

Referencing: Concise Guide

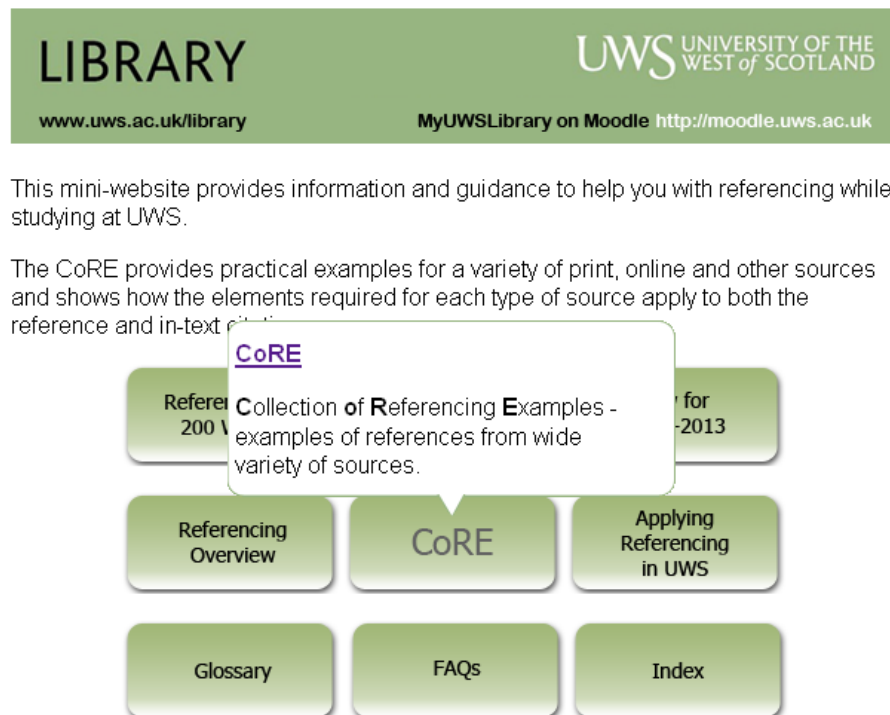
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INTRODUCTION

The Learning and Teaching Board adopted the Harvard referencing style in 2009 for all student coursework in the University except for psychology and law. Guidelines are provided by the Library and these appear on the Library website and My UWS Library on Moodle:

The Referencing entry on My UWS Library on Moodle operates as a mini website.



The principal sections are:

- Referencing Overview: a general introduction to the referencing process.
- Applying Referencing in UWS: advice on dealing with information which is not related to a specific type of item, e.g. citing 3 authors, making direct quotations.
- CoRE: examples of references for various types of item including the required elements for each type.

These guidelines have been developed as far as possible into a cohesive whole so that there is a higher level of consistency in examples than official standards allow.

CITING IN THE TEXT

When using the Harvard style, you need to include the surname of the author and the date of publication in your text when adding a quotation or referring to another work. If “author” does not apply, use the names of the editors, producers etc. instead. The name and date can be added to your text in 2 ways:

- Include the author’s name as part of the text of your sentence and follow this with the date of publication in brackets, e.g. *Drury (2008) introduces cost terms and concepts.*
- Add the information to your sentence by placing both the name and date in brackets, e.g. *An introduction to cost terms and concepts (Drury, 2008) shows...*



For more details, go to **Applying Referencing in UWS** and see sections:

- **Adding citations in your text;**
- **Citing an item which has 2 authors;**
- **Citing an item which has 3 authors;**
- **Citing an item with more than 3 authors.**

CREATING A REFERENCE LIST

The information required for each reference in the list will vary according to the type of item concerned. For example, the publisher and place of publication are essential elements for a print book and possibly a DVD but do not apply to an online item. Elements frequently required in a reference include:

- **Author(s)/ Creator(s)/ Director(s)/ Editor(s) or Producer(s):**
 - The format for this is surname and initial(s) e.g. Dewey, R.A.
 - All relevant names should be included and listed in the order in which they are shown on the item, e.g. Luckin, R., Clark, W., Graber, R., Logan, K., Mee, A. and Oliver, M.
 - The name of an organisation should be used for items published by an institution or commercial organisation, e.g. Scottish Intercollegiate Guidelines Network.
 - The title of the work can be used if the item does not have any authors, editors etc. listed, e.g. Dynasty Warriors 6.
- **Date of publication:**
 - This is usually represented by a single year in YYYY format.
 - It is enclosed in round brackets, e.g. (2009) or (1996-2010).
 - It appears in both the citation in the text and the reference list at the end.
- **Edition:** only relevant for books and only mentioned after the book title if it is a 2nd or later edition.
- **Medium:** an explanatory statement required for non-print items. Usually represented by [Online].
- **Place of publication:** refers to a publisher's office and cannot be a county or country. The place-name may however be followed by a region or regional abbreviation, e.g. St Louis, MO. This information is usually found on the title page or the page following the title page.
- **Publisher:** not to be confused with "printer". Usually listed on the title page or the page following.
- **Title:**
 - This is usually underlined with the substantive words capitalised.
 - When the reference is for a part of a larger item (book chapter/ journal article/ musical track from an album etc.), it is the title of the larger work, which should be underlined, i.e. the book, journal or album title.



For a list of non-substantive words, see Applying Referencing in UWS: Formatting Titles.

- **Type of work:**
 - Included when supplementary information is relevant, e.g. size of a work of art, method of recording etc.
- **URL (website address):**
 - As this is usually the most relevant piece of information for an online source, accuracy with punctuation etc. is crucial.
 - Use the name of the site instead when access is restricted, e.g. for a database.
 - Also give the date you accessed the information in case changes are made to the website.

CHECKLISTS

The tables below provide a checklist for elements that appear in some of the more frequently used types of source.

Checklist for elements required in references for common PRINT item types.

	Journal Article	Book	Chapter in edited book	Formulary	Official report
Author	Y	Y	Y	Y	Y
Year	Y	Y	Y	Y	Y
Title (part of publication)	Y		Y		
Editor(s) (of whole work)			Y		
Title of publication	Y	Y	Y	Y	Y
Edition (2nd or subsequent)		Y	Y		
Place of publication		Y	Y	Y	Y
Publisher		Y	Y	Y	Y
Volume & Issue	Y			Y	
Page number range	Y		Y		

Examples of some reference list entries**Journal article**

Waz, W. (2010) The need to know: disclosure of information to pediatric patients. Ethics and Medicine. Vol.26(2), pp.81-92.

Book

Drury, C. (2008) Management and Cost Accounting. 7th ed. London: Cengage Learning EMEA.

Official report

Department of Health (1998) Independent Inquiry into Inequalities in Health Report. (Chairman Sir Donald Acheson). London: Department of Health.

Checklist for elements required in references for common ONLINE types

	Journal article	Book	Chapter in edited book	Formulary	Non-governmental report	Website
Author	Y	Y	Y	Y	Y	Y
Year	Y	Y	Y	Y	Y	Y
Title (part of publication)	Y		Y			
Editor(s) (of whole work)			Y			
Title of publication	Y	Y	Y	Y	Y	Y
Edition (2 nd or subsequent)		Y	Y			
Medium	Y	Y	Y	Y	Y	Y
Place of publication (if provided)		Y	Y			
Publisher (if provided)		Y	Y			
Volume & Issue	Y			Y		
Page number range	Y		Y			
URL or website name	Y	Y	Y	Y	Y	Y
Date accessed	Y	Y	Y	Y	Y	Y

Examples of some reference list entries**Journal article**

Ng, J., Mellor D., Narayanan, D., Cox, H., Atkin, S., Allan, B. and Kilpatrick, E. (2010) Do protected mealtimes improve inpatient glycaemic control? Journal of Diabetes Nursing. [Online] Vol.14(6), pp.232-236. Available: <http://www.thejournalofdiabetesnursing.co.uk/> [Accessed: 30 August 2010].

Book

Dewey, R.A. (2008) Psychology: an Introduction. [Online] Available: <http://www.intropsych.com/index.html> [Accessed: 23 August 2010].

Formulary

BMJ Group and Pharmaceutical Press (2010) 6.1.4: Treatment of hypoglycaemia - Glucagon. British National Formulary: BNF 61, March 2011. [Online] Available: <http://bnf.org/bnf/index.htm> [Accessed: 7 March 2011].

Website

Bobinski, D. (2010) Bad Manners Can Be Good for You. [Online] Available: <http://www.management-issues.com/2010/7/23/opinion/bad-manners-can-be-good-for-you.asp> [Accessed: 16 August 2010].

HELPFUL HINTS

Citing works mentioned in the item you are consulting (secondary referencing):

- In the text: you need to provide an extended citation showing the author and year of the work mentioned as well as the information for the work consulted. For example, Learning effectively may not come naturally, but is a skill that can be developed (Gardner, 1993 cited in Cottrell, 2008).
- In the reference list: you only give the details of the item consulted, e.g. Cottrell, S. (2008) The Study Skills Handbook. 3rd ed. Basingstoke: Palgrave Macmillan.



You can see more information about secondary referencing in Applying Referencing in UWS: Using a secondary reference.

et al. Used in the text when there are 4 or more authors, e.g. Fayter et al. (2008).

Initials: most people have two names so the “surname comma initial” format applies to most entries in a reference list. You should include all the initials in an author’s name, e.g. Tolkein, J.R.R. or Moore, T.A.

Page numbers should only be included when:

- A direct quotation is given in the text.
- A journal article or book chapter is listed in the reference list. In this case a range of numbers is required, e.g. pp.18-26.



For further information on referencing, see the mini-website on the VLE. This includes the sections:

Applying Referencing in UWS

How to deal with authors, formulate titles and other general elements.

Collection of Referencing Examples (CoRE)

Details of the elements required in references for a wide range of items;

Examples of how these items may appear in the text;

Examples of how these items should appear in a reference list.

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