



Essentials of the Harvard Referencing and Citation style



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When writing your coursework, you will need to incorporate other people's work, i.e. academic books, articles, reviews etc.

The act of including someone else's ideas is called **citing**.

Giving that person credit for their ideas is called **referencing**.

1. Referencing

If you use other people's ideas, words, images etc. without referencing you plagiarise. In order to reference correctly, you need to follow 3 rules:

1. You must always add the author's surname and the year of publication in the text, next to the information you have taken (in-text citation)
2. You need to provide a full list of sources at the end (a reference list or bibliography)
3. You need to add quotation marks and the author's surname, the year of publication and the page number if you keep the original wording (quoting) rather than putting other people's ideas into your own words (paraphrasing).

In this hand-out, we use the **Harvard System of referencing**.

Also, a detailed explanation of the Harvard system can be found at www.gcu.ac.uk/library/subjecthelp/referencing/harvardreferencing

There are many other referencing systems.

The library provides detailed information on the most common referencing styles, e.g. APA, Chicago, OSCOLA. They can be found at www.gcu.ac.uk/library/subjecthelp/referencing

The University's Regulations regarding Plagiarism and Cheating can be found at <https://www.gcu.ac.uk/coursework/academicwriting/plagiarism/>



**Always check the referencing guidelines provided by your Programme Organiser or Lecturers.
If you have a choice to adopt a certain style you must keep to it throughout the assignment.**

2. References within the text

Harvard uses brackets with the author's surname and the year of publication for ALL in-text references. These brackets (Author, Year) need to be placed right next to the information taken from this source.

2.1. Referencing a single author

When you are referring to a specific author, the name occurs naturally in the sentence. Use **only the surname** and place **bracket round the year**.

Example:

Morgan (1997) suggested that However, Krum (2003) criticised this by...

When the author's name does not appear naturally in the sentence, place **surname and publication year inside brackets**.

Example:

A recent study (Smith, 2003) found...

or

A recent study found that fracking can have significant environmental implications (Smith, 2003).

Often during your reading you come across a citation by another author. For example, you read a paper by Potter (2010) and find a really good citation by Smith (1991) in this paper. The citation you found (Smith, 1991) is called a **secondary source**.

You should avoid using secondary sources since you can never be quite sure the source was used correctly in the first place. Also, you might learn a great deal more about your topic by making the effort to find the original of your secondary source and read it.

However, sometimes you cannot avoid using a secondary source. If you refer to a source in another text (this applied to single authors as well), use **cited in** the text you have read.

Example:

Smith (1991, cited in Potter, 2010) explained that...

The same applies when citing secondary sources by two, three or multiple authors!

Sometimes an author might write more than one article in the same year. Use **year a** and **year b** etc.

Example:

In his first article Grayson (2007a) indicates ...

Grayson (2007b) further argued that...

2.2. Referencing up to 3 authors

When referring to two authors directly in the sentence use both names inside the text. Use **and** to link them **and** place the publication year in brackets.

Example:

Harris and Jones (2001) have commented on ...

When two authors do not appear in the sentence directly, use both names in bracket. Use **&** to link them and the publication year in brackets.

Example:

A recent study (Harris & Jones, 2001) has shown that ...

When three authors appear directly in the sentence, separate the first and second author with a **comma** and add the third using **and**. Place the publication year in brackets.

Example:

Chinali, Avantasi and Turno (2012) suggested that...

When three authors do not appear directly in the sentence, place all names and the publication year in bracket.

Use a **comma** to separate the first and second name and use **&** to link the second and third name.

Example:

A recent study (Chinali, Avantasi & Turno, 2012) has shown that ...

2.3. Referencing multiple authors

When there are more than three authors use *et al.* in italics (et al. means **and others** in Latin). Please remember, the names of all authors should appear in the references section at the end.

Example:

An additional theory was developed (Hughes *et al.*, 2002) that suggested...

2.4. Referencing when the name of the author is unclear

When information has been produced by an organisation (e.g. WHO, news agency, Scottish government etc.) often a single person who has written the information is not named.

You should then use the name of the organisation. This is called a corporate author.

For example, in newspaper articles or websites, if there is no author, use the name of the newspaper. In websites where there is no author, use the website's host name. Often websites do not have a date, but always check the home page of the website.

Example:

A recent study described ... (The Herald, 2011, p4)

The Health and Safety Executive (2011) states that...



Be wary of using un-authored work!

If there is no author, either corporate or individual, try to avoid using the example as it is difficult to establish authenticity.

2.5. Referencing blogs, tweets and websites

It depends on your field of study but it has become more common to use blogs, tweets and websites as sources in your writing. Therefore you need to reference them.

Since referencing these sources is relatively new the safest course of action would be: treat a blog and tweet like you would a website.

Example tweet and blog:

As recently pointed out (@BarakObama, 2014)...

The top 10 type fonts (Typewolf, 2015) are...

You may notice, there are minor variations for in-text references (cited in, brackets around name and year or just around the year), but the basic format of (Name. Year) does not change – no matter what type of source you use!

3. Citing

There are 2 ways of citing: **quoting**, i.e. repeating in exactly the same words or **paraphrasing**, i.e. writing in your own words.

3.1. Quoting

Use a direct quote when it actually adds to, clarifies, explains or illustrates the argument you are making. Never quote for the sake of quoting.

3.2. Short quotations

Explanation: use **quotation marks** at the beginning and the end of the quotation and incorporate author, year, and page number (e.g. Burns, 2000, p. 3).

Example:

Burns (2000, p 3) explained that 'Research is a systematic investigation to find answers to a problem'.

3.3. Short quotation with some words left out or added in

Explanation: use quotation marks at the beginning and the end of the quotation. If you add anything to a quotation, you use [] to indicate this.

If you leave words out then indicate by using **three dots in square brackets [...]**.

Example:

It has been shown that 'most [American] reinsurers have consistently [...] lost money' (Singh. 2004, p. 76).

3.4. Long quotations (over 2-3 lines)

Explanation: **no** quotation marks, write as a **block and indent**, i.e. move to the right and incorporate author, year and page number (e.g. Meissner, 2003, p. 4).

Example:

Meissner (2003, p. 4) describes the role of rules in research as follows:

As a systematic process, research has to follow clearly outlined rules, which are developed to suit the objectives and outlined in the methodology section.

3.5. Quotation that includes another quotation

Explanation: If your quotation includes a quotation, use the other quotation marks (single if you normally use double or the other way round) to mark this.

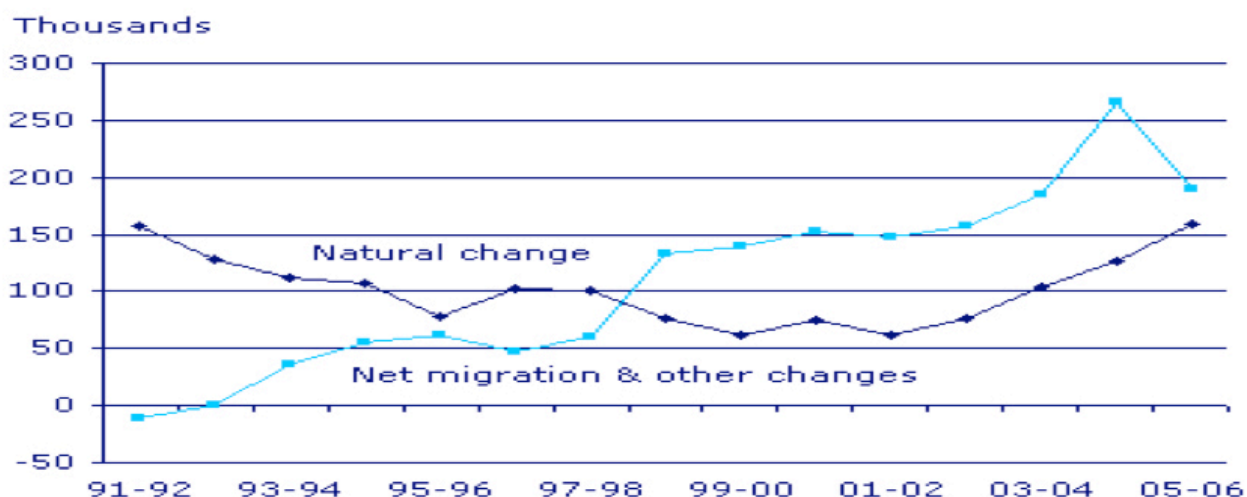
Example:

Liability and other legal questions can “compromis[e] the incentives for companies to develop the technology – ‘for instance, through the use of compulsory insurance schemes’” for driverless cars (Davis, 2013, p. 17)

3.6. Quoting Diagrams, graphs or illustrations

Explanation: Diagrams, graphs and screen-shots, illustrations should have a title and include the words (from, Author’s name, date of publication and page number where possible). If you have changed anything, you need to add “adapted from” to indicate this.

Example: Figure 1 :Graph illustrating natural change



(Adapted from Office for National Statistics, 2007*) *No page number here as from website

4. Reporting verbs

Often students are asked to critically analyse the sources they are referencing. That is, it is not enough to add one quotation after another like a string of pearls, e.g. *Smith (2012) states that ... However, Marder (2014) states that ...* . On the contrary, you are supposed to express what you think about the source you are referencing.

You can benefit greatly from using reporting verbs as they are a way of expressing your own thoughts about the sources you have read and you can create a more coherent and concise text, e.g. *Smith (2012) claims that ... However, Marder (2014) concludes that ...* . Here are some of them:

Aim	Result	Opinion
Analyse	Conclude that	Argue that
Consider	Confirm that	Emphasise that
Examine	Demonstrate that	Stress that
Focus on	Find that	Claim that
Identify	Indicate that	Consider that
Investigate	Reveal that	Believe that
Report on	Show that	Hold that
	Suggest that	Note that
	Observe that	Suggest that
	Note that	Observe that
		State that

A more detail explanation can be found at <https://www.adelaide.edu.au/writingcentre/sites/default/files/docs/learningguide-verbsforreporting.pdf>

5. Reference Lists and Bibliographies

When writing essays or reports you are expected to include bibliographic information in a list at the end of the assignment. This list should give the reader sufficient information to find the same source.

Some academics use the two terms, reference list and bibliography, interchangeably, but some differentiate between:

- A **Reference List**, which includes **all sources you refer to in your text**.
- A **Bibliography**, which contains additional reading, including **works not cited in the text**.

To write your reference list

- list all in-text references in alphabetical order by the author surname;
- for each source, decide what type of source it is (a book, a website...)
- add the information required for this type of source.



All sources appear in one list! You do not write a list for books, a list for websites and a list for videos etc. but include ALL SOURCES in 1 list!

The university's library has developed excellent support pages on writing reference lists and bibliographies which are much more comprehensive and detail than this hand-out can cover. They can be found at www.gcu.ac.uk/library/subjecthelp/referencing