Citing & Referencing: HARVARD STYLE

1. What is referencing?

Referencing is a way of showing the readers of your work that you have thoroughly researched your topic area and have consulted appropriate literature. Referencing takes two formats: in-text citations and an end of document bibliography or reference list.

Harvard is just one of many types of referencing style e.g. APA, MLA, Chicago. Each style stipulates how references should be formatted. Before compiling your references please refer to your course guidelines or check with a tutor that Harvard is the style you are expected to use. If you use the wrong referencing style you may lose marks.

2. Why do I need to reference?

- To show that you have researched your topic area thoroughly
- To avoid accusations of plagiarism (i.e. using another person's ideas without acknowledgement)
- To strengthen your arguments and add credibility to your work
- To show that your conclusions are evidence-based
- To enable your readers to check the quality of your arguments by tracing your sources

3. What should I reference?

You should include a reference in your work anytime you quote or refer to an idea, finding or comment from another person's work. Everything from books to tweets can be referenced if appropriate for your assignment.

4. How do I reference?

4.1 In-text citations

An acknowledgement of the 'owner' of the idea, finding or comment that you are quoting or referring to should be included in the body of your text. You will need to include the author or editor's surname and date that the cited work was published. In-text citations are used to link your text to the reference list at the end of your work.

For example:

a) Wonka (2011) investigated whether chocolate could be used to improve productivity.
b) 'The power of chocolate should never be underestimated' (Wonka, 2005, p. 8).
c) Wonka and Bucket (2011, pp. 17-18) argued that 'chocolate should be made freely available on Sundays.'
d) In an important study of the subject Wonka, Bucket and Loompa (2012) were able to discover that sweets were also beneficial to workers' morale.
e) Recent research proved that praline chocolates were the top selling chocolates over the last 5 years (Wonka *et al.*, 2010).
f) A number of productivity studies (Wonka, 2010; Bucket *et al.*, 2013; Loompa and Bucket, 2016; *the power of chocolate,* no date) support the introduction of free chocolate on Sundays.

Tips:

- The citation (i.e. the author or editor's name) can be included towards the beginning (as part of a sentence) or end of the cited idea or quote.
- If using a quote, the page number(s) that the quote is taken from should be included (examples b and c).
- If the work you are citing has more than three authors cite the first name listed in the source followed by *et al.* (means 'and others') (example e).
- If several sources support the same point, include them all (in chronological order) – it illustrates how much you have researched (example f).
- Punctuation is important! Check that all full stops, commas, semicolons etc. are consistently used.
- If the work has been produced by an organisation and is not attributed to an individual then the organisation name (or initials if well known) can be used as a corporate author.

- If it is impossible to identify an author and/or date of publication use the title of the work in italics in place of an author and (no date) in place of publication date (example f).

For further information on setting out citations, quoting and paraphrasing in your text see Section B (pp. 6-8) and Section C (pp. 9-11) of **Cite them Right: the essential referencing guide** (10th edn). Find it in the Library at: L125.

4.2 Creating a reference list

A reference list is a list of all the works cited in your assignment/article/report. The provided reference detail enables readers to check the quality of your work and to trace the original sources if required. All references will include the author/editor name, date of publication and title, however the full information required to create a reference will depend on the type of material being referenced.

Tips:

- The references should be listed in alphabetical order (by author surname) and then by date if an author has more than one book/article cited in your work.
- A cited work only needs to be included in the reference list once, regardless of how many times it has been cited in your assignment/article/report.

You may also be expected to produce a bibliography. A bibliography is created in the same way as a reference list, however, it contains details of all sources that you have consulted while producing your work (even those that are not directly cited in your work). Check with your tutor if you are not sure which you need to produce.

Books: print and electronic

You need to know: Author/editor (surname and initial), year of publication (bracketed), title (in italics), edition (if not the first), place of publication: publisher, series and volume number (where relevant). For example:

a) Bucket, C. (2005) *Why chocolate is amazing*. 2nd edn. London: Open University Press.
b) Bucket, C. *et al.* (2014) *The secret to happiness is chocolate.* New York: Palgrave.
c) Salt, V. (ed.) (2012) *Building a career in chocolate*. Oxford: Pearson.
d) Wonka, W., Bucket, C. and Loompa, O. (2015) *Using chocolate wisely*. London: Wiley.
e) Wonka, W. (no date) *Chocolate innovation. Part 1: being brave and bold*. New York: Elsevier.

Tips:

- If an ebook is formatted like a print book it can be referenced as above. If page numbers and publisher details are missing add: Available at: url (Downloaded: day month year).
- When the book is attributed to an editor, (ed.) should be added between the name and date (use (eds.) for multiple editors) (example c).
- When referencing a specific volume add the title of the relevant volume to your reference (example e).

Journals: print and electronic

You need to know: Author/editor (surname and initial), year of publication (bracketed), title of article (in single quotation marks), title of journal (in italics – capitalise first letter of each word, except for linking words like: and, the, of), volume and part number, page numbers, doi (electronic articles - if available).

a) Loompa, O. *et al.* (2009) 'Can chocolate boost productivity? A review of the literature', *British Journal of Chocolate*, 26(7), pp. 45-60. doi: 10. 1080/0246583582.
b) Wonka, W. (2011) 'Chocolate and productivity: an investigation', *Journal of Chocolate Research*, 25(8), pp. 67-72.

5. Further help:

Further examples on how to reference everything from websites to tweets can be found in **Cite Them Right: the essential referencing guide**. This title is available in the Library at: L125. Guides on using RefMe and the referencing function in Microsoft Word are also available from the Library's leaflet stand.

Some academic institutions use a modified version of Harvard. Remember to check any referencing guidance from your place of study. If in doubt check with a tutor!