

A quick guide to Harvard referencing

Our guide to Harvard referencing is based on Cite Them Right Online, the University's recommended source of referencing in the Harvard Style. Access it via the Portal.

Why reference at all?

Referencing is an important part of academic writing, and it is something that you may find yourself doing later in your career as well. We reference for a lot of different reasons but at the heart of it lies a few key principles; acknowledge, authority, findability.

Acknowledge: We reference to acknowledge the sources we have used to build our own understanding of a topic. This demonstrates that these points are not necessarily our own work or ideas but that they have helped formed our own arguments. It also helps us to avoid plagiarism.

Authority: By demonstrating that we have looked at other key thinkers and researchers in an area, we add weight and authority to our argument. It shows that we have a nuanced and critical understanding of the issues and that we have based our thinking on evidence.

Findability: Lastly, a good reference will signpost your reader so that they can read and learn more about this topic. Don't underestimate this part; think about how often you use someone else's references to discover more about a certain subject.

Parts of a reference

Referencing is usually done in two parts; the in-text citation and the full reference, usually listed at the end of your essay or assignment.

In-text citation

The in-text citation gives immediate acknowledgment to the author(s) of the research or work you are referring to. It is used to indicate that a particular argument or the supporting evidence you are using has originated with someone else. It should contain the author(s) surname and date of publication.

Reference

The reference list at the end of your assignment will give the full information about the source you are referencing. You must include the full reference for every piece of work you cite. This information will help direct your reader to the original source so they can learn more about the points you are discussing, whilst acknowledging the contribution of the original author to this field of interest.

How to reference...

A book with one author

Citation order: Surname, Initial. (Year of publication) *Title of book in italics*. Edition number if relevant. Place of publication: Publisher.

Example: In-text citation: Botting (2008, p.19) states that...

Reference list: Botting, F. (2008) *Gothic romanced: consumption, gender and technology in contemporary fictions*. London: Routledge.

A book with two or three authors

Citation order: Surname, Initial., Surname, Initial. and Surname, Initial. (Year of publication) *Title of book in italics*. Edition number if relevant. Place of publication: Publisher.

Example: In-text citation: Marston and Ferris (2018) argue that business law...

Reference list: Marson, J. and Ferris, K. (2018) *Business law*. 5th edn. Oxford: Oxford University Press.

An edited book

Citation order: Surname, Initial. (ed.) (Year of publication) *Title of book in italics*. Edition number if relevant. Place of publication: Publisher.

Example: In-text citation: There are many issues when considering agency... (Wall, 2018)

Reference list: Wall, E. (ed.) (2018) *Landscape and agency: critical essays*. London: Routledge.

A chapter or section in an edited book

Citation order: Surname, Initial. [chapter author] (Year of publication) 'Title of chapter or section in single quotations' in Surname, Initial. [overall book editor] (ed.) *Title of book in italics*. Place of Publication: Publisher, page numbers.

Example: In-text citation: Chee (2018, p. 46) suggests the dream of the individual is...

Reference list: Chee, L. (2018) 'Domestic digressions: Interrogating Singaporean public housing through its literary forms' in Charley, J. (ed.) *The Routledge companion on architecture, literature and the city*. London: Routledge, pp. 37-57.

A journal article

Citation order: Surname, Initial. (Year of publication) 'Title of article in single quotations', *Title of journal in italics*, Volume number (Issue number in brackets), page numbers.

Example: In-text citation: Chao (2017) discusses many economic determinants...

Reference list: Chao, S-W. (2019) 'The role of US variables in long-run and short-run Taiwan stock volatility', *Emerging Markets Finance & Trade*, 55(5), pp. 1153-1170.

TIP! You do not need to link to a webpage for online journal articles. However, if there is a doi (digital object identifier), which acts as permanent link to an article, then you may wish to add that at the end of the reference after the page numbers as follows:

doi: <https://doi.org/10.1080/1540496X.2018.1464908>

A webpage with an author or organisational author

Citation order: Surname, Initial. OR organisation. (Year of publication or last updated) *Title of webpage in italics*. Available at: URL (Accessed: date).

Example: In-text citation: University of Greenwich (2017) offers a variety of academic support for students...

Reference list: University of Greenwich (2017) *Where to find the academic support you need*. Available at: <https://www.gre.ac.uk/articles/ils/where-to-find-the-academic-support-you-need> (Accessed: 16 June 2019).

TIP! If there is no date available you should use (no date) to indicate this.

A government policy or publication

Citation order: Name of government department (Year of publication) *Title in italics*. Place of publication: publisher [if available] OR Available at: URL (Accessed: date) [if online]

Example: In-text citation: In a recent annual report the Department of Transport (2018) set out...

Reference list: Department for Transport (2018) *Annual Report and Accounts 2017 to 2018*. Available at: <https://www.gov.uk/government/publications/dft-annual-report-and-accounts-2017-to-2018> (Accessed: 18 Jun).

Other organisations' policies or publications

Citation order: Surname, Initial. OR Organisation (Year of publication) *Title in italics*. Place of publication: publisher OR Available at: URL (Accessed: date) [if online]

Example: In-text citation: Research conducted by Cafcass and Women's Aid (2018) found that...

Reference list: Cafcass and Women's Aid (2018) *Allegations of domestic abuse in child contact cases*. Available at: <https://www.cafcass.gov.uk/download/3823/> (Accessed: 23 February 2018)

Law reports/cases – Neutral citation

Citation order: 'Name of parties involved in case' (Year) Court, case number. *Databases or website in italics* [Online]. Available at: URL (Accessed: date)

Example: In-text citation: In the case of 'CM v FC' (2017) a decision was made...

Reference list: 'CM v FC' (2017) England and Wales High Court (Family Division) Decisions, case 1104. *BAILII* [Online]. Available at: <https://www.bailii.org/ew/cases/EWHC/Fam/2017/1104.html> (Accessed: 13th August 2018).

Four or more authors:

You should always list **all** the authors in the reference list, even if there are a lot of them. However, when there are four or more authors you can use et al. as an abbreviation in your in-text citation. **This is applied across all types of references.**

Example: In-text citation: Scourfield et al. (2012) presented their findings on...

Reference list: Scourfield, J., Tolman, R., Maxwell, N., Holland, S., Bullock, A. and Sloan, L. (2012) 'Results of a training course for social workers on engaging fathers in child protection', *Children & Youth Services Review*, 34(8), pp.1425-1432.

Newspaper articles, magazines or other resources

Unfortunately, this guide cannot cover every possible resource. However, **Cite Them Right Online** has advice for citing almost anything you may need to reference in your work from data through to gravestones (yes literally!). The University has access to Cite Them Right Online and you can navigate to the website through the Portal. Go to the Portal > log in > go to 'My Learning' > click on 'Online databases and academic journals' > scroll to 'Cite Them Right Online' > click on the link for access.

Reference List

The reference list should **only** contain resources you have cited in the main body of your text. It is considered good practice to order the references in your list alphabetically using the lead, or first, author's surname or organisational name.

TIP! It is a good idea to keep a track of your references as you go. Before you make notes try writing the full reference at the top of the page. That way when you come to write up your assignment and reference list you have all the important information close at hand.

Secondary referencing

Secondary referencing refers to citing an author or resource when you have not read the original text. We usually recommended that you track the source back to its origins and read the work for yourself. However, where this is not possible you will need to ensure you give appropriate credit to both the text you have read and the author the text is citing.

For example, you might be reading a book by Helen Aveyard and Pam Sharp, they refer to evidence-based practice having existed since the 1990's and cite Greenhalgh, 2014 to evidence their point. You wish to do the same. You will need to refer to both sets of authors in the in-text citation. However, you may only use the Aveyard and Sharp reference in your reference list as you have read their book, not the work by Greenhalgh.

Example: In-text citation: Evidence-based practice began in the 1990's (Greenhalgh, 2014 cited in Aveyard and Sharp, 2018, p.24)

Reference list: Aveyard, H. and Sharp, P. (2018) *A beginner's guide to evidence based practice in health and social care*. 3rd edn. London: Open University Press.

One last tip!

If in doubt, try and maintain a consistent format for your referencing. There is wide variation in Harvard referencing, especially if you copy and paste from 'suggested' ways of referencing found online. It is better to try and do it yourself and maintain an internal consistency throughout your work, rather than to copy and paste lots of different styles from across the web. Consistency shows care with your work and that you understand the referencing process.

Further advice or guidance

This guide is based on Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. London: Palgrave Macmillan. Print copies are available in the library and we also subscribe to **Cite Them Right Online**, which you can access via the **Portal**. Both the book and online version cover a wide range of material types, from data sets through to knitting patterns with examples and detailed information on how to reference them.

Cite Them Right Online is highly recommended by the Academic Support Team and we would suggest you check the online version first before contacting the team.

There is a self-paced Moodle module called **iProgress**, which you can register for through the My Learning page on the Portal. You are not required to finish the module, but it does contain useful sections on referencing and plagiarism. We recommend that you follow-up with this module to see how well you've understood how to reference.

Contact Us

If you need any clarity or advice on how to reference a specific resource, then you can contact your Academic Services Librarian.

If you need any advice on how to use evidence and referencing effectively in your academic writing, then you can contact the Academic Skills Tutors.

For appointments and workshops please visit our booking webpage: <http://libcal.gre.ac.uk/>