

Harvard Referencing System – Guidance Notes

When you write an essay, report or other assignment it is expected that you support your arguments by reference to other published work. These references may be from work presented in journal or newspaper articles, government reports, books or specific chapters of books, material from the Internet etc.

There are three main reasons for citing accurate references:

- To acknowledge other authors' concepts and ideas;
- To provide the reader (often the marker/examiner of the assignment) with evidence of the breadth and depth of your reading and how you have considered such views in reaching your own conclusions or views on the topic;
- To enable the readers of your work to locate the cited references easily.

By giving appropriate acknowledgement to the sources you have used and to ideas that you have developed other than your own, you will avoid plagiarism, which passes off the work of others as your own. Plagiarism is a serious academic offence and is seen as cheating. The University deploys a number of electronic detecting systems to identify such cheating, and when spotted the consequences are severe. In the past students have been penalised by failing a module, which could prevent progression to the following year, or in some cases being withdrawn from a programme altogether. To avoid plagiarism ensure that you reference your work by following the guide below:

Referencing System

There are many systems for the citation of references. The Harvard system of referencing is one of the most commonly used systems. The following notes will provide you with guidance on its use. Please refer to the Library and Learning Resources web pages for further information.

1. **Punctuations and typography.** Each part of a reference should be clearly separated from the other parts by punctuation or a change in typeface (font). The important thing to remember here is consistency – if you start writing references or bibliography in one format, keep to it all the way through. The examples given throughout this handout follow a uniform scheme to illustrate this point. In general, titles of books, journals, TV programmes and newspapers are given either in italics or underlined.
2. **Referencing within the text.** When quoting from an author's work or when basing a paragraph of your assignment substantially on someone else's work, you must acknowledge your source. In the Harvard system, this is done by inserting the author's surname, the date of publication, and pages referred to in brackets after the quotation or paragraph concerned.

The following examples all show how you refer to somebody else's work in your own work.

- i. If you describe what somebody else has said using your own words, you give the author's last name and the year of publication in brackets.

In a recent study (Drew, 1998), it is described as...

- ii. If the author's name occurs logically in the sentence, the year only is given in brackets.

Drew (1998) believes that students' perceptions...

- iii. Page numbers must be given if you use a direct quotation in your text (i.e. you repeat exactly what the author said) or if you reference to a particular item (e.g. a table or diagram).

Drew (1998, p. 13) states that "graduate employment remained buoyant in the 1960s..."

- iv. If there are two authors, the last names of both should be given before the date.

Bingham and Drew (1999) consider that ...

- v. If there are more than two authors, the last name of the first one only should be given, followed by 'et al.'

Collinson et al. (1992) confirm that...

The bibliography contained in the back of your assignment must then contain full details of the text to which you are referring.

Citing web pages – for online sources such as websites and electronic journal articles, what would be the ‘page’ information for a reference to a printed work is the full web page address of whatever page you are consulting of a particular website. Here is an example of a web page address: <http://www.brennand-wood.com>

When referring to electronic sources the in-text reference should consist of the author’s name or organisation name, plus the year of publication, or the year the site was last updated, if given:

Michael’s last exhibition was in 2012 at the Craft Centre in Ruthin, Wales (Michael Brennand-Wood, 2012). If the date is not given, put ‘n.d.’ (no date).

For an authored article from a website, give the author’s name and the year of publication:

As a recent article in The Guardian newspaper headlined, ‘There is nothing silly about a cardigan - when you’re living in fashion land’ (Freeman, 2012).

You must also list the full details of the website in the bibliography along with printed works.

3. **The Bibliography.** At the end of each assignment you submit you should list all the sources you have referred to during the text. This is so that the person reading your assignment can see quickly where you obtained your information, and could find it easily if they wanted to read an argument you have referred to. The list is known as a bibliography. It should contain all the sources listed in alphabetical order by author’s surname.

There are many different types of source and reference, so some of the most common forms you are likely to use are listed below.

- **Books.** Book entries should be listed as follows:
 - i. Author(s) surname(s) and initials
 - ii. Year of publication (in brackets)
 - iii. Full title of book/thesis/dissertation (including subtitle) *in italics*
 - iv. Edition of book (if not first edition)
 - v. Place of publication
 - vi. Name of publisher

For example:

Green, G.D. (1991) *Industrial Relations*. 3rded. London: Pitman

- **E-Books.** E-Book entries should be listed as follows:
 - i. Author(s) surname(s) and initials
 - ii. Year of publication (in brackets)
 - iii. Full title of book/thesis/dissertation (including subtitle) *in italics*
 - iv. Type of medium should be indicated in parentheses or square brackets, i.e. [e-book]
 - v. Edition of book (if not first edition)
 - vi. Place of publication
 - vii. Name of publisher
 - viii. Available from, should include Web site address/URL and additional details of access, such as the routing from the home page of the source
 - ix. Accessed, or cited...date in square brackets

For example:

Employment law and practice. (2005). [CD-ROM]. London: Gee. Available from: lrs.uclan.ac.uk/e-books [cited 5 June 2005].

Fishman, R. (2005) *The Rise and Fall of Suburbia*. [e-book]. Chester: Castle Press. Available from: lrs.uclan.ac.uk/E-Books [cited 5 June 2005]

- **Edited Books.** Where a book has been edited by up to three people, you must insert ed. (if there is only one editor) or eds. (for two or three editors) after their names, e.g.

Ferner, A. and Hyman, R. (eds.) (1992) *Industrial Relations in the New Europe*. Oxford: Blackwell.

If a book has been edited by more than three people, you can again give the surname of the first named editor, and put et al. after it to show that there are multiple editors, e.g.

Barrett, G. et al. (eds.) (1975) *Industrial Relations and the Wider Society*. London: MacMillan.

- **Chapters of edited books.** When quoting the work of a contributor in a chapter of an edited book the following format should be used:
 - Chapter author(s) surname(s) and initials
 - Year of publication of chapter
 - Title of chapter (in brackets)
 - Place the word 'In'
 - Editor(s) first name/initials and surname(s) of the book, placing ed. Or eds. After the last name
 - Title of the book (including subtitle) *in italics*
 - Edition of the book (if not the first)
 - Place of publication
 - Name of publisher
 - Year of publication (of book)
 - Page numbers if relevant, first page and last page e.g. pp. 3-8

For example:

Simonsen, J. (2001) A Source of Information. In W. Jones, ed. *One Hundred and One Ways to Find Information About Business*. Oxford: Oxford University Press, 2004. pp. 24-36.

- **Journal Articles.** Journals should be written as follows:
 - Author(s) surname(s) and first name initials
 - Year of publication (in brackets)
 - Title of article
 - Name of Journal, *in italics*
 - Volume number, **in bold**
 - Issue number in brackets (-)
 - Page numbers, first page and last page e.g. pp. 3-8

For example:

Harris, S. and Hyland, T. (1995) 'Basic Skills and Learning Support in Further and Higher Education' In: *Journal of Further and Higher Education*. 19 (2), pp.42-47

- **Journal Articles taken from an electronic source.** Journal references should be written as follows:
 - Author(s) surname(s) and first name initials
 - Year of publication (in brackets)
 - Title of article
 - Name of Journal, *in italics*
 - Type of medium should be indicated in square brackets
 - Volume number should be **in bold**
 - Issue number in brackets (-)
 - Page numbers, only if these are part of the webpage presentation. Available from, URL and other location and source details, which would help to retrieve the article
 - Accessed, or cited date in square brackets.

For example:

Wright, A. and Cottee, P. (2000) Consumer Understanding of EU Nutrition Labels and US. British Food Journal [online] 103 (8), pp. 615-629, Emerald. Available at: <http://www.emerald-library.com> [cited 8 September 2001].

- **Newspapers.** When quoting from or referring to an article in a newspaper, the following format applies:
 - i. Author(s) surname(s) and first name initials
 - ii. Year of publication (in brackets)
 - iii. Title of article
 - iv. Name of newspaper, *in italics*
 - v. Date, day and month
 - vi. Page numbers of article

For example:

Bowcott, O. (1996) 'Tug battles to stop tanker breaking up'. *The Guardian*. 19 Feb. pp. 2-3

- **TV and Radio.** TV and radio programmes should be referenced as follows: title of programme, episode number, title of episode, transmitting organisation, full date (Year, Month, Day), time of transmission, e.g.

For example:

Yes, Prime Minister, Episode 1, The Ministerial Broadcast, TV, BBC2, 1986 Jan 19. *Women's Hour*. BBC Radio 4. 1996 Feb 19. 1030 hrs.

When individual contributions within a programme are quoted, such as the Prime Minister being interviewed on the TV news, the following format applies:

Blair, Tony. Interview. In: *Six O'clock News*. TV. BBC1 1997 Aug 19, 1823 hrs.

- **Referencing from the Internet.** The information needed for a complete and accurate reference should normally include:
 - i. Author's name(s) and initials (if more than two authors, use first followed by et al.) or corporate author
 - ii. Year of publication (in brackets)
 - iii. Title of document being cited (with an edition or version number if later than the first, if relevant)
 - iv. The title of a web page, normally the main heading on the page
 - v. Medium or type of resource, in square brackets [Internet] to show that this is not a printed item.
 - vi. Available from Location URL, together with any commands needed to locate the document, generally from the home page or routing.
 - vii. Accessed or cited date in square brackets, especially important in this context as a document is likely to change or move.

For example – an e-version of an annual report document:

Tesco Plc. (2002) Annual report and Financial Statements 2002 [Online]. Tesco Plc. Available from: http://81.201.142.254/Presentresults/Results2001_02/Prelims/Report/f [cited 18 November 2005]

For example – on-line newspaper article

Chittenden, M., Roger, L. and Smith, D., (2003). Focus: Targets and the NHS. *Times Online*, [Internet]. 1 June Available from: <http://www.timesonline.co.uk/pront/11-1506-669.html> [cited 17 March 2005]

For example – artist website

Michael Brennand-Wood. (2012) [online] Available from: <http://www.brennand-wood.com/index.html> [cited 17 September 2012]

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September 2012