

78. Glyndŵr University guide to referencing using the Harvard method

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What is referencing?

Referencing is a way of acknowledging the published work that you have used in your academic assignments.

Referencing is more than simply providing a list of the books that you have used at the end of your assignment. It is a technique used within your work to show the source of all the ideas and information that you have used. You should provide a 'flag' (citation) in the main body of the assignment - usually a name and date in brackets after the information for example (Jones, 2010). This should correspond to an entry in your reference list where you would give the full reference for that flag. A flag and a corresponding reference is required for factual information, theories and data that you provide in your work and is also required when you discuss ideas that you have read in published work. Any direct quotations also require referencing and also require the addition of a page number in the flag (Jones, 2010, p.15).

Why do I need to reference?

Using references shows that you have conducted thorough research and that your arguments are presented in the context of published work. It also shows that you can substantiate the information and arguments that you have presented. A well referenced piece of work will have a strong academic style and this will be reflected in the marks that you receive. Providing references also allows the reader to locate the source of the information for themselves. It is also important to reference your work so that you are not accused of plagiarism. This is where you present material as if it is your own work when in fact it has been taken from another source without you acknowledging this. For further information on plagiarism see the University Guide: Plagiarism and how to avoid it: a good practice guide for students, which is available on Moodle and in the library.

What do I need to reference?

The general rule to remember is that you should reference everything unless it is 'common knowledge'. This would be something that is so well known that it does not need a reference. For example, you would not need to reference a statement such as 'a day has 24 hours' or 'the UK is made up of Wales, England, Scotland and Northern Ireland'. Therefore anything that you have used in your work should be referenced and this would include books, journals, newspapers, websites, television programmes etc.

How do I reference?

For a detailed description of referencing you should refer to page 4. However, there are a number of simple principles concerning the best use of references in academic writing.

The effective use of a reference involves more than simply citing the source.

For example,

- studies by Jones (2010) confirm this argument

is far less effective than

- the recent research showing that violent computer games increase levels of aggressive behaviour (Jones, 2010) confirms the argument that parents should restrict the amount of time their children spend playing these games.

The first example gives no actual information about the study by Jones whereas the second example makes it clear to the reader that you understand the work that has been conducted and that you understand the conclusions that can be drawn from this.

Make it clear which precise part of your discussion is attributable to ideas from other sources. This means doing a little more than simply tagging a reference on at the end of the paragraph. This makes it difficult for the reader to know which are your ideas and which came from elsewhere. Try to provide references throughout your work as in the following examples:

- Wilson (2009) argued that..
- The research by Jones (2008) concluded that ...
- ... work by Smith (2010) has largely discredited the theories originally proposed by Jones (2008)...
- The findings that ... (Evans, 2005) has since been confirmed by Smith (2009) and Jones (2010) in their research on

If you use a reference at the end of a sentence, ensure that this is included before the full stop (Jones, 2009).

How do I use direct quotations?

Use direct quotations sparingly. In general you should use your own words to describe / explain the work of others. However, sometimes you will read something which is worded in an exceptional or particularly memorable way and you may feel that it is worth using the original writer's own words. If the quotation is only a few words long it is acceptable to simply put this within single inverted commas within the sentence that you are writing.

For example,

- the research by Jones (2008) has been described as 'the most significant contribution to our understanding of this question' (Smith, 2010, p.125).

Remember that you must also include a page number when giving a direct quotation.

It may be that you wish to quote a longer section of text. In most subjects it would be inappropriate to use too many quotations or to use lengthy quotations (you should check your departmental guidelines for further information on this). As a general rule, avoid quoting anything more than three

or four lines long and no more than 5% of the total word count should be made up of direct quotations. If you are using a longer quotation you should indent this as a new paragraph, single space the lines and reduce the font size. It is not necessary to use inverted commas.

For example; Pears and Shields (2008) argue that:

When you paraphrase, you express someone else's writing in your own words, usually to achieve greater clarity. This is an alternative way of referring to an author's ideas or arguments without using direct quotations from their text. Used properly, it has the added benefit of fitting more neatly into your own style of writing and allows you to demonstrate that you really do understand what the author is saying (p.16).

Using the Harvard method

The Harvard, or "Name and Date", method of referencing is one of the most commonly used. There are two aspects to the system. Firstly, a 'flag' (citation) is entered, in brackets, in the body of your text at the point at which you make use of another writer's work. Secondly, a list, entitled "References", is provided at the end of your work in which fuller details of all the references you have flagged in your text are presented alphabetically. The purpose of this method is to ensure that the main body of your text is not cluttered up with large amounts of bibliographic information, which the reader might find intrusive. The flags themselves contain the minimum amount of information possible – just sufficient to locate the reference in your list.

Please note

While Glyndŵr's Academic Board has asked that all students have an understanding of the Harvard referencing system, students should note that in their own subject discipline (e.g. Psychology and Humanities) different referencing systems may apply. Staff will advise students if this is the case. However, if in doubt PLEASE ASK a member of staff.

Highlighting (citing) references in your text

You need to identify references by citing them in the text. The citation is usually presented in the following form: a set of brackets containing the surname of the author to whom you are referring followed by the year of publication of the source document. For example:

- The original conclusions (Fill, 2009) have now been questioned (Lee, 2009).

If the author's name appears naturally in the text, add only the date in brackets. For example:

- The original conclusions have now been questioned by both Lee (2009) and Fill (2009).

Where there are 2 authors, both should appear in brackets. For example:

- A more recent study (Pooke and Newall, 2007) disproved the earlier findings.

If there are 3 or more authors, only the first should appear, followed by the term “*et al.*” (A shortened form of the Latin for “and others”). Please note that the words “*et al.*” should appear in italics. For example:

- In a recent report, Kotler *et al.* (2008) have* suggested yet another solution.

(* note the use of the plural for ‘Kotler *et al.*’)

When an author has published more than one work in the same year, the works should be identified with lower case letters (a, b, c, etc. – in the order used) after the date. For example:

Further studies (Smith, 2009b) agreed with the initial findings (Smith, 2009a).

References

Your list of references appears alphabetically by author at the end of your document. The information provided for each (known as “a bibliographic citation”) must comply with a strict set of requirements that would enable any of your readers precisely to locate the source items to which you refer. The format of the citation varies slightly according to the type of material it relates to. You should note that the punctuation used and the emphasis given to sections of the typeface is of great importance. For instance, at Glyndŵr University the use of italics, where specified, is essential because it conventionally serves to identify the type of source material (e.g. book or journal). One point to note is that bibliographic citations in the reference list include the names of all authors of a source, no matter how many; the term ‘*et al.*’ is not used.

Books:

Each author’s surname and initial(s). (the year of publication in brackets), *the title of the book in italics*. the edition, if more than the first. The place of publication: the publisher’s name.

For example:

Fill, C. (2009), *Marketing Communications: Interactivity, Communities and Content*. London: Prentice Hall.

Pooke, G. and Newall, D. (2007), *Art History the Basics*. London: Routledge.

Kotler, P., Armstrong, G., Wong, V. and Saunders, J. (2008), *Principles of Marketing*. 5th ed. Harlow: Pearson Education Ltd.

For different works by the same author place in chronological order, with the oldest book first.

For different works by the same author in the same year, the lower case letters used in the flags are included.

Bowen, M. and Costello, P.J.M. (1996a), *Deadly Habits?* Cambridge: Independence Educational Publishers.

Bowen, M. and Costello, P.J.M. (1996b), *The Rights of the Child*. Cambridge: Independence Educational Publishers.

Bowen, M. and Costello, P.J.M. (1996c), *Issues in Personal Social and Moral Education: Teachers' Handbook*. Cambridge: Independence Educational Publishers.

Please note these are books that you have actually read and are not secondary references. For more information on secondary references, please see the section below.

For edited books, cite under the editor's or editors' names and include the term (ed. or eds.)

For example:

Lloyd, M. and Murphy, P. (eds.) (2008), *Essential Study Skills for Health and Social Care*. Exeter: Reflect Press.

If you are directly quoting an author who has contributed to an edited book, cite the name of the chapter (in single inverted commas) written by that author, then, following the word 'in' cite the bibliographic details of the source book.

For example:

Jeorrett, P. (2008), 'Presentations and Public Speaking' in Lloyd, M. and Murphy, P. (eds.), *Essential Study Skills for Health and Social Care*. Exeter: Reflect Press. pp. 93-105.

Secondary references:

Wherever possible, you should quote from original sources. If this is not possible, use the term "cited by..." followed by the reference for the work in which it is quoted in the text, this would look like:

Stubley, (2002, cited by Stokes and Martin, 2008)

In the reference list this would be shown as:

Stokes, P. and Martin, L. (2008), 'Reading lists: a study of tutor and student perceptions, expectations and realities', *Studies in Higher Education*, Vol. 33, No. 2, pp.113-124.

Please note that with the above example the only reference you quote is the one that you have read.

Journals:

Each author's name and initial(s). (the year of publication in brackets), 'the title of article in single inverted commas', *the title of journal*, in *italics*, issue information (the volume number, and part number, or month or season of an issue where appropriate), the number of the first and last pages of the article.

For example:

Oddner, F. (2010), 'The character of sport and the sport of character', *Sport in Society*, Vol.13, No.2, pp.171-185.

(NOTE the distinguishing difference between the format of citations for books and for journals. With the former, it is the name of the book that appears in italics; with journals, it is the title of the journal)

Internet sources:

Credible Internet sources follow the general rules for Harvard referencing by citing the author(s), the date, the title, a website address, AND enough information to locate the publisher of the site so that you might be able to obtain a hard copy. You must also note the date you accessed the site.

For example:

The Chartered Institute for IT, (2010), *Universal broadband needs to arrive sooner for UK economy, says CMA*. Available from <http://www.bcs.org/server.php?show=conWebDoc.34391> . [Electronically accessed 26th February, 2010.]

If two websites are referenced that have the same year, place in chronological order, with the oldest reference first.

For example:

YouTube

Walt Disney Pictures (2010a), *Alice in wonderland official trailer*. Burton, T. Available from YouTube <http://www.youtube.com/watch?v=LjMkNrX60mA> . [Electronically accessed 26th February, 2010.]

YouTube

Walt Disney Pictures (2010b), *Sorcerer's Apprentice*. Bruckheimer, J. and Turteltaube, J. Available from YouTube
<http://www.youtube.com/watch?v=dZIUUX8XThk> [Electronically accessed 26th February, 2010.]

E-book

Costello, J. and Haggart, M. (eds.) (2003), *Public health and society*. Basingstoke: Palgrave MacMillan Ltd. Available from:
<http://www.dawsonera.com/depp/reader/protected/direct/SearchResults.button.eBookView.sdirect?sp=S9781444302585> [Electronically accessed 26th February, 2010.]

BBC iPlayer/T.V. Programme

Cox, B. (2010), *Wonders of the Solar System: 1. Empire of the Sun* (2010) BBC2, 10 March 2010. Available from:
http://www.bbc.co.uk/iplayer/episode/b00rf172/Wonders_of_the_Solar_System_Empire_of_the_Sun/ [Electronically accessed 12th March, 2010.]

E-journals:

Reference as a journal. Add a Digital Object Identifier (DOI) where there is one.

For example:

Muth, C., Hesslinger, V.M. and Carbon, C. (2015), 'The appeal of challenge in the perception of art: How ambiguity, solvability of ambiguity, and the opportunity for insight affect appreciation', *Psychology of Aesthetics, Creativity, and the Arts*, Vol. 9, No. 3, pp.206 - 216. DOI:
<http://dx.doi.org/10.1037/a0038814>

Where no DOI exists, please use the URL, followed by the date you accessed the site.

For example:

Broglia, R. (2006), 'William Blake and the Novel Space of Revolution', *ImageText*, Vol. 3, No. 2. Available from:
http://www.english.ufl.edu/imagetext/archives/v3_2/broglio/ [Electronically accessed 21st January, 2016.]

Audio material:

For audio materials, include the author or composer, *title*, [format], date and publisher.

For example, an audio CD:

Fron Male Voice Choir, (2009), *Voices Of The Valley: Memory Lane*. [CD]
London: Decca.

TV programmes:

For programmes viewed on television the following format should be used:
Presenter. (year of production), Title in *italics*. name of channel, date of
transmission.

For example:

Cox, B. (2010), *Wonders of the Solar System: 1.Empire of the Sun*. BBC2, 10
March, 2010.

British Standards:

The citation should include the following details: the words British Standards
Institution (the date of publication), British Standard number: year, the title and
subtitle in *italics*, the place of publication: the name of publisher using the
abbreviation "BSI".

For example:

British Standards Institution (2009), BS EN 15381: 2008, *Geotextiles and
geotextile-related products. Characteristics required for use in pavements
and asphalt overlays*. Milton Keynes: BSI.

Conference papers:

As a general rule, list as much information as possible, including dates and
the body responsible for publication. The author (presenter) of the paper, the
year of publication in round brackets, the title of the paper in single quotation
marks. [The title of the conference in *italics*, the location and date of
conference]. Place of publication: publisher.

For example:

Watkinson, N. (2009), 'Virtual (electronic) learning in the workplace:
facilitating evidence based practice'. [Paper presented to the *Modern Mentors
and Practice Teachers in Health and Social Care Conference* held at Glyndŵr
University 5th June 2009]. Wrexham: Glyndŵr University.

Corporate authors:

Works of corporate authorship are works produced by national bodies,
groups, government departments, committees, etc. Such publications are
often casually referred to by the name of the chairperson but this name should
not be used as the author. However, you can give the name of the
chairperson in brackets after the title.

For example:

Nursing and Midwifery Council (2008), *The Code: Standards of conduct, performance and ethics for nurses and midwives*. London: Nursing & Midwifery Council.

Exhibition catalogues:

Where there is no author, use the Gallery or Museum.

For example:

Ruthin Craft Centre (2006), *Collecting Contemporary Ceramics* [exhibition catalogue]. Ruthin: Ruthin Craft Centre.

Government publications:

These are usually of corporate authorship and should be listed according to the department responsible for publication. However, the citation should always commence with the words "Great Britain".

For example:

Great Britain, Department for Health and Home Office (2003), Laming, W. *The Victoria Climbié Inquiry*, Inquiry by Lord Laming

Research reports:

A research report is a written account of recent research which has been undertaken. If possible it is important to include the subtitle and series information. You should include the following information: Author's name (date of publication), *title and subtitle in italics*, research report number, place of publication: publisher.

For example:

Health and Safety Executive (2010), *Improving health and safety. An analysis of HSE's risk communication in the 21st Century*. RR785, London: Kings College.

Legal material:

Higher Education Act 2004. (c.8), London: HMSO

Video Recordings Act 2010. (c.1) London: HMSO

Theses and dissertations:

Author's name (year of submission), *title and subtitle type of document in italics*, e.g. Ph.D. thesis, degree dissertation, place of publication if not clear from the institution name (e.g. Bristol: University of the West of England), awarding institution.

For example:

Costello, P.J.M. (1990), *Against unjustifiable indoctrination: philosophy in the primary school*. Ph.D. thesis, Hull: University of Hull.

Unpublished material:

You may refer to items which you found useful, but which are not officially published, for example pamphlets, internal working papers. They should be referenced in the same way.

For example:

Butters, C. (2009), *Academic writing*, unpublished report, Wrexham: Glyndŵr University.

Personal communication:

You may even wish to reference a useful interview or conversation you have conducted.

For example:

Roberts, A. (2009). Conversation with Smith, J. 23rd March 2009.

Personal additions:

Sometimes you may wish to append personal notes to a citation or to a bibliographic entry in your reference list. This is often best done by using square brackets.

For example:

[paper presented to a conference held at the Catrin Finch Centre 8th January 2010.]

How can I develop good referencing skills?

- Keep a note of everything you consult when writing an assignment. You can use a card index box, a small notebook or folder on your computer. Some people use RefWorks, which is a web-based reference manager that allows you to create your own reference list and personal database from online databases and other sources. You can use these references in writing assignments and format your reference list automatically. You can access this via the Athens system. For more information ask a member of the library staff.
- Always note down the details you will need to reference any source before you begin to make notes from it (including page numbers).

- If you photocopy a page from a book or a journal article remember to write the reference details on the photocopy ready for when you write your references.
- Don't forget to reference diagrams, images, tables, graphs etc.
- Paraphrase what you have read to demonstrate your understanding. Remember that even if you have put ideas into your own words you still need to acknowledge your source.
- Read journals and text books. Become familiar with how references look.
- Use information from reputable sources. Some websites provide opinion rather than peer-reviewed research. If in doubt ask your lecturer if an online source is well regarded within your area of study.
- Do not gather all the research for your assignment from one source (e.g. the internet). Use a variety of sources in your work. This could include books, journal articles, internet sources, Government reports, manuals, guidelines from professional bodies etc.

FAQs

What do I do if there is no author?

First consider whether the source is reputable – why has nobody put their name to this information? If your source is an internet website and there is no author then the organisation which is responsible for the website is considered to be the author (e.g. the Department of Health, Glyndŵr University, the BBC).

There is no date – what do I do?

You need to think carefully about whether to use undated sources (how can you be sure the information is accurate?). It may be better to carry on researching until you find current data. However, if there is no choice then to make sure that your reader does not conclude that you have simply forgotten to date your source you need to write “no date” e.g. (Jones, no date).

How many references should I use? How old should they be?

There are no definitive answers to these questions as requirements will vary according to the subject you are studying and the type of assignment you are writing. Seek guidance from your lecturer.

What is the difference between a reference list and a bibliography?

A reference list contains details of all the sources you have cited in your assignment. A bibliography is a list of other sources you have consulted or have found helpful but which you have not cited in your work. These may be sources which may be of additional interest to your reader if they wish to read

more on the topic you have written about. Beware: sometimes people use the terms 'reference list' and 'bibliography' interchangeably. Check with your lecturer exactly what is required in your assignment.

Do I need to reference lecture notes?

Not as a general rule. Your lecturer will already be aware of this information and will expect you to use it to seek out additional research.

GLOSSARY for this document

Flag: the citation in your text e.g. (Jones, 2009)

Citation: the short in-text cross-reference to the source e.g. (Jones, 2009)

Reference list: the alphabetical list at the end of your work in which all your sources are written out in full.

Bibliography: A separate alphabetical list at the end of your work containing sources of information which you have not cited in your work but which are useful works providing additional reading on the topic you are writing about.

HELP!

You can find additional help here:

- Academic Study Skills resources – these are available on Moodle at Academic Support > Academic Study Skills
- Pears, R. and Shields, G. (2010), *Cite them right*. Basingstoke: Palgrave Macmillan
- Your lecturers or the library staff will be able to help. If in doubt, ASK!

Contact the Academic Study Skills Tutors on academicstudyskills@glyndwr.ac.uk or email library@glyndwr.ac.uk for further information.

Mae'r ddogfen hon ar gael yn y Gymraeg.