



Referencing: Harvard Style

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- The purpose of a reference list/bibliography is to enable sources to be easily traced by another reader/examiner.
- At third level college it is most important that all assignments/projects are correctly referenced. This is a requirement by all external examining bodies, as well as all lecturers.

What is referencing?

A reference system will perform three essential tasks:

- Enable you to acknowledge other authors' ideas (avoiding plagiarism).
- Enable a reader to quickly locate the source of the material you refer to so they can consult it if they wish.
- Indicate to the reader the scope and depth of your research. The Harvard style is a widely used referencing system to help you achieve these objectives.

Referencing

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Referencing shows the examiner that you can apply the theory you have learned in class to a real life situation. If a question requires you to discuss/analyse/evaluate etc it is expected that you always do extra reading.

Class notes are never enough for a good grade. Never cut & paste, you need to read about the topic area and in your own words rewrite/paraphrase what you have read. Then cite the reference within the text and then place it in your reference.

How do I use the Harvard Referencing Style?

The Harvard style involves two tasks:

- How you refer to other authors in the body of your text (in-text citation).
- How you compile a list of reference sources at the end of your text (reference list).

Step 1: In-text citations (in your actual assignment)

In-text citations enable you to indicate in your work where you have used ideas or material from other sources. For example, your source is a book written by Brown and published in 2009, your in-text references could follow one of these formats:

- Further work (Brown, 2009) supports this claim that the sky is blue.
- Further work by Brown (2009) supports this claim that the sky is blue.
- This theory is supported by recent work (Brown, 2009) which states that the sky is blue.

Referencing

- There is no need to just simply start your sentence or end your sentence with a reference – in fact a better style of writing is to try to weave some references in mid sentence.
- Simply tagging a reference at the end of each paragraph illustrates poor writing skills.
- Your assignment should be packed with references. This allows you to max your grades allocated for critical writing.
- **As a guide – a paragraph with no references is a waste of a paragraph!**

A well written paragraph

- Many theorists (Fry, 2009; Jonston, 2013) believe that the main reason for the change was the Governments' widening participation initiative. An interesting paper by Wingate (2007) suggests that it is not only non-traditional students who struggle with the learning required at university level. Mulhall (2008) discusses the difficulties that traditional students have with the transition from school to university and this claim has been reinforced by research carried out by Jones (2012) who suggests that students need support in learning at university level.

Referencing

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Step 2: List full references at the end of your work

- **Everything you have cited** in the text of your work, e.g. journal articles, web pages, podcasts, etc., should be listed in alphabetical order at the end of your paper. This is called a reference list. Each reference should include everything you need to identify the item. You need to identify the source type (e.g. book, journal article, website, newspaper article, podcasts) and use the correct referencing format to create the reference list. If you include items that are not specifically cited but are relevant to the text or of potential interest to the reader, then that is a bibliography.

Referencing paper books

In-text citation requires:

(Author surname, year of publication) or
Author surname (year of publication)

Note that the year must always be in brackets.

Full reference:

Surname, Initial., year of publication. Title of Book. Place of publication. Publisher.

Referencing

Examples: In-text citation

Findings show (Chalke, 2003) that the grass is green.

Chalke (2003) highlights that grass is definitely green.

Full reference for list:

Chalke, S., 2003. What Colour is Grass? London. Prentice Hall.

Another example...

► In-text citation

Winder (2002) states that the sky is orange, however this fact has no scientific evidence.

It has been argued (Winder, 2002; Jones, 2015) that the sky is orange.

Full reference for list:

Jones, R., 2015. Sky: a scientific question. Singapore. Regents.

Winder, S., 2002. The Colour of the Sky, 2nd ed. Boston. Prentice Hall.

Books with 2 authors..

In-Text:

Author's surname and (date) or
(Author's surname and date)

Shalloway and Trott (2015) state that....

Reference list:

Shalloway, A. and Trott, J., 2015. Design patterns explained: a new perspective on design. London. Macmillan.

Book with 4 or more authors

In-text citation - There is no need to use all of the authors' names in your in-text citation - name just the first author followed by the words et al. (means 'and others').

Research (Klug et al., 2012) states that the sky is blue.

Klug et al. (2012) states that....

Note: et al. is written in lower case. There is a full stop immediately after al. Sometimes you may use a comma immediately after the full stop.

Reference list for 4 authors

! You need to name all the authors in the order they appear on the title page of the book.

Klug, W. S., Cummings, M. R., Spencer, C., Mart, T. and Pall, T., 2012. Concept of genetics. 10th ed. Boston, Pearson.

Print Journal Articles (even if found on EBSCO)

In-text citation:

(Author, year of publication) or

Author (year of publication) states that ...

Full reference:

Surname, Initial., Year. Title of article. Full Title of Journal, Volume (number), Page number(s).

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look.

Political Science Quarterly, 42(6), p.564.

Cox, C., Brown, J.T. and Turmpington, W.T., 2002. What health care assistants know about clean hands. Nursing Today, Spring Issue, pp.647-85.

e -Journals

In-text citation:

(Author, year of publication)

Author (year of publication) states ...

Full reference:

Surname, Initials., Year. Title of article. Full Title of Journal, [type of medium] Volume (number).
Available at: <http://.....> [Accessed date].

Example

Boughton, J. M., 2002. The Bretton Woods proposal: an in depth look. Political Science Quarterly, [e-journal] 42(6). Available at:
<http://libweb.anglia.ac.uk/referencing/harvard>
[Accessed 12 June 2015].

Printed Newspaper article

In-text:

O'Dea (2006) proposed that.....

This article (O'Dea, 2006) argues that Ireland is very lush and green.

Reference list:

Surname, Initials., Year. Title of article. Full Title of Newspaper, Day and month, page number.

O'Dea, W., 2006. Irish role in battle group concept will help to bolster UN.', Irish Times, 10 January, p.16.

Online Newspaper article

► In-text:

Keenan (2011) reported that....

This report (Keenan, 2011) states that....

Reference list:

Author or corporate author, Year. Title of document or page. Name of newspaper, [type of medium] date information. Available at: Http://.... [Accessed date].

Rogers, L. and Smith, D., 2003. Focus: Elderly Patients. Times Online, [online] 1 June. Available at: <http://www.timesonline.co.uk/tol/news/uk/scotland/art1138006> [Accessed 17 March 2015].

Page on a web site

► In-Text:

Kelly (2004) responded....

In response (Kelly, 2004) argues that....

Reference list:

Surname or corporate name, Initials., Year.
Page/article title. [type of medium] Available at:
<http://...> [Accessed Day Month Year].

Kelly, M., 2004. Environmental Attitudes and
Behaviours. [online] Available at:
<http://www.ucd.ie/environ/home.htm>, [Accessed 8
February 2016].

Secondary referencing

If the information source that you are reading has summarised another author's work, which you would like to discuss or quote from, you should locate the original work.

If this is not possible, you need to treat it as a secondary reference. To do this, cite the original author and year of publication followed by the words 'cited in' and the author, year of publication and page number of the text you have read.

Learning is an active process of constructing rather than acquiring knowledge (Duffy and Cunningham, 1996, cited in Laural, 2002).

The reference list at the end of your academic work should only contain work that you have read – in this example Laural (2002).

Secondary referencing should be avoided where possible.

Using diagrams/models etc

- When using a table of figures, diagram, model etc. from someone else's work it needs to be referenced both in-text and in the reference list. A page number is given. The in-text references is given underneath the figure.
- Swinton (2015, p.45)
- Then use the reference that is appropriate for you whether it is a book, journal, web site etc.

Social media e.g. Twitter, Facebook

➤ In-text:

Surname (Year) or (Surname, Year)

➤ Reference List:

Surname, Initials., Year. Title of page [Facebook].
Day/month post written.

Available at: <http://.....> [Accessed date].

Andrews, A., 2012. Customer Focus Group
[Facebook]. 11 November.

Available at: <http://.....Facebook.com/andrews>
[Accessed 11 November 2013].

Author, Initials., Year. Full text of tweet [Twitter].
Day/month tweet written.

Available at: <http://.....> [Date accessed].

Big Red Corporation. 2013. New products for cars
[Twitter]. 17 May

Available at: [https://twitter .com/
bigredcorporation/promotions](https://twitter.com/bigredcorporation/promotions) [Accessed 13
November 2013]

YouTube

Screen name of contributor, Year. Video Title,
[type of medium] Available at:
<http://.....> [Accessed date].

Mulhall, 2009. *Top Gear The Stig revealed*,
[video online] Available at:
<http://www.youtube.com/watch#!v=eTapK>
[Accessed 23 June 2009].

No date

National Theatre, (n.d.)

National Theatre (n.d.) Stagemwork,

Available at:

<http://www.stagemwork.org.uk/stagemworks>, [Accessed 15 December 2015].

Usually an author **can** be found – n.d. should rarely be used.

Any more than one of these refs indicate a lazy writer!

No author

- If the author cannot be identified use Anonymous or Anon. and the title of the work and date of publication.

E.g. Marketing strategy (Anon., 1999)

- Every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission: Usually a author **can** be found – better to find a recognised author that you can name and reference correctly.

In-text citations

Quotes:

If you are directly quoting material (i.e. using the exact form of words used in the original and putting the text in quote marks), you will also need to include the page number(s) of the quoted material in your in-text citation, for example:

Bloggs (2007, p. 57) talks about “the importance of preparation” for interviews.

Quotes should be used carefully and sparingly. As they are someone's else's work they are not usually worth many marks. More than 1 sentence is too long!

If you do not name the source in the lead-in to the quote, then it must be given after it: For example:

“Other authors are more critical, the argument is poorly made and does not hold up to any scrutiny,” (Bloggs, 2007, p. 348).

Klug et al. (2012, p. 46) says “the sky is blue”.

Klug et al. (2012, pp. 46-48) when referring to a page range

Reference list

Apple, T., 2015. The Book of Life. London. Prentice Hall.

Glaskin, M., 2004. Innovation: the end of the white line. Sunday Times, 22 August, Available at:
<http://www.timesonline.co.uk/tol/driving/article47208>, [Accessed 12 February 2016].

Goffman, E., 1999. The Presentation of Self in Everyday Life. New York. Anchor Books.

Note! These are in alphabetical order starting a 'A'

McNichol, T., 2014. Roads gone wild. Wired Magazine, Issue 12 December. Available at: <http://www.wired.com/wired/archive/12.12/traffic.html> [Accessed 12 January 2014].

Ruppert, E. S., 2006. The Moral Economy of Cities: Shaping Good Citizens. Toronto. University of Toronto Press.

Shared Space. 2015. Shared Space: Room for Everyone, Leeuwarden, Shared Space. Available at: http://www.shared-space.org/fil_Eng.pdf [Accessed 21 February 2016].