

# WELCOME TO GREENWICH

## Introduction to Harvard Referencing



# Referencing using Harvard

**Why do we do it?**

**How do we do it?**

**In text references**

**List of references**

**NB 'Referencing' is sometimes known as 'Citation'**

## The tradition of scholarship

- *“If I have seen further, it is by standing on the shoulders of giants” Sir Isaac Newton 1675*
- Our own ideas are all based on the thoughts of others
- Scholarly thought builds progressively on the work of respected writers and researchers by carrying out further research and analysis
- Sources of ideas are always acknowledged
- *We must all behave as scholars*

## How do I reference?

- You ***MUST*** attribute all sources to the original author *eg ideas, data, figures, tables, methods,*

- Use the **Harvard** referencing system  
(Author Date method)

Note, there are other systems used by some books.  
While at Greenwich you must use Harvard

- If you don't reference, you may be  
accused of **plagiarism**

You will go before a plagiarism panel

You may fail the course and have to pay to do it again next year

# Before you write .....

- You must **READ**
- Re-read lecture notes (to focus on topic)
- Read books on reading lists (selectively - use index)
- Look on library shelves for other relevant books
- Use library catalogue to search for books and articles
- Use electronic data bases to search for articles
- Use the WWW (but don't depend on it)
- Always keep notes on what you read –
- **Make sure you write down the references**

# Using sources

Sources of data, ideas and theories are the basis of your evidence. You may use them in a variety of ways

- **Quote**  
(using the exact words of the author)
- **Paraphrase**  
(using your own words to express the author's ideas)
- **Summarise**  
(listing the key ideas from the author's work)
- **Comment**  
(giving your own thoughts on what the author has said)

# Types of references

References – sometimes called ‘Citations’ occur in different forms

- **In-text references** (surname, date)  
Placed within the main body of your writing
- **Secondary references**  
Used where one author has quoted another author
- **List of References**  
Full details of all sources listed at the end
- **Bibliography**  
Books/etc which are relevant but have not been referred to directly (not common except in longer dissertations)

# In-text references (direct quotations)

- **Quotations**

If you quote the actual words of a book, use quotation marks around the quote and at the end write:

**author's surname - year of publication - page number**

(in brackets)

*eg:*

“Recently the study of leadership has turned from trait and situation analysis to a concern with elements of strategic vision” (Guirdham 1996,p523)



## In-text references

- **Paraphrasing (writing in your own words)**

When attributing ideas in your own words rather than quoting: **surname – date** (*note – no page number*)

*Eg: when referring to the author in the sentence:*

According to Guirdham (1996) the study of leadership has recently changed from consideration of character and context to concern about the leader's strategic vision.

*or: when not referring to the author in the sentence*

It appears that the trend in writing about leadership is away from the study of character and context towards an examination of the strategic vision of successful leaders (Guirdham 1996)

# Secondary references

- **Authors cited by other authors**

*Wherever possible you should try to use the original source of an idea*

- You may sometimes need to use a quotation or an idea from an author which you found quoted in a text book written by another author.
- Show the reference in this way using the word **cited**

*eg:*

Mintzberg describes three main roles for the manager: interpersonal, informational, decisional. (Mintzberg 1978, cited by Handy 1993)

# In-text references - websites

- Websites are treated the same as book references
- Use **(Author date)**
- Do not give the URL address in your text
- The internet is just another publishing medium and does not need special rules
- If you cannot find an author name, give the company or institution name, usually at the top of the page, or use 'Anon' (Anonymous)
- If there is no date of publication, give the current year

# An electronic source

*How would you reference a quotation from this web site?*

[www.familybizz.net](http://www.familybizz.net)

Family culture

Welcome to **familybizz.net** which is designed to provide an insight...

Grant Thornton 

Grant Thornton Centre for Families in Business

We aim to provide a forum to highlight topical issues, new areas of research and, based on our wealth of experience in working with family businesses, to share ideas and knowledge to help family businesses achieve their goals.

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# In text reference - website

There is no author given on the website so use the company name

“We aim to provide a forum to highlight topical issues, new areas of research and ..... to share ideas and knowledge to help family businesses achieve their potential”

(Grant Thornton 2004)

- The full html address will only appear at the end of your assignment in the **list of references**
- Grant Thornton, 2004, *Family Culture*, (WWW)
- Available from:<http://www.familybiz.co.uk/> [Accessed: 15<sup>th</sup> Aug 2005]

# List of references

At the end of your work collect your references together in a list

- Always include a list at the end of your work
- Include all your in-text references but only list each source once
- Use alphabetical order by author's surname

Make one list -

Don't separate books, articles and websites

Note, you will lose marks if you leave out some of your in-text references, or put sources in the list you haven't referred to

# Reference List

- Your reference list is made up of all the work you have cited in the body of your assignment.
- At no time should you provide information in your reference list that does not appear in the text, unless you are instructed to supply a bibliography.

# List of references - books

Always keep strictly to the following format:

- **Surname, Initial (Year) , *Book Title* , Place, Publisher**

eg: (for a book)

Guirdham, M. (1996) *Interpersonal Skills at Work*, London, Prentice Hall



# List of references – articles/journals

Use this format

**Surname, Initial (Year), ‘title of the article’,  
*Title of the journal*, Volume, No, page**

e.g. (for an article )

Thatcher M. (1996)‘Family favourites’, *People Management*,  
Vol (6), No:2, 146-161

# List of references - websites

Remember, keep these in your main list of references

- **Surname, Initial (Year), Title, [type of resource eg CD ROM, WWW, e-mail], Available from: URL address. [date of access]**

eg (for a web-site)

- Caudron S. (1993) 'Master the compensation maze' [WWW], Available from: [http://www.workforceonline.com/members/research/compensation\\_design/2568.html](http://www.workforceonline.com/members/research/compensation_design/2568.html) [Accessed: 26 September 2001]

# Example Reference List

- Andrews, J., Cameron, H., & Harris, M. (2008). All Change? Managers' Experience of Organisational Change in Theory and Practice. *Journal of Organisational Change Management*, 21 (3), 300-314.
- Bamford, D. R., & Forrester, P. L. (2003) Managing Planned and Emergent Change Within an Operations Management Environment. *Journal of Operations & Production Management*, 23 (5), 546-564.
- Beugelsdijk, S., Slangen, A., & Van Herpen, M. (2002). Shapes of Organisational Change the Case of Heineken Inc. *Journal of Organisational Change Management*, 15 (3), 311-326.
- Cottrell, S. (2008) *The Study Skills Handbook* (Third Edition). Hampshire, Palgrave MacMillan.
- Chelsom, J. V. (1998). Getting Equipped for the Twenty First Century. *Logistics Information Management Journal*, 11 (2), 80-88.
- Chrusciel, D., & Field, D. W. (2006). Success Factors in Dealing with Significant Change in an Organisation. *Business Process Management Journal*, 12 (4), 503-516.
- Diefenbach, T. (2006). The Managerialistic Ideology of Organisational Change Management. *Journal of Organisational Change Management*, 20 (1), 126-144.
- Payne, E., Whittaker, L. (2006) *Developing Essential Study Skills* (2<sup>nd</sup> Edition). Harlow, Prentice Hall.

## More than 2 authors..

- If there are more than two authors use first surname and **et al**  
eg: (Arnold **et al** 2003)
- In the list of references you are required to write ALL the names:
- Eg: Arnold, T, Marchant, S., Smith, P. (2017) The governance in the development of public universities. *Journal of Public Policy*. Vol (39), No. 3, 266-281

# Be inspired



**CHANGE STARTS HERE**