Guidelines on Referencing and Bibliography for Assignments and Projects:

The "Harvard" System

(From Student Handbook 2003-2004 for PGCE, School of Education and Training, the University of Greenwich)

The Harvard system for referencing is one of the most simple and well understood systems available today. It is the chosen referencing system for academic institutions the world over, and is required knowledge for students when writing reports. You will see other methods of citing text from publications – in the view of the university, it is not desirable to use these methods. Use the Harvard system exclusively.

Citations in the Text

All works that you refer to in your assignment or project must be correctly and accurately identified, by using the author's surname and the date of publication, for example:

Stewart (1996) says that…

A number of authorities (Edwards 1991, Norris 1990, Rowntree 1981) indicate…

When there are two co-authors, both names are given, for example:

Clanchy and Ballard (1992) offer good advice in asserting that…

Where there are more than two co-authors, the first is given followed by "et al.", like this:

Atkinson et al. (1993) devote considerable attention to…

If the work is the product of an organisation and does not carry an individual's author's name, the name of the organisation is used, for example:

A helpful summary is provided by the Further Education Course (1993)…

If you wish to distinguish between two or more publications by the same author or organisation with the same year of publication, you add a, b, c…etc after the date:

Brookman (1991a) gives an account of…

The Government's opposition to this is reported by Brookman (1991b)…

If you find a second-hand reference which you wish to use, do not pretend that you have read the original text; you must cite the volume that you first found it in, for example:

The concept of "disjointed incrementalism" has been explored by Lindblom (in Pugh et al. 1989).

A specific quotation from a text should always be identified with its page number after the date, separated by a colon, for example:

"Individuals may be individual", says Handy (1983:254), "but they need a group to identify with".

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For longer quotations, the text is indented without quotation marks, for example:

> By contrast, the ethnographic approach often seeks to generate hypotheses. This has been described in the following way:
>
>> The ethnographer has much in common with the explorer trying to map a wilderness area. The explorer begins with a general problem, to identify the major features of the terrain; the ethnographer wants to describe the cultural terrain. Then the explorer begins gathering information, going first in one direction, and then perhaps retracing that route, then starting out in a new direction…After weeks of investigation, the explorer would probably find it difficult to answer the question "What did you find?" Like an ethnographer, the explorer is seeking to describe a wilderness area rather than trying to "find" something.
>>
>> (Spradley, 1980:26)

Unpublished documents are treated as publications:

> Harris (1994) provides a critical analysis of…

Oral statements of individuals are citied in the same way, for example:

> This view of events is confirmed by Appleton (1991)…

This method can be adapted for Internet sources, for example:

> Cross & Towle (1996) provide a detailed guide to the referencing of internet sources…

List of References

All references should be listed in a bibliography immediately after the last page of your assignment/project (and before any appendices), in alphabetical order of author's surnames.

Note the following elements:

- The author's/editor's surname, followed by the initials, and "ed" if edited;
- The date of publication, in brackets; the date of a new edition must be given, but not a reprint;
- The title of the work, given only with the initial letter of the first word in capitals; in print the title is formatted in italic text, in typescript it is underlined (as we are using word processing, we have both alternatives – use one or the other, and stick to your choice);
- If the work is in a journal or in an edited volume, the title of the work is in quotation marks and the journal in italics: the editors of a Reader will also be shown, as in Handy (1983) below; in a journal the volume, number and date will be included, together with the page numbers of the article (see Wild 1994);
- The place of publication;
- The name of the publisher.

The recommended method for listing Internet sources is to add the word "online" in brackets after the title of the work, plus the URL after the name of the publisher (see Cross & Towle 1996).

Articles in the usual educational journals will give you good examples of correctly set out citations and lists of references. On the next page you will find the references for these notes.

REFERENCES

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