

## Harvard Referencing Guide -1 Citations

- Referencing helps those people who read or mark your work to identify, locate and read the sources you have used. The Harvard referencing system is one of the main methods used for this purpose.
- References should be mentioned twice in your assignment; firstly, at the point at which the source is referred to in your text; secondly, in an alphabetical reference list at the end of the assignment.
- The main rule is to be consistent. Accurate referencing, and attribution of sources quoted, ensures you avoid any claims of plagiarism (passing off other people's work and ideas as your own).
- Additional reading that you have not directly quoted from may sometimes also be incorporated into the reference list or may be included as a separate additional Bibliography, which has the same format as your Reference List. *However, you should check this with your Department as requirements vary.*

**Don't use quotes just to impress the reader. They should be chosen carefully, be relevant, and add something to your argument.**

### Using references within the text of your assignment

You should incorporate cited publications into the body of your assignment as follows.

In general, the rule for citations is:

- Author or editor's surname, followed by a comma
- Date of publication, followed by a comma
- Page number(s)
- And the citation is enclosed within parenthesis ( )

#### Example:

"Bilingual children do not need tightly-structured or special writing experiences in order to develop as writers" (Browne, 2001, p. 165)

Within the text, authors' surnames only are used, as the following examples show. Companies, and other "corporate" organizations, can also be authors, and the same rules apply.

#### Example:

"ELD (Employee Led Development) is an approach which, in the 1990s, was increasingly put forward to help promote the establishment of learning cultures within organizations" (Learning and Skills Research Centre, 2004, p. 30)

If you do not know the author of the piece you are referring to, in place of the author's name, you would put the title of the work plus the year of publication.

If you are quoting or summarising from a specific page or pages of a work, you should include the page numbers after the date. This is done by using the abbreviation p. for a single page, and pp. for a range of pages. If the theme or idea you are referring to runs through the whole work, you would give only the date of the publication.

If you omit some words from a quotation, you should indicate this using three dots ... to represent the missing words

## Summarising or paraphrasing someone else's words

You still have to acknowledge the source of the original idea.

### Examples:

- ✓ In a recent article Smithson (1998, p. 96) reports that.....
- ✓ Huczynski and Buchanan (2007, p. 53) said that
- ✓ According to James et al. (1993, pp. 43-59).....

*Note: use of **et al.** (meaning **and others**) when there are three or more authors.*

## Direct Quotations

Avoid excessive use of word-for-word quotations. If the quotation is no more than three lines it may be incorporated into the body of the text in quotation marks.

### Example:

Bryson (2004, p. 156) commented that "if you need to illustrate the idea of nineteenth century America as a land of opportunity, you could hardly improve on the life of Albert Michelson".

If the quotation is longer, it must be entered as a separate paragraph and indented from the main text. It is not necessary to use quotation marks, but you must add page references as the following example shows.

### Example:

Coote & Batchelor ( 1997, p33) states that:

Advertising is often a knee-jerk reaction. However, as with any other promotional tool, its cost-effectiveness should be carefully assessed at the start. The purpose of an advertisement is to persuade people to act, by contacting you to talk about how you can help them. If an advertising campaign is carefully planned, targeted, designed, carried out over the right time span and properly resources, it can help to cement the Library's place in its intended marketplace.

## Citing Secondary Sources

A secondary source is a source which is itself referred to in another work. In such instances you need to make reference to both sources in the text, and give the exact page number on which your source made the reference.

### Example:

"No one person, system, or technique will make a company marketing oriented" (Michaels, 1982, cited in Boddy, 2002, p. 203).

That is, someone called Michaels wrote the original in 1982, and Boddy quoted him in his book of 2002 on page 203.

If you have only read the book by Boddy, that is the one which will be detailed in your reference list. You should never list works which you have not read yourself.

## Edited works

How to reference from edited works where each chapter has its own author at first appears complicated. In fact it is not so. Within the text, you follow the rules – surname(s) of the author(s) plus the date.

### Example

“Nursing scientists in general are either interested in or pressurized into ‘testing’ theories empirically rather than ‘evaluating’ or ‘reflecting’ on what theories are being produced or how they are produced” (Kim, 1989, p. 106).

The chapter written by Kim, from which this quotation was taken, appeared in a book called Theories and models of nursing, by J. A. Akinsanya. Details of how to put this in the reference list are given in the separate leaflet, **Harvard Referencing 2 - Setting out references**.

## Quoting from a work where no author or editor can be identified

In such an instance, you have to use the title of the work.

### Example:

In a recent study (Health of the nation, 2008, p. 94), statistics showed ...

## Quoting from a work where no date can be identified

Occasionally, you will come across material you wish to use which has no publication date, and you cannot find anything to suggest the date of publication. In these cases, you simply have to use the words ‘no date’.

### Example:

“That Selbourne was a place of some distinction and note in the time of the Saxons we can give most undoubted proofs”. (White, no date, p. 289)

## Quoting from a web page

If you are citing from a web page, follow the guidelines above, citing by author and date where possible; by title and date where there is no obvious author.

## Quoting from an online article

In the body of the text of the essay etc., the treatment is the same as for a paper copy.

### Example:

“Like any skill, the art of reviewing manuscripts is one that improves with practice.” (Benos, D. J. et al, 2003, p. 47).

[This is a quotation from the online version of the journal, *Advances in Physiology Education*, vol. 27, no. 2, pp. 47-53 in the database, *Directory of Open Access Journals*. It is only in the reference list that you show that it is an electronic source.]

For information on how to set out the Reference List at the end of your essay or assignment, please see the separate leaflet: **Harvard Referencing Guide - 2 - Setting out references**.