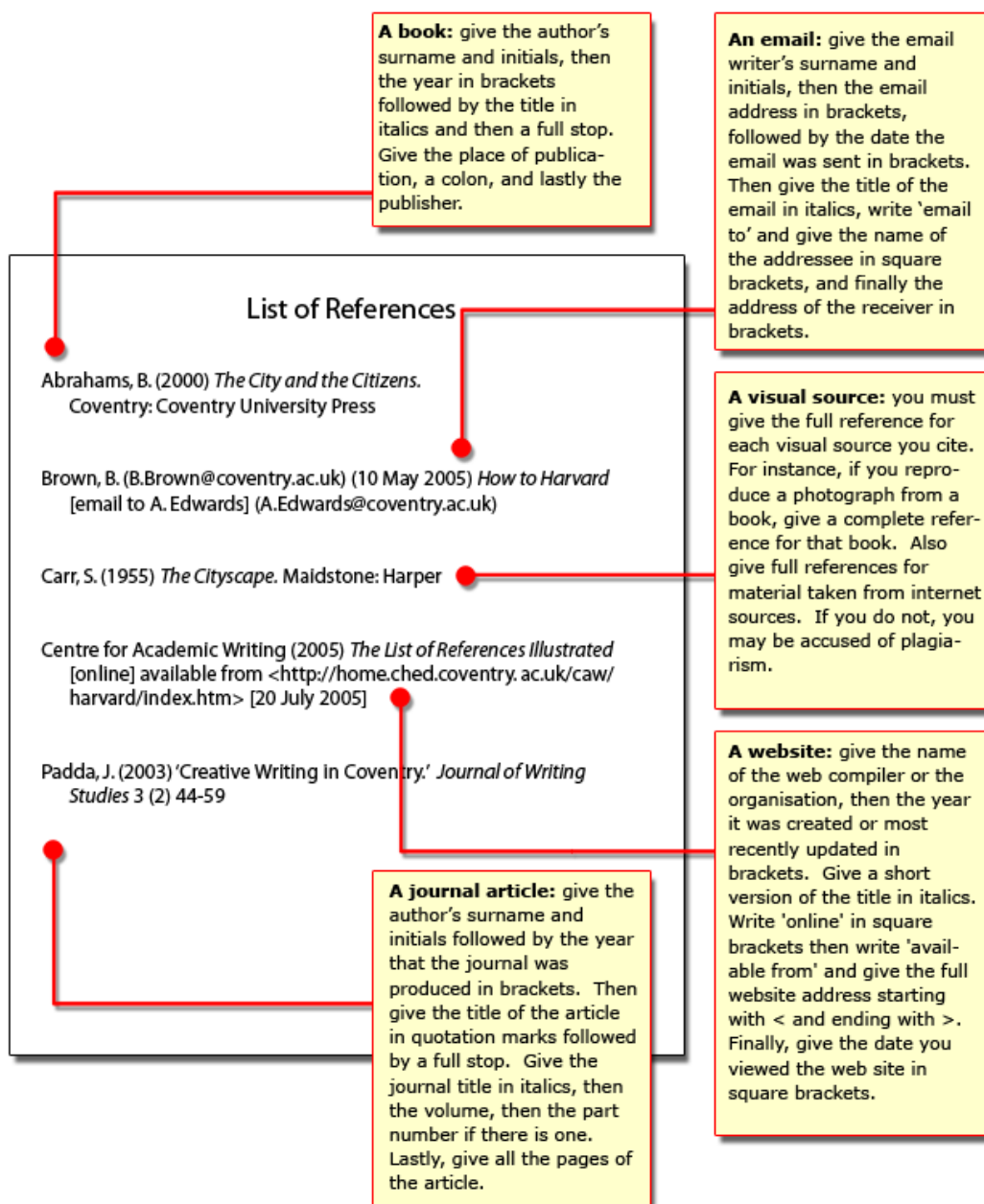


Figure 2. Each type of source should be referenced in a special way. See the examples of entries in the List of References below.

If you include more than one publication by the same author in your List of References write -- -. to show that this author's name is repeated. List the publications in alphabetical order. If there is more than one publication by an author in the same year, include a, b, c etc. after each date in chronological order, starting with the earliest publication. For example:

Patel, J. (2005) *Education and Individuality*. Manchester: Manchester University Press

---. (2002a) *Signification and Psychology in Education*. London: Routledge

---. (2002b) *Learning Styles and Reflective Practice*. Coventry: Coventry University Press

Examples of entries in the List of References

1. A book

Give the author's surname and initials, then the year in brackets and the title in italics followed by a full stop. Give the series or volume number if relevant. Give the edition if it is not the first. Give the place of publication, a colon, and finally the publisher.

For example:

Biggs, G. (2000) *Gender and Scientific Discovery*. 2nd ed. London: Routledge

Collins, A. (1999) *Particle Physics in the Past*. Monograph Series 5. Manchester: Manchester University Press

Ong, E. , Chan, W. , and Peters, J. (2004) *White Noise In the Balance*. 3rd ed. Coventry: Coventry University Press

Pabla, A. (2005) *Physics as the Force of the Future Science and Tomorrow Series*, 3. Coventry: Coventry University Press

2. An article, essay, or chapter written by a particular author in an edited book

Sometimes you need to reference only one article from an edited collection.

Give the surname and initials of the author you want to reference, then the year the book was published in brackets. Give the title of the author's article, essay, or chapter in quotation marks followed by a full stop. Write 'In' and give the title of the book in italics followed by a full stop. Give the surname and initials of the editor, then write 'ed' in brackets. Give the place of publication followed by a colon, then the publisher, and finally all the pages of the article.

For example:

Aggarwal, B. (2005) 'Has the British Bird Population Declined?' In *A Guide to Contemporary Ornithology*. A. Adams (ed.) Coventry: Coventry University Press: 66-99

3. A book with multiple authors

If your source lists more than one author, record them all in the order they are given. For each author, put the surname first followed by the initials. Put a comma between each author. For example:

Edwell, R. , Ambrose, A. , and Baker, C. (2002) *European Politics Since 1997*. Coventry: Coventry University Press

Secondary Sources in the List of References

If you cite from a book or article which gives a useful quotation from another book or article, TRY to find the original book or article.

Check the List of References in the book or article you have read. This should provide full publication information of any sources.

List of References option 1:

If you find the original book or article, use this and reference it as normal.

List of References option 2:

If you cannot find the original book or article, complete the List of References entry in this way:

1. A secondary reference in a book

First give full publication details of the original source ending with a full stop. Then write 'Cited in' and give full publication details of the source you actually read. Finally, put a colon, then the page number of the source you actually read.

For example:

Patel, P (2004) *Green Thinking and Political Culture*. Coventry: Coventry University Press. Cited in Brown, R. (2005) *Enviro-politics in the New Millennium*. London: Macmillan: 66

2. A secondary reference in a journal

First give full publication details of the original source ending with a full stop. Then write 'Cited in' and give full publication details of the source you actually read. Finally, put a comma, then the page number of the source you actually read.

For example:

Padda, J. (2000) 'Gender and Creative Writing in Coventry.' *Journal of Writing Studies* 3 2) 44-59. Cited in Williams, R. , Cox, D. , and Chan, P. (2001) How Has Editing Changed? *Academic Writing Review* 2 (1) 55-69: 60

Journals in the List of References

1. A journal article

Give the author's surname and initials then the year in brackets and the title of the article in quotation marks followed by a full stop. Give the title of the Journal in italics then the volume and part number in brackets, then all the page numbers of the article.

For example:

Padda, J. (2003) 'Creative Writing in Coventry.' *Journal of Writing Studies* 3 (2) 44-59

2. A journal article with multiple authors

Record all the authors' names in the order they are given. For each author put the surname first, then the initials. Put a comma between each author. Then give the date in brackets, and the title of the article in quotation marks followed by a full stop. Give the title of the journal in italics followed by the volume and part number in brackets, then all the page numbers of the article.

For example:

Potter, F. , Pavliotis, M. , Kiran, D. , and Ball, R. (2005) 'White Noise and Particle Behaviour.' *Journal of Mathematics and Physics* 2 (1) 67-81

3. An anonymous journal article

Give the title of the article in quotation marks followed by a full stop, then the date of publication in brackets, followed by the title of the Journal in italics and then a full stop. Give the number and date, or if applicable the volume number and the part number in brackets, then give all the page numbers of the article.

For example:

'Random Particle Movement Research.' (2001) *Studies in Astrophysics*. No. 55876 14 May 33-45

4. A newspaper article

Give the author's surname and initials then the date in brackets followed by the title of the article in quotation marks followed by a full stop. Give the title of the Newspaper in italics, then the date, a colon and finally the page numbers.

For example:

Anderson, E. (2002) 'Biology is Britain's Best Discipline.' *The Independent* 20 July: 4-5

Other Sources in the List of References

1. A book with an editor

Sometimes you may wish to reference the editor of a particular book rather than the author. This may be the case if you are quoting an editor's introduction, or from a particular edition of a Shakespeare play, for instance.

Give the editor's surname and initials then write 'ed.' in brackets. Give the year in brackets, then the title in italics followed by a full stop, then the place of publication, a colon, and the publisher.

For example:

Chohan, C. (ed.) (1990) Derrida Exposed. Coventry: Coventry University Press

2. A book produced by an organisation (a corporate author)

Give the name of the organisation, then the year of publication in brackets, followed by the title in italics and then a full stop. Give the place of publication, a colon, then the publisher, and the document number if relevant.

For example:

British Medical Association, Board of Science and Education (1980) Alternative Medicine Reviewed. London: Harwood Academic, 6

3. A translation

Give the author's surname and initials then the year in brackets, followed by the title in italics and a full stop. Write 'Translated from the ...[language of original] by' then give the translator's initials then surname followed by a full stop. Give the place of publication, a colon, then the publisher.

For example:

Grimalda, G. (2003) Black Women Writers. Translated from the Italian by B. Giordano. Rome: Feltrinelli

4. A conference paper

Give the author's surname and initials then the year in brackets and the title of the paper in quotation marks followed by a full stop. Write 'In:' then the initials and surname of the editor of the Conference Proceedings followed by 'ed.' in brackets. Give the title of the Conference Proceedings in italics in quotation marks followed by a full stop. Give the date and place of the Conference, then the place of publication, a colon, and finally all the page numbers of the paper.

For example:

Shah, A (1990) 'Neuro-rehabilitation Services in the Midlands.' In: P. Wood (ed.) Proceedings of the Coventry Conference on Local Psychology Provision, "Practical Psychology: How to Improve." Held March 7-9 1990 at Coventry University. Coventry: Coventry University Press: 8-20

5. Conference proceedings

If the conference paper has been published in a collection, give the surname and initials of the author then the date of the conference in brackets. Give the location of the conference and the date of publication in brackets. Give the title of the conference paper in italics followed by a full stop. Give the author or editor of the paper followed by a full stop. Give the place of publication, a colon, then the publisher.

For example:

EWCA Conference on International Writing Centres (2004) Halkidiki (2005) *Translation as a Metaphor in Academic Writing*. F. Dilek. Istanbul: MI University Press

6. A thesis or dissertation

Give the author's surname and initials then the year in brackets. Give the title in italics followed by a full stop. Write 'Unpublished PhD thesis' (or 'Unpublished dissertation') and give the name of the University.

For example:

Jones, M. (2000) *An Evaluation of Learning Through Writing*. Unpublished Phd thesis, Coventry University

7. The Bible

Give the name of the book of the Bible in its abbreviated form followed by the chapter, then a colon and the verse/s. References to other sacred works are also referenced in this manner.

For example:

2 Kings 10:3

8. An encyclopaedia entry

Give the author's surname and initials, then the year in brackets and the title in italics followed by a full stop. Write 'In' and the title of the encyclopaedia in italics followed by a comma, the volume number, and the edition. Give the place of publication, a colon, then the publisher.

For example:

Pavliotis, G. (2000) Dairy Farming. In *The New Encyclopaedia Britannica*, vol. 20, 3rd revised ed. London: Woodfords

9. A dictionary

Give the title of the dictionary in italics then the year in brackets. Give the volume number if appropriate, then the edition number. Give the place of publication, a colon, then the publisher.

For example:

The Oxford English Dictionary (2001) vol. 3, 2nd ed. Oxford: Clarendon

Technical Documents in the List of References

1. A patent

Give the originator (company or designer) followed by a full stop. Give the year in brackets then the title of publication in italics followed by a full stop. Give the series designation.

For example:

Walk-on Inc. (2000) Non-slip stiletto heel. BG 3356754

If the patent is not British, indicate this after the title as relevant by writing 'European Patent' or other origin.

For example:

Borg Warner Inc. (2005) Control Devices for Clutches and / or Gear Actuators of an Automated Gearbox or an Automatic Transmission. European Patent EP 1519081 -2005-03-30

2. A standard

Write 'British Standards Institution' then the date in brackets. Give the title followed by a full stop, then write 'British Standard' and the number followed by a full stop. Give the place of publication, a comma, then the publisher.

For example:

British Standards Institution (2004) Quality Assurance: Frameworks for Success. British Standard BS EN ISO 8005: 2004. London, British Standards Institution

3. A technical paper

Give the name of the author or organisation then the date in brackets, followed by the title of the paper in quotation marks, then a full stop. Give the paper number and conference title, then the date and location of the conference. Give the name of the conference organiser.

For example:

Society of Automotive Engineers (2004) 'Airbag benefits, airbag costs.' Paper no. 2004-01-0840. SAE 2004 World Congress Exhibition, 3 August - 3 November 2004, Detroit, Mich. Warrendale, Penn. Society of Automotive Engineers

4. A (company) report

Give the author's surname and initials (or the name of the company or organisation) then the year in brackets. Write the title in italics followed by a full stop. Give the place of publication, a colon, then the publisher. Finally, give the report code and number if relevant.

For example:

West Midlands Health Authority (1984) A Report on the Inquiry into the treatment of Paul Isitt. Coventry: Coventry Health Trust

Internet Sources and Other Media in the List of References

Authors and dates are often hard to identify in websites. Give enough information for your reader to **locate the section of the website** you used.

You may need to make up a short title if no title is given. Check the website's homepage.

Give the date the site was last updated. Use < and > to indicate the start and end of a web address.

1. A website

State the author's surname and initials or the name of the organisation that produced the website then the year it was created or last updated in brackets. Give the title in italics, then write 'online' in square brackets. Write 'available from' and give the full URL starting with < and ending with > then write the date of access in square brackets.

For example:

Centre for Academic Writing (2005) *The List of References Illustrated* [online] available from <Error! Hyperlink reference not valid.> [20 July 2005]

2. An article in an online journal

Give the author's surname and initials then the year in brackets and the title of the article in quotation marks followed by a full stop. Give the title of the journal in italics, then write 'online' in square brackets. Give the volume number then the part number in brackets, and all the page numbers of the article followed by a full stop. Write 'Available from', and give the full URL starting with < and ending with >. Finally, give the date of access in square brackets.

For example:

Dhillon, B. (2004) 'Should Doctors Wear Ties?' *Medical Monthly* [online] 3 (1) 55-88. Available from <<http://hospitals/indfections/latest-advice>> [20 April 2005]

3. An electronic book

Give the surname and initials of the author then the year in brackets and the title in italics. Write 'online' in square brackets, then give the edition, place of publication, a colon, then the publisher followed by a full stop. Write 'Available from' and give the full URL starting with < and ending with > followed by 'accessed' and the date of access in square brackets.

For example:

Potter, H. (2005) *An Introduction to Human Anatomy* [online] 4th ed. London: Adam Arnold. Available from <<http://anatomy/introduction/human/>> [27 March 2005]

4. An email

Give the author's surname and initials then her / his email address in brackets. Give the date of the email in brackets, then the title or subject of the email in italics. Write 'email to ...' in square brackets, then give the address of the email recipient in brackets.

For example:

Brown, B. (B.Brown@coventry.ac.uk) (20 October 2005) *How to Harvard* [email to A. Edwards] (A.Edwards@coventry.ac.uk)

5. An email list (JISCMAIL or Listserve)

Give the author's surname and initials then the date of the email in brackets. Write the title or subject of the email in italics followed by a full stop. Give the List name then write 'online' in square brackets followed by a full stop. Write 'Available from' and give the List email address starting with < and ending with > then give the date of access in square brackets.

For example:

Lango, J. (20 May 2004) *Neuro-rehab in Warwickshire*. Psychiatric-nursing [online]. Available from: <<http://www.jiscmail.ac.uk/psychology/training/neur-rehabilitation/Warwickshire>> [30 May 2005]

6. A CD ROM

Give the name of the author / organisation then the year in brackets and the title in italics followed by a full stop. Give the place of publication, a colon, then the publisher, and finally write 'CD-ROM' in square brackets.

For example:

Forum for Universities in the West Midlands (2000) *Teaching and Learning*. Birmingham: Higher Education Forums [CD-ROM]

7. A computer database

Beware when using electronic databases. Give full details so that a reader can locate exactly the source you have used.

It is not sufficient to give vague information about the database in general.

Give the author's surname and initials then the year in brackets and the title in italics. Write 'computer file' in square brackets then give the place of publication, then the distributor followed by 'distributor' in square brackets if appropriate. Give the date accessed in square brackets.

For example:

Edwards, P. (1999) *Music for the Masses* [computer file] Coventry: Coventry University Data Archive [distributor] [25 July 2005]

Official Documentation in the List of References

1. A House of Commons / Lords Report

Write 'Great Britain. Parliament. House of Lords / Commons' then give the committee name if appropriate. Give the year in brackets, then the title in italics followed by a full stop. Give the place of publication, a colon, then the publisher, and then the paper number in brackets.

For example:

Great Britain. Parliament. House of Lords. Select Committee on Science and Technology. (2005) Complementary and alternative medicine / 6th report [of the] Select Committee on Science and Technology. London, Stationery Office. (HL paper; 123; Session 2003-4)

2. A Government Bill

Write 'Great Britain. Parliament. House of Commons / Lords' then give the year in brackets followed by the title in italics and then a full stop. Give the place of publication, a colon, then the publisher followed by a full stop. Write 'Bill: Great Britain. Parliament. House of Commons' and the Bill number in brackets.

For example:

Great Britain. Parliament. House of Commons (2005) Children (leaving care): A bill to make provision about children and young persons who are being, or have been looked after by a local authority; to replace section 24 of the Children Act 1989; and for connected purposes. London: Stationery Office (Bill: Great Britain. Parliament. House of Commons; 124)

3. A Statutory Instrument

Give the title in italics followed by a full stop. Give the year in brackets then write 'SI' and give the statutory instrument number followed by a full stop. Give the place of publication, a colon, then the publisher

For example:

National Emergency Regulations. (2002) SI 2002/4651. London HMSO

4. An Act of Parliament

Give the name of the Act and the Chapter Number in italics followed by a full stop. Give the place of publication, the publisher, and the year of publication.

For example:

National Health Service and Community care Act 1990. Chapter 19. London: HMSO. 1990

5. A Government Green / White Paper

Write 'Great Britain' and then the name of the department / organisation then give the year in brackets, followed by the title in italics then a full stop. Give the place of publication, a colon, then the publisher, then the paper number in brackets.

For example:

Great Britain. Department of Health (1998) *Our healthier nation: a contract for health*. London: Stationery Office (Cm 3854)

6. An official report of a Parliamentary debate: Hansard

Write 'House of Commons / Lords' then 'Debate' and give the Parliamentary session in brackets. Give the volume number, a comma, then 'col.' For the column number and give the column number.

For example:

House of Commons Debate (2000-1) 203, col. 346

7. An official report of a Parliamentary debate in a Standing Committee

Write 'Standing Committee Debate' and then the Parliamentary session in brackets followed by 'Co' and the Standing Committee letter. Give the title of the legislation under discussion in italics then a full stop. Write 'col.' Then give the column number.

For example:

Standing Committee Debate (2004-5) Co B *Securities Bill*. col. 71

Spoken Sources in the List of References

Remember that with audio or visual sources your reader may need to know the format, so indicate whether the source is a VHS video, 35mm film, CD, DVD, or audiocassette, etc.

1. An interview in the public domain

If the interview has often been cited in another source, you should record it in a formal way. Give the name of the interviewee then the date of the interview in brackets. Give the title of the interview in italics, then write 'interview by' and the name of the interviewer in square brackets. Give the place and date of the interview.

For example:

Dhuria, N. (2005) Manager of Manor House [interview by D. Carr] Coventry, 6 June 2005

2. A video

Give the title in italics then the year in brackets and write the type in square brackets (e.g. 'VHS video'). Give the organisation which produced the video, a comma, then the channel and date if appropriate.

For example:

Pedigree Cattle (2005) [VHS video] Tomorrow's World, BBC1, 27 March 2005

3. A sound recording

Give the name and initials then the year in brackets followed by the title in italics, then a full stop. Write the type in square brackets (e.g. 'CD') then the place of publication, a colon, and the publisher.

For example:

Strange, L. (2005) Understanding Fresian Cows. [CD] London: Jones

4. A radio broadcast

Give the title of broadcast in italics then the year in brackets. Give the station followed by a full stop. Give the date, month, year, a colon, then the time.

For example:

The Big Debate (2005) Radio 4. 3 April 2005, 20:00

Visual Sources in the List of References

1. A work of art, photograph, illustration or diagram

If you have cited a particular image or work of art in your assignment, document this as an individual item in your List of References.

a. Give the artist's surname and initials then the year in brackets followed by the title in italics. Give the material type in square brackets, then write 'held at' and give the location of the gallery or exhibition.

For example:

Stange, P. (2000) Victoriana [ceramic] held at Oxford MOMA

[Examples of material types include: paintings, photographs, sculptures, drawings, etchings, lithographs, linocuts, ceramics, woodcuts, glass].

b. If the work of art or image is reproduced from a book, give the reference for a book as usual, but use a colon then include the page number so that your reader can easily locate this source, a comma, then write 'illus.' To indicate the location of the illustration in this source.

For example:

Sanders, D. (1990) Pop Art and Society's Discontents. London: Macmillan: 55, illus.

Beware! Usually there is a **copyright** issue when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material.

Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable.

If in doubt, ask your module tutor.

2. An exhibition catalogue

Give the name of the artist or the gallery, then the date in brackets followed by the title of the work in italics and a full stop. Give the place, a colon, then the gallery.

For example:

Museum of Modern Art (2005) *The Udder*. Oxford: MOMA

3. An exhibition stand

Give the name of the author or organisation which produced the stand, then the year of the exhibition in brackets. Give the title of the stand in italics followed by a full stop. State the material type/s in square brackets, followed by a full stop. Write 'exhibited at' then give the name of the exhibition in quotation marks followed by a full stop. Give the location of the exhibition followed by a comma, and finally the date of the exhibition.

For example:

Centre for Academic Writing (2005) *The Harvard Style*. [Poster display and projected website]. Exhibited at the 'Enhancing Learning and Teaching Environments' Conference. Coventry University, 14 June 2005

4. An individual item or an exhibition stand

Give the surname and initials of the author or organisation which produced the item, then the year this item was produced in brackets. Give the title of the item in italics followed by a full stop. State the material type in square brackets. Write 'displayed as part of an exhibit by' then give the author or name of the organisation which produced the entire exhibition stand, followed by a full stop. Write 'exhibited at' then give the name of the exhibition in quotation marks followed by a full stop. State the location of the exhibition followed by a comma, and finally the date of the exhibition.

For example:

Allen, A. (2005) *Harvard Style Guide*. [Booklet] displayed as part of an exhibit by the Centre for Academic Writing. Exhibited at the 'Enhancing Learning and Teaching Environments' Conference. Coventry University, 14 June 2005

5. A music score

Give the surname and initials of the composer then the year in brackets followed by the title in italics then a full stop. Give the initials and surname of the editor or arranger and write 'ed.' or 'arranger' in brackets. Give the place of publication, a colon, then the publisher.

For example:

Grimalda, G. (2005) *Symphony no. 2, A minor, op. 43*. M. Poyner (ed.) Coventry: Coventry University Press

6. A map

Give the name of the cartographer / compiler / editor / copier / maker / engraver then the year in brackets followed by the title in italics and a full stop. Give the scale of the map then a full stop. Give the place of publication, a colon, then the publisher.

For example:

Elms, J. (2005) *Coventry Cycle Paths*. 1:40000. Coventry: Warwickshire Guides

7. An Ordnance Survey map

Write 'Ordnance Survey' then the year in brackets, followed by the title in italics and a full stop. Give the sheet number then a full stop. Give the scale of the map then a comma, then the series.

For example:

Ordnance Survey (1990) *Coventry City Centre*. Sheet 55. 1:500000, Warwickshire Series

Glossary

et al

This is an abbreviation of the Latin *et alii*, which means 'and the others'.

This is used in the Harvard referencing Style when there are more than three authors. You should give the surname and initials for the first three authors.

If you are using et al because there are more than three authors, just give the first surname followed by 'et al'.

For example:

Disaster Management is the 'discipline of the future' (Patel et al 2005: 9).

ibid.

This is an abbreviation of the Latin term *ibidem*, which means 'in the same place'.

This is sometimes used to indicate that information is repeated in a reference. However, this is **not** recommended in the Harvard Style.

For example:

British politics will 'never be the same again' (Grimalda 2005: 3). The right wing has completely transformed since the end of the Twentieth Century (ibid.).

op. cit.

This is an abbreviation of the Latin term *opere citato*, which means 'in the work cited'. This is sometimes used after the author's name to refer again to the work previously cited.

However, this is **not** recommended in the Harvard Style.

For example:

Research is becoming increasingly multi-disciplinary (Padda 2005: 51). This is 'putting great pressure on individual departments' (op cit.: 63).

Remember !

Give an **in-text-citation** every time you refer to a source in your writing.

Include every source you have cited in the **List of References**.

On the following page you will find a references record sheet to help you record the information you need for your in-text citations and List of References. Print a copy and use it to gather full information as you take notes.

Harvard Style Record Sheet

I. In-text Citations:

i. Published Source

Surname and initials of author/s.....

.....

.....

Date of publication.....

Page/s.....

ii. Internet Source

Organisation / author of site.....

.....

Date of site / updated.....

II. List of References:

i. Published Source

Surname and initials of author/s.....

.....

.....

Editor/s.....

Date of publication.....

Edition (if not first).....

Title of publication.....

.....

.....

Title of article.....

.....

.....

Journal volume and part number.....

Page numbers (of article).....

Place of publication.....

Publisher.....

ii. Internet Source

Website address.....

.....

Date of access.....

(not all categories may apply. Use reverse for notes)

Specialists and Publications Consulted in the Production of this Booklet

Specialists Consulted: The Harvard Style Working Party, Coventry University

Coventry University's Harvard Reference Style Working Party was set up in Autumn 2004 to standardise and promote a recommended system of referencing for students at Coventry University. Members of the Working Party include:

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Carolyn Haresign Subject Librarian, Coventry University Library

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* Special acknowledgement is given to Mary Deane for compiling this booklet.

Publications Consulted in the Production of this Booklet

British Standards Institution (1990) BS 5605: 1990 *Recommendations for Citing and Referencing Published Material*. Milton Keynes: British Standards Institution

Guest, D. (2005) *References* [webCT] available from: Midwifery subject page, Coventry University webCT [1 July 2005] (no longer available)

Leeds Metropolitan University (2005) *Quote, Unquote* [online] available from <<http://www.leedsmet.ac.uk/skills/open/skl/content/harvard/>> [9 July 2005]

Williams, S. (2005) *Bibliographies and References* [webCT] available from: Academic and Professional Skills, Coventry University webCT [1 July 2005] (no longer available)