Harvard Referencing: Short Guide

Introduction

Referencing is a vital component of academic writing. It demonstrates your ability to select and refer to the most appropriate external sources which support your work. You need to give proper credit to the authors of any work from which you use information in order to avoid plagiarism.

In the Harvard style there are two aspects to referencing:

- **Citing** sources within your text
- Providing a list of all the sources you have cited at the end of your text, known as the **reference list** (different from a *bibliography*, which is a list of set texts you were given but which you may not have cited)

Citing

Every time you refer to information from an external source in your writing you should provide a citation. Citations always include:

- The **surname of the author(s)** or the **name of the organisation** responsible for the source
- The **year** it was published; if no year is available, use "n.d." for "no date"

They may also include a page number or a sequence of pages from within the source. Harvard citations can be **direct** or **indirect**.

A **direct citation** is where the name of the author(s) is(are) used within a sentence.

Example:

> Cox (2014) provides guidelines for assessing the impact of capacity building on information management.

An **indirect citation** is where the name of the author(s) is(are) not used within a sentence. It is always placed at the end of a sentence before the final full stop. Indirect citations may contain several sources. These should be separated by semi-colons and listed in alphabetical order.

Example:

> The emergence of social media stems from the introduction of web 2.0 (O'Reilly, 2005; Vickery and Wunsch-Vincent, 2007).

Note: Where a source has two authors, the citation should include both author surnames, separated by the word "and".

Quoting is where you provide text from an external source **word for word**. The page number(s) is compulsory with a quote but optional with other types of citation. It is given after the year, separated by a colon. Apart from exceptional circumstances, no more than 10% of all your citations should be quotes.

Example:

> As Lamond et al. (2017: 42) found, "convincing clients that the cost of flood risk mitigation is a good investment has been problematic".

Note: This example also demonstrates how to cite three or more authors – just use the surname of the first author followed by "et al.".

Summarising is where you take source information and put it in a shorter form in your own words. For more information on how to summarise, go to http://tinyurl.com/bcu-wri-sum.

The Reference List

The reference list should be put in alphabetical order of the last names of the authors or authoring organisations. The exact style of each reference depends on its type. Here are some common examples.

Referencing a book

Authorship 〉 (Year) 〉 *Title.* 〉 Edition. (if not first) 〉 Place of publication: 〉 Publisher.

Example:

Cox, S. A. (2014) *Managing Information in Organizations: A practical guide to implementing an information management strategy*. Basingstoke: Palgrave MacMillan.

Referencing a paper journal article

Authorship 〉 (Year) 〉 Article title. 〉 *Journal Title,* 〉 Volume(Issue), 〉 pp. pages.

Example:

Riaz, Z., Parn, E. A., Edwards, D. J., Arslan, M., Shen, C. and Pena-Mora, F. (2017) BIM and sensor-based data management system for construction safety monitoring. *Journal of Engineering, Design and Technology*, 15(6), pp. 738-753.

Referencing an online journal article (no print equivalent) with a DOI

Authorship 〉 (Year) 〉 Article title. 〉 *Journal Title,* 〉 Volume(Issue) or equivalent. 〉 Available at: DOI.

Example:

Rehman, M. H., Jayaraman, P. P., Malik, S., Khan, A. and Gaber, M. M. (2017) RedEdge: A novel architecture for big data processing in mobile edge computing environments. *Journal of Sensor and Actuator Networks*, 6(3), 17. Available at: https://doi.org/10.3390/jsan6030017.

Referencing a website

Authorship 〉 (Year) 〉 *Title.* 〉 Available at: URL 〉 [Accessed date].

Example:

O'Reilly, T. (2005) *What is Web 2.0? Design patterns and business models for the next generation of software*. Available at: http://www.oreillynet.com/pub/a/oreilly/tim/news/2005/09/30/what-is-web-20.html [Accessed 26 June 2015].

Referencing a report in pdf format

Authorship 〉 (Year) 〉 *Title.* 〉 [pdf] 〉 Edition. (if not first) 〉 Place of publication: 〉 Publisher.

Available at: URL 〉 [Accessed date].

Example:

Lamond, J., Bhattacharya, N., Chan, F., Kreibich, H., Montz, B., Proverbs, D. and Wilkinson, S. J. (2017) *Flood Risk Mitigation and Commercial Property Advice: An international comparison*. [pdf] London: RICS. Available at: http://www.rics.org/Global/Flood_Risk_Commercial_Property_Research_March_17.pdf [Accessed 23 January 2018].

More examples and information are available from https://tinyurl.com/bcuharvard. For more help, please email success@bcu.ac.uk or visit the Centre for Academic Success, C142, Curzon Building, tel. 0121 331 7685, or book a tutorial via http://bcu.iinsight.org/.