

# Citing and referencing using Harvard: A quick guide

To ensure that coursework is informed using existing written research and information it is recommended that appropriate sources (books, research papers, journal articles etc) are read and properly acknowledged by citing and referencing professionally and honestly. This lets the marker of well referenced coursework and projects check quotations and data by consulting the sources that have been used. Referencing makes sure that plagiarism is avoided and highlights the work that has been done in preparation for completing coursework and projects. There are different referencing systems and module handbooks and tutors who set and mark the coursework should always be consulted before deciding which one to use for each assessment.

## What, when and why must I 'cite' and 'reference'?

### What?

You must cite and reference all images, tables, illustrations and graphs taken from printed or internet sources, as well as blogs, e-mails, wikis, conversations, TV and radio broadcasts, plus all statements, opinions, conclusions, etc. taken from another writer's work, whether the work is directly quoted, paraphrased or summarised.

### When?

- When quoting directly from someone else's work (using an author's exact words within quotation marks)
- When summarising a piece of writing (briefly stating an author's overall argument or viewpoint in your own words)
- When paraphrasing an author's thoughts or views (putting them into your own words)
- When using images or data produced by another

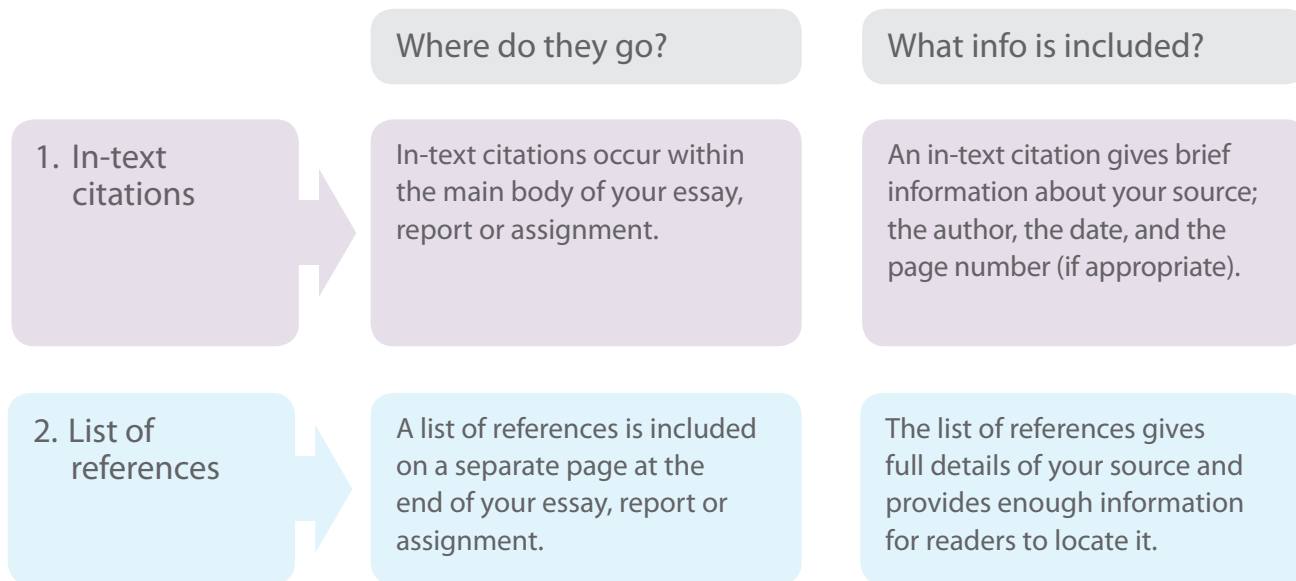
These instances refer to the work of others, whether published or unpublished. They include the written word, spoken word, visual sources, works of art, graphs and charts, music, maps and diagrams.

### Why?

- The ideas and words you are using are not yours, but the intellectual property of someone else, and you must acknowledge this.
- Failure to acknowledge someone else's intellectual property in your work is regarded as plagiarism, which is penalised by tutors, markers and examiners.
- It shows the academic backing for your arguments, with evidence of the breadth and depth of your reading.
- It enables the reader to identify and trace the sources you have used for your ideas.
- Exposing the ideas of others in your field to critical examination is an integral part of the academic method. Citing and referencing provides the necessary structure for this process.

## How do I reference?

There are two main systems of linking references in the text to the full bibliographical details; Numeric (sometimes called Vancouver or Footnote) and Harvard.



## How to create in-text citations using Harvard

Within your text, within brackets:

- Give the author's surname, or the corporate author, organisation, artist, or editor if there is no author (e.g. Smith, Microsoft, Scottish Government).
- Give the year the source was produced (e.g. 2006).
- Give the page numbers if you QUOTE, PARAPHRASE or SUMMARISE words or ideas on a specific page of the source. However, if you are summarising what an author has argued in an entire book or article, you do not need to give page numbers.
- If you have used the author's name in the sentence, there is no need to put in the brackets; just the year and page number, if appropriate.

### Examples

#### Quoting directly:

Aitken argues that land fill sites are "not cost efficient" (2006: 48).

#### Paraphrasing:

Aitken argues that land fill sites are expensive and inefficient (2006: 48).

#### Summarising an entire book or article:

A recent study reveals new information about child poverty in Scotland (Weir 2007).

#### Resources with three authors

There is some opposition to Britain's future adoption of the euro (Cox, Patel, and Pavliotis 2004).

#### Resources with more than three authors:

Fletcher *et al.* (2006: 88) suggest that in this century global climate change has caused billions of dollars' worth of damage.

## How to create in-text citations using Numeric

Cited publications are numbered in the order in which they are first referred to in the text. They are identified in brackets.

### Example

In a recent study, Smith [5] ...

## How to create a list of references using Harvard

Your list of references should contain all of the sources that you have cited in your work and should appear on a separate page at the end of your coursework. The list of references is organised alphabetically according to the surname of the author or corporate author. Guidance is given below on how to reference the most common resource types.

Sometimes sources are produced by an organisation, not an individual. This is known as a corporate author. You cite and reference these as usual but give the organisation as the author rather than an individual's name.

	Information to include	Format	Examples
<b>Book</b>	<ul style="list-style-type: none"> <li>▪ Surname and initial of author or editor</li> <li>▪ Year that the work was published</li> <li>▪ Title and edition number</li> <li>▪ Place of publication</li> <li>▪ Publisher</li> </ul>	Author, A. (year of publication) <i>Book Title</i> Nth edition. Place of publication: Publisher	<p>Ball, M. (1997) <i>Consulting with Parents: Guidance for practice</i> 2nd edn. Edinburgh: National Press</p> <p>David, T. (ed.) (1993) <i>Educating our Children: European Perspectives</i>. London: Chapman Publishing</p>
<b>Website or web resource</b>	<ul style="list-style-type: none"> <li>▪ Surname and initial of author or corporate author</li> <li>▪ Year site was published / last updated</li> <li>▪ Title of website or resource</li> <li>▪ Full web address (the URL)</li> <li>▪ Date you accessed the site/resource</li> </ul>	Author, A. (year of publication/update) <i>Website or Resource Title</i> [online]. Available from <URL> [Day Month Year]	Holland, M. (1996) <i>Using the Harvard system</i> [online]. Available from < <a href="http://www.bournemouth.ac.uk/servicesdepts/lis/LIS-pub/harvardsyst.htm">http://www.bournemouth.ac.uk/servicesdepts/lis/LIS-pub/harvardsyst.htm</a> > [16th Dec 2009]
<b>Journal article</b>	<ul style="list-style-type: none"> <li>▪ Author(s) in the order they are given in the journal</li> <li>▪ Year the journal was published</li> <li>▪ Title of article</li> <li>▪ Title of journal</li> <li>▪ Journal volume and issue number</li> <li>▪ Page numbers of the article</li> </ul>	Author, A. , Author, B. (year of publication) 'Article Title'. <i>Journal Title</i> volume number (issue number), page number-page number	<p>Potter, F. (2005) 'White noise and particle behaviour'. <i>Journal of Mathematics and Physics</i> 2 (1), 67-81</p> <p>Valentine, S., Varca, P., Godkin, L. and Barnett, T. (2010) 'Positive Job Response and Ethical Job Performance'. <i>Journal of Business Ethics</i> 91 (2), 195-206</p>