



Harvard Referencing (Revised December 2011)

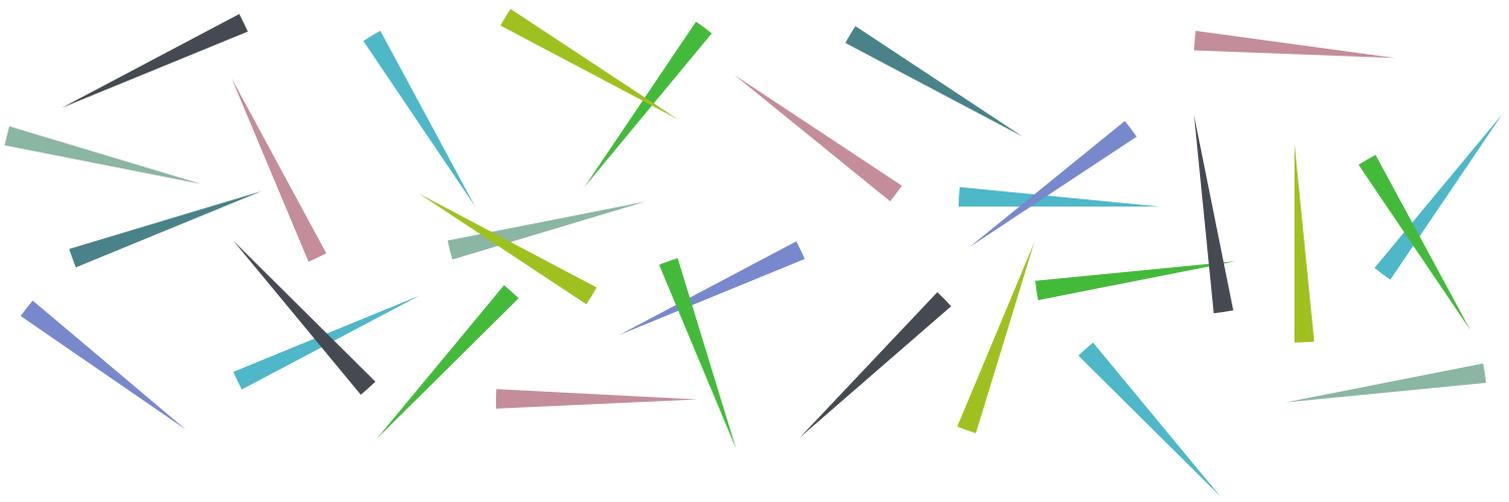
Learning Services



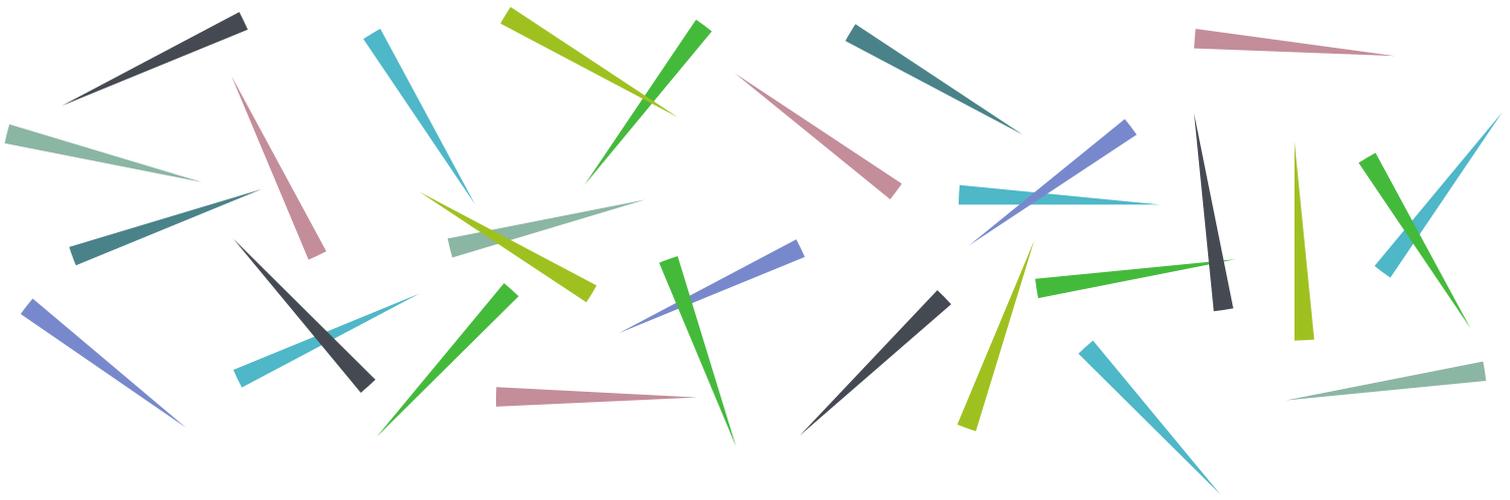


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Referencing: The Basics

This guide is an outline of the basic forms and practices of referencing using the Harvard method. It is not intended as a complete set of rules or principles.

Referencing is about the development of a skill or technique whereby the student needs to know where to reference, why they reference and how to reference. This guide provides only general information in respect of how to reference.

What is Harvard referencing?

Referencing is the acknowledgment of all the sources that have been cited in your assignment, whether you have quoted directly or paraphrased. The Harvard system uses the author – date method. References within the assignment text are given in brackets and the list of sources used is given in a bibliography (or reference list).

Referencing enables you to:

- show you have researched your topic, for example, articles, books and electronic resources
- direct your readers to the information you have used
- avoid plagiarism

What is a citation?

A citation is a generic term, used for when you refer to any source, either to give an example or to back up an argument.

Example:

In respect of discourses, Gee (2005:35) states that they are ‘ways with words, deeds and interactions, thoughts and feelings, objects and tools, times and places that allow us to enact and recognize different socially situated identities’.



What is a direct quotation?

A direct quotation means using the exact words from a text or other source in your assignment to illustrate a point, or to back up your discussion with theoretical evidence.

Example in assignment:

According to Parkinson (2004:94) 'elicitation of pupils' original ideas is seen as the cornerstone of constructivist teaching'.

or

Constructivist teaching can assist teachers in ascertaining a pupil's prior knowledge of a topic 'through brainstorming activities, group discussion, short practical tasks or a completed written homework exercise' (Parkinson, 2004:94).

Note - the full stop comes after the quotation mark because it completes the entire sentence.

Bibliography:

Parkinson, J. (2004) *Improving secondary science teaching*. London: Routledge Falmer.

What is paraphrasing?

Paraphrasing is when you use information from a source and express it in your own words. The information is not your own so you must still reference it. You do not need quotation marks or the page number when you paraphrase.

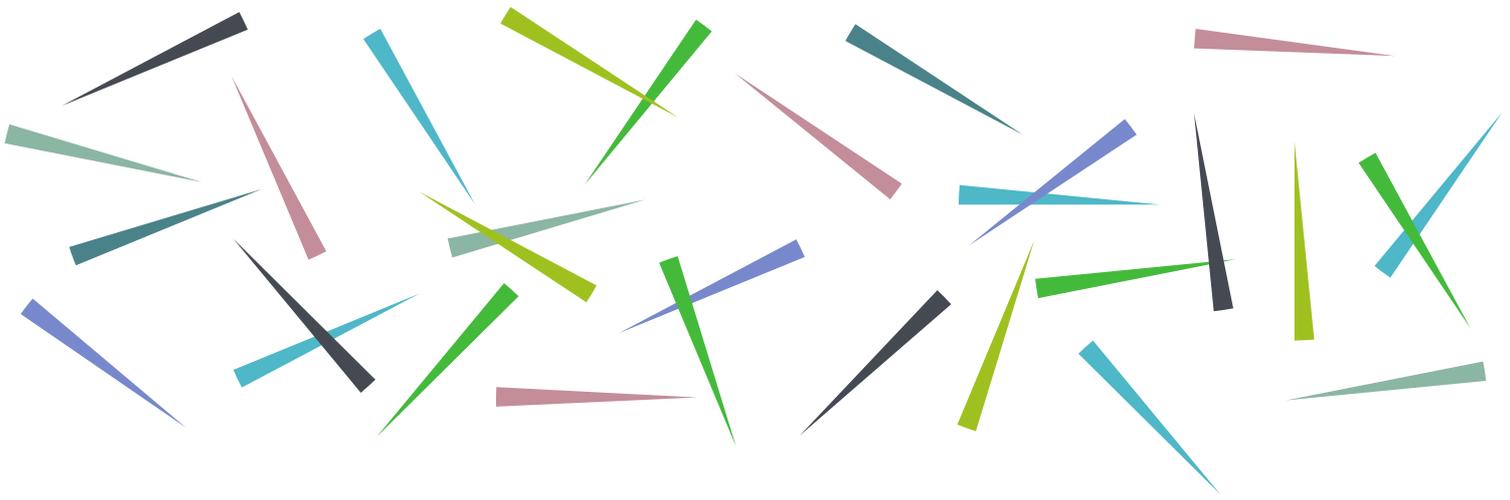
Example in assignment:

Parkinson (2004) points to the view that constructivist teaching is based on drawing out pupils' own ideas through a range of teaching and learning activities.

or

The constructivist approach to teaching can enable individual pupil's to develop their skills and knowledge through a series of learning activities (Parkinson, 2004).

Bibliography:



Parkinson, J. (2004) *Improving secondary science teaching*. London: Routledge Falmer.

Bibliography or reference list?

Please note, this guide uses the term 'bibliography' as most subject areas at Edge Hill University using the Harvard referencing system use this term. Your subject area may use the term 'reference list'. **Please check your handbooks for guidelines and consult your tutors if you require further information.**

A **bibliography/reference list** is a list of all sources cited in your assignment, *in alphabetical order*, with the author's surname preceding the author's initials. **(For example bibliography, see pages 21-23).**

Referencing a book with one author

Example in assignment:

According to Taylor (2010:13) there appears to be 'value in reflection, which comes from the process of thinking itself and the possibilities that engagement offers'.

Bibliography:

Taylor, B.J. (2010) *Reflective Practice for Healthcare Professionals*. 3rd ed. Maidenhead: Open University Press.

Referencing a book with two authors

Example in assignment:

Johnson & Keogh (2010:15) suggest that 'every developmental stage comes with a particular set of challenges and accomplishments'

Bibliography:



Johnson, J.Y. & Keogh, J. (2010) *Pediatric Nursing Demystified. A self teaching guide*. New York: McGraw Hill.

Referencing a book with three or more authors

For three or more authors, give the name of the first author then 'et al.' in your essay text. *Et al.* means 'and others'. However you should name **all** of the authors in your bibliography.

Example in assignment:

Chaffey, *et al.* (2003:85) state that those without access to the Internet often experience 'social exclusion'.

Bibliography (put all the authors in the bibliography).

Chaffey, D., Mayer, R., Johnstone, K. & Ellis-Chadwick, F. (2003) *Internet Marketing: Strategy, Implementation and Practice*. 2nd ed. Harlow: Prentice Hall.

Referencing an ebook

Example in assignment:

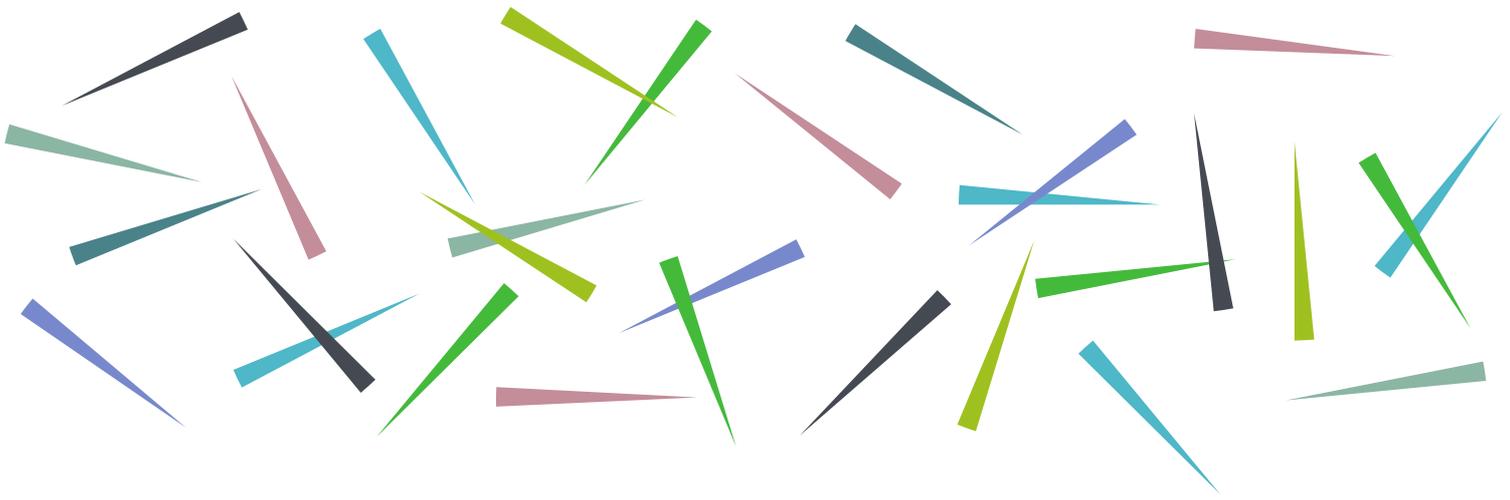
According to Taber (2007:68) 'To avoid the influence of chance, a large enough sample is needed to be able to use inferential statistics'.

Bibliography:

Taber, K. (2007) *Classroom-based Research and Evidenced-based Practice: A Guide for Teachers*. London: Sage Publications. <http://Olib.mylibrary.com.library.edgehill.ac.uk> [accessed 12 September 2011].

If one author refers to another, how do I cite the author who has been referred to?

This is called a secondary citation and you may wish to use references in this way. However, if you are able to, find the original source as it is important to understand the full context of the citation and you



are likely to increase your understanding of a subject if you use further sources. Moreover, you should be aware that using too many secondary citations could be considered poor academic practice. See the following example for how to reference a secondary citation if you cannot find the original author.

Example in assignment:

As a principle of adult learning, Freire (1972, cited in Vella, 2002: 6) refers to ways of listening to the theme of a group as ‘thematic analysis’.

Vella, **not** Freire, will go in the bibliography because you have **not** read Freire’s original work: you read about it in Vella’s book.

Bibliography:

Vella, J. (2002) *Learning to Listen, Learning to Teach: The Power of Dialogue in Educating Adults*. San Francisco: Jossey-Bass.

Referencing text from a chapter in an edited book

Cite the author of the chapter in your essay text (**not** the editor of the book); in this case, Willats.

Example in assignment:

Willats (2010: 31) asserts that ‘few pictures give purely viewer-centred or purely object-centred accounts of the world’.

In the bibliography, reference the author of the chapter, the chapter title, the editor/s, the book details and the chapter page numbers.

Bibliography:

Willats, J. (2010) ‘The Draughtsman’s Contract: how an artist creates an image’ In: Collins, J. & Nisbet, A. (eds.) *Theatre and Performance Design: a reader in Scenography*. Abingdon: Routledge. pp. 21-32.

Do I need to state which edition a book is?

Yes, as different editions may contain different material or have different page numbering.



How do I summarise several authors who have made similar points in different texts?

If you summarise a particular theory or issue that many people have written about, but all in different books, reference them in ascending order: earliest date first - in this case 1999 to 2004. You must place the full details of all the authors in your bibliography.

Example in assignment:

There has been much debate about parents' right to smack their children (see for example, Green, 1999; Jones, 2002; Brown, 2004 and Smith, 2004).

If I have used more than one book by the same author, what order do they appear in the bibliography?

List the sources in ascending order, with the oldest date first.

Example in assignment:

Bell, J. (2007) *Doing your research project: a guide for first-time researchers in education, health and social science*. Maidenhead. Open University Press.

Bell, J. (2010) *Doing your research project: a guide for first-time researchers in education, health and social science*. Maidenhead. McGraw Hill Open University Press.

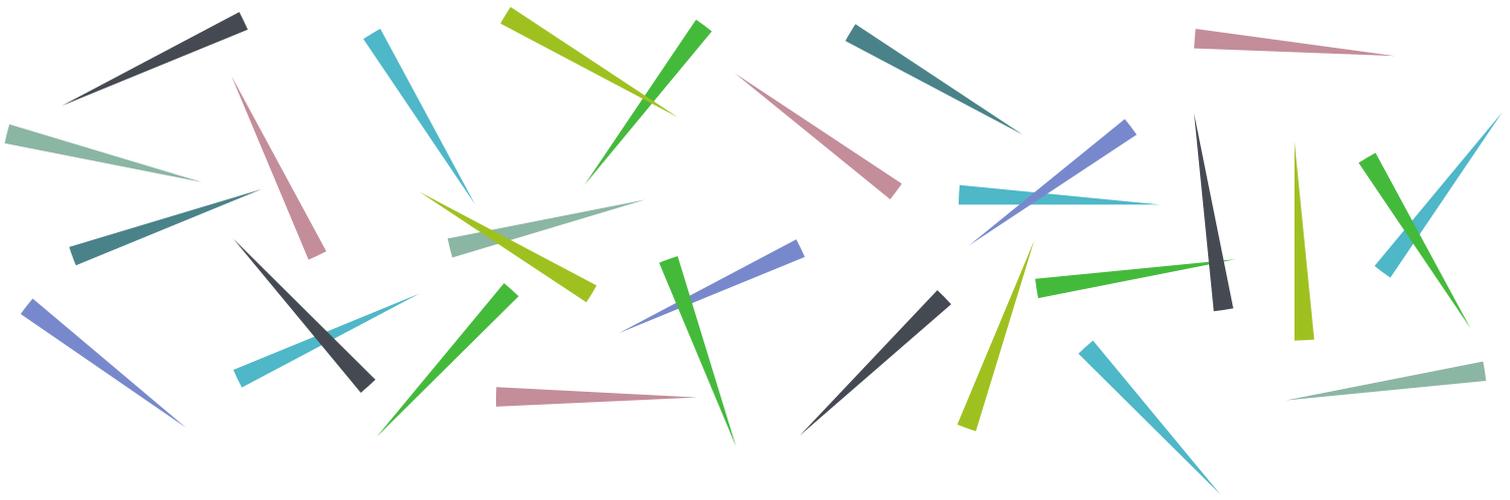
How do I reference several reports from the same author, written in the same year?

Identify them in your text by adding letters after the year (Bloggs, 2005a) (Bloggs, 2005b). However you should provide details of all the reports in your bibliography.

Referencing a journal article

Example in assignment:

Evidence does seem to suggest that 'our attitudes towards mathematics are set by prior experiences' (Geist, 2010:5).



Bibliography:

Geist, E. (2010) 'The Anti-Anxiety Curriculum: Combating Math Anxiety in the Classroom' *Journal of Instructional Psychology*. 37 (1) pp. 24-32.

Referencing an online journal article

Example in assignment:

Baillie and Llott (2010:281) argue that 'promoting patients' dignity should be of central concern to all healthcare staff'.

Bibliography:

Baillie, L. & Llott, L. (2010) 'Promoting the Dignity of Patients in Perioperative Practice' *Journal of Perioperative Practice*. 20 (8) pp. 278-282. <http://Oproquest.umi.com.library.edgehill.ac.uk/> [accessed 10 August 2011].

Referencing a website

In many cases, information in respect of the author, organisation or creator of a website can be easy to find. However there is much variation and this information may not be apparent on all websites. You need to provide your reader with enough information from the website and main part of the link to enable them to access the source. In body of essay, show author or organisation and year (add page number if using direct quotation).

Note - you do not place the URL (web link) in your assignment text. Example in assignment (without identifiable author):

Shelter (2011) have campaigned against Government plans to cut the Housing Safety Net as they argue that thousands of families will be threatened with poverty and harshness.

Bibliography:

Shelter: the Housing and Homeless Charity (2011) Shelter England. Campaigns *Save the Housing Safety Net*. <http://www.shelter.org.uk/> [accessed 14 September 2011].

Example in assignment (with an identifiable author):



Levy (2011) argues that online transactions which call for change of address and bank account may involve risk.

Bibliography:

Levy, I. (2011) 'Government systems: how much security is enough?' *Guardian Professional. The Guardian*. <http://www.guardian.co.uk/government-computing-network/2011/oct/25/cesg-information-assurance-government> [accessed 3 November 2011].

How much of the URL (web link) should I put in the bibliography?

Provide enough of the URL so that the reader can find the details from the web site. For the bibliography you will need to note:

Name of author or organisation

Year and date created (if there is no year it was created, use the year you accessed it).

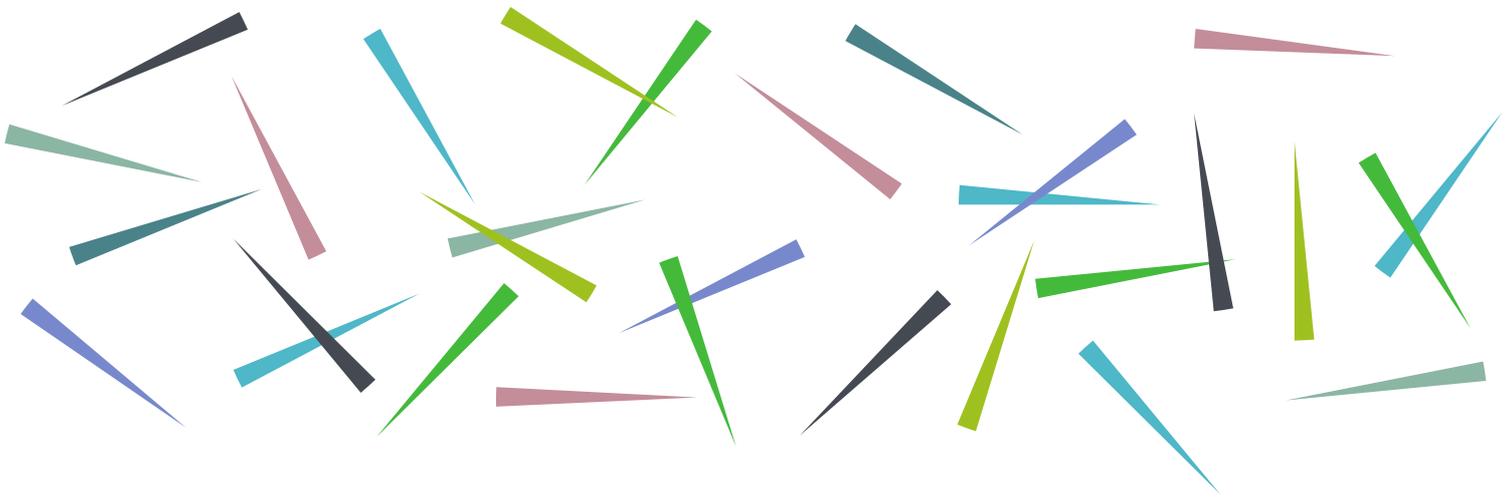
Date up-dated (some websites do not provide this) Title of page

Title of article URL (web link)

How should I reference a long quotation?

Try to avoid using too many long quotations or your essay could result in a series of other writers' ideas with very little of your own discussion. Should you choose to use them occasionally, and they are longer than two lines, you will need to:

- Separate it from the text with a colon
- Indent it
- Use single line spacing for the quote
- Do not put quotation marks around it; your tutor can tell it is a quote by the layout and source details



Example in assignment:

Redman and Maple (2011:81) argue that:

In the social sciences, choosing between competing theories or arguments will, at some point, involve making a value judgement. Although it may be possible to identify clear reasons why some arguments are more persuasive than others, our choice will almost inevitably be shaped by our political, moral or philosophical values.

Bibliography:

Redman, P. & Maples W. (2011) *Good Essay Writing: A Social Sciences Guide*. 4th ed. London: Open University Press.

How do I quote separate parts from a long paragraph without losing the flow?

Omitted words should be marked by an ellipsis: three dots ... Notice how square brackets can be used to insert your own words, in order to help the text to flow.

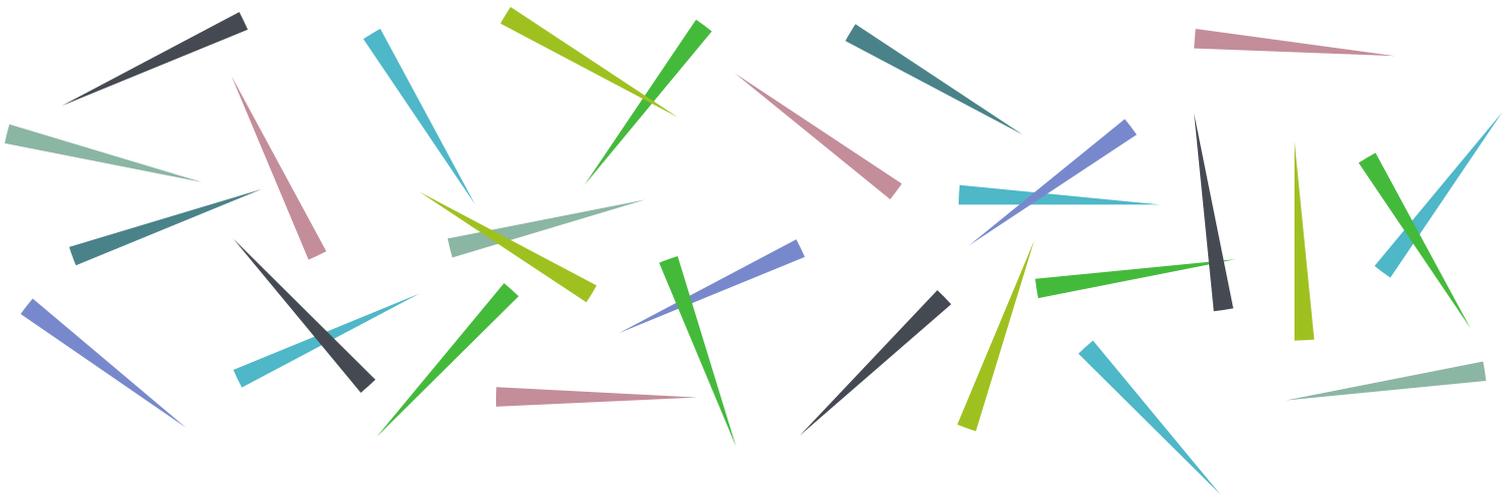
Example in assignment:

It is important to get children in the 'right mood to think [by] gaining their attention ... encouraging them to concentrate [and by] thinking carefully about the atmosphere in the room' (Cowley, 2004:8).

Note, the text only needs one set of single quotation marks around it.

Bibliography:

Cowley, S. (2004) *Getting the Buggers to Think*. London: Continuum.



Referencing: Specific Examples

Referencing the National Curriculum

Example in assignment:

National Curriculum (NC) (1999:18) states that:

pupils' interest and pleasure in reading is developed as they learn to read confidently and independently. They focus on words and sentences and how they fit into whole texts.

Bibliography:

The National Curriculum for England: Key Stages 1-4 (1999) 'En 2 Reading: Reading during Key Stage 1' *The National Curriculum for England: Key Stages 1-4*. London: Department for Education: Qualifications and Curriculum Authority.

Referencing the Department for Education (DfE)

Example in assignment:

By 2013 the government plans to provide '15 hours of free early education per week...for the most disadvantaged two-year-olds'. They state that they will consult with the 'Early Years sector and voluntary groups' to define 'deprivation' but there is no mention of consulting with parents (DfE, 2010:1).

Bibliography:

Department for Education (2010) 'Government Moves to Free up Children's Centres' Children and Young People: Early Learning and Childcare. *Department for Education*. <http://www.education.gov.uk/> [accessed 10 December 2010].

Referencing the National Health Service (NHS)

Example in assignment:



The National Health Service (2009) appears to be placing great emphasis upon improving awareness of how mental health problems can affect any individual.

Bibliography:

National Health Service choices: Your health, your choices (2011). Live Well. Mental health. *Worried about mental health?* <http://www.nhs.uk/> [accessed 15 September 2011].

Referencing an Act of Parliament

Example in assignment:

The *Child Poverty Act* (2010: 25-2) states that a child is considered to be living in poverty 'if the child experiences socio-economic disadvantage'

Bibliography:

Great Britain Parliament (2010) *Child Poverty Act 2010*. (Act of Parliament) London: HMSO.

Referencing a Government report/publication

Example in assignment: (where there is no identifiable author).

An OfSTED report (2009:7) states that 'schools should elicit views from and listen more carefully to what pupils say about their learning'.

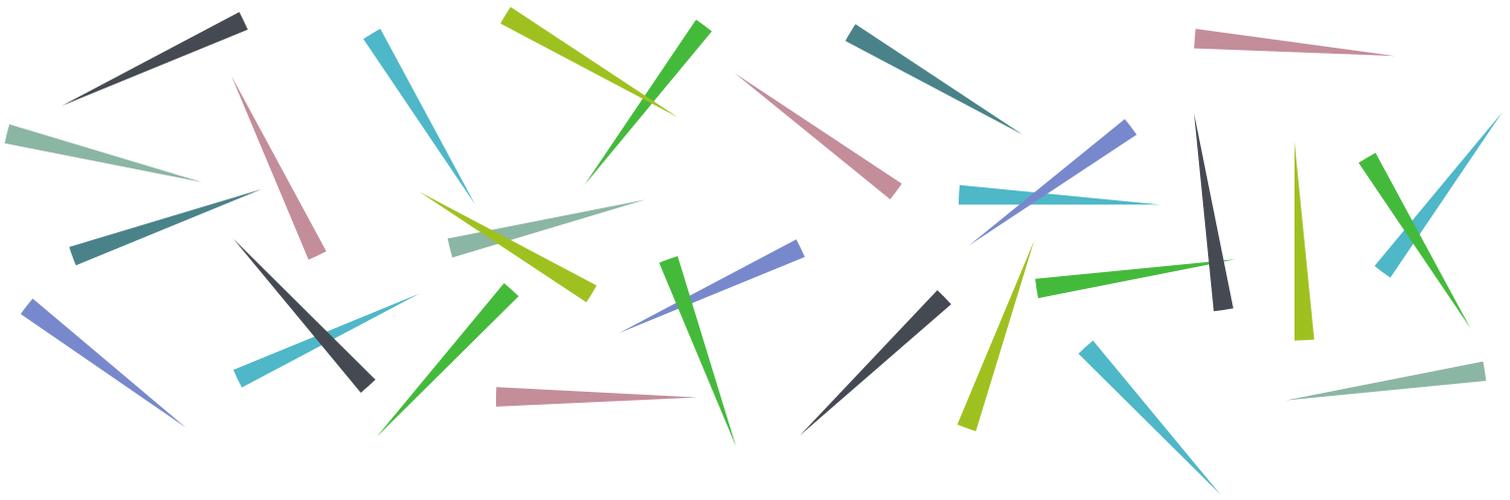
Bibliography:

Office for Standards in Education (2009) *Gifted and talented pupils in schools*. HMI 090132. London: OfSTED publications.

Example in assignment: (where there is an identifiable author).

Williams (2008:3) asserts that 'the teacher, even more than the parent, determines learning outcomes in mathematics'

Bibliography:



Williams, P. (2008) *Independent Review of Mathematics Teaching in Early Years Settings and Primary Schools: final report*. London: Department for Children, Schools and Families.

Referencing a newspaper article

Example in assignment:

The former head of OfSTED, Chris Woodhead, continued to be controversial by claiming that Government funding will not save state education (Smithers, 2005).

Bibliography:

Smithers, R. (2005) 'Ex-Ofsted chief sparks new row' *The Guardian*. 13 May, 2005. p.7.

Referencing an online newspaper

Example in assignment:

Elliot (2011) argues that there is little evidence for expansionary austerity in the current economic climate.

Bibliography:

Elliot, L. (2011) 'Is Osborne fit to run the economy – or to ruin it?' *The Guardian*. 4 April, 2011. <http://www.guardian.co.uk/> [accessed 5 October 2011].

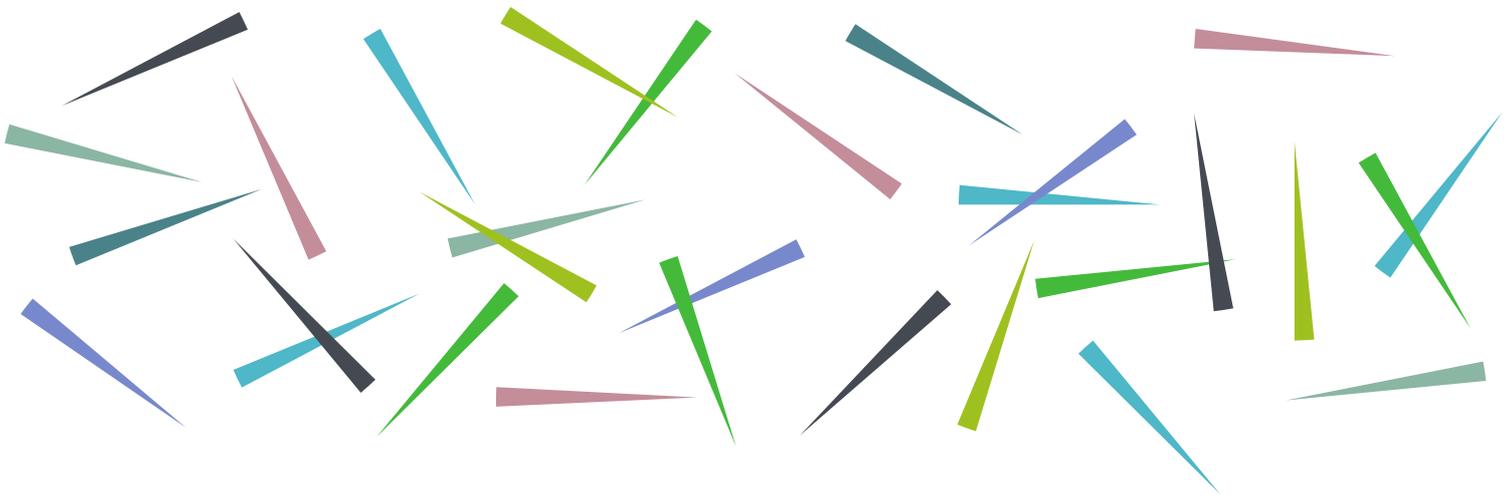
Referencing a dictionary

Example in assignment:

Baldick (2008:201) defines 'meiosis' as 'the Greek term for belittling' an incident by giving it less attention than it deserves. He uses an example from *Romeo and Juliet*, where Mercutio 'refers to his mortal wound as a scratch'.

Bibliography:

Baldick, C. (2008) *Oxford Dictionary of Literary Terms*. 3rd ed. New York: Oxford University Press.



Example from a dictionary with volumes

Example in assignment:

The Oxford English Dictionary (1989: 570) defines 'meiosis' as 'a figure of speech by which the impression is intentionally conveyed that a thing is less in size, importance, etc. than it really is'.

Bibliography:

Simpson, J. A. & Weiner, E.S.C. (eds.) (1989) *The Oxford English Dictionary*. 2nd ed. Vol. 9, Oxford: Oxford University Press.

Referencing an online dictionary

Example in assignment:

Ferber (2007:1) states that 'the owl's cry has sounded "ominous" or omen-filled, and especially prophetic of death' throughout literary history.

Bibliography:

Ferber, M. (2007) 'Owl' A Dictionary of Literary Symbols. Credo Reference.
<http://www.credoreference.com.library.edgehill.ac.uk/> [accessed 20 July 2010].

Referencing an encyclopedia

Follow the guidelines for referencing a dictionary (see also electronic encyclopedia).

Referencing an online encyclopedia

Wikipedia is unacceptable as an academic source to cite in assignments and you should refer to more reliable sources.

Example in assignment:

Toscano (2007:1) defines Neo-Marxism as referring to:



the critical renaissance of Marxist theory in the post-war period, most often used to denote work in radical political economy which tried to combine the revolutionary aspirations and orienting concepts of Marxism with some of the tools provided by non-Marxist economics.

Bibliography:

Toscano, A. (2007) 'Neo-Marxism' *Blackwell Encyclopedia of Sociology Online*. Ritzer, G. (ed.) <http://www.sociologyencyclopedia.com.library.edgehill.ac.uk/> [accessed 23 August 2010].

Referencing a translated book

In your essay, cite the original author, as you would any other citation.

In your bibliography, reference the original author before the translator (here Starobinski, rather than Goldhammer).

Bibliography:

Starobinski, J. (1986) *Montaigne in Motion*. trans. by Goldhammer, A. Chicago: University of Chicago Press.

Referencing an art image in a book

Example in assignment:

Jackson Pollock's *Number 22* (cited in Tinker, 2006: 40) is a good example of 'Abstract Expressionism'.

Bibliography:

Pollock, J. (2006) *Number 22*. In: Tinker, A. *A Century of Art: Creative Display and Activities Inspired by Twentieth Century Art*. Dunstable: Belair.



Referencing a leaflet/pamphlet

Example in assignment:

GlaxoSmithKline (2010) offers advice on how to avoid malaria when travelling.

Bibliography:

GlaxoSmithKline (2010) *Malaria: It Only Takes One Bite*. London: GlaxoSmithKline Travel Health.

Referencing a PhD thesis or dissertation

Example:

Forsyth, M. (2001) *Lighting a 'Frugal Taper': Working-Class Women Poets 1830- 1890: A Critical Anthology*. PhD Thesis. University of Lancaster.

Referencing a conference paper

Example:

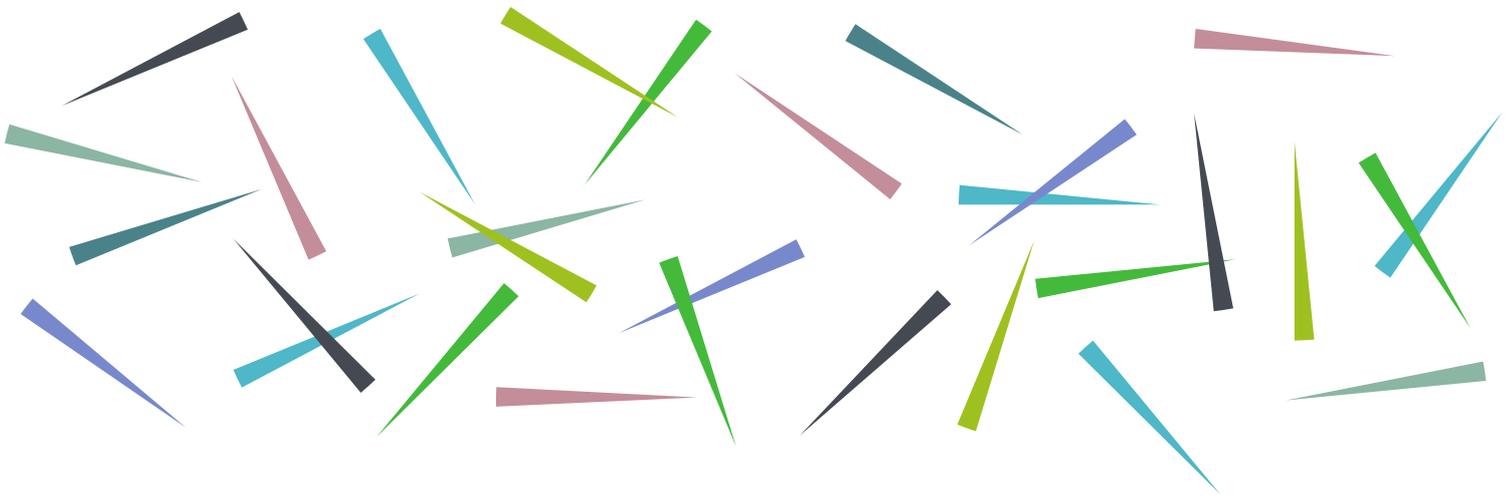
Rabikowska, M. (2004) 'Eating Melon Over Shakespeare: or How to Teach Critical Thinking in Advertising' *Teaching for Learning in Post-Compulsory Education: Sharing Practice and Thinking*. Centre for Learning and Teaching Research, Edge Hill University, Ormskirk, U.K. 23 January.

Referencing a radio programme

It is important that you provide as much information as you can, especially the exact time and duration of the citation you have used.

Example in assignment: (note the use of double quotation marks for direct speech).

Neil Brand (2010) opposes critics who accuse Chaplin of "sentimentality [and] of undiplomatic pulling at our heart strings." Brand argues that Chaplin wrote and performed for the "poor and the working class", and that particularly in *The Immigrant* he would have appealed to the "old European sensibility" of immigrants, many of whom were oppressed at that time in America.



Bibliography:

Brand, N. '*The Film Programme*' BBC Radio 4. 18 July 2010. 16.30 hrs

Referencing a television programme

For the following examples the following should be included in your bibliography:

- Title of programme, in italics Episode number, where appropriate
- Title of episode, in single quotation marks TV channel
- Full date of broadcast
- Time of broadcast, based on 24 hour clock

Example in assignment: (note the use of double quotation marks for direct speech).

Tourists in Thailand are being encouraged to visit European and American prisoners at the notorious Bang Kwang prison in Bangkok. Inmates dubbed these "banana visits" and said they felt like "caged monkeys" (*The Real Bangkok Hilton*, 2004).

Bibliography:

The Real Bangkok Hilton. BBC 2. 22 July 2004. 2100 hrs.

Example: television interview in a news programme.

Example in assignment (note the use of double quotation marks for direct speech):

Suzi Leather (2004) Chair of the Human Fertilisation and Embryology Authority (HFEA), defended the HFEA's decision allowing embryo screening to find cell matches for a sick child as, "embryo selection for a very important medical reason."

Bibliography

Leather, S. 'Interview' In: BBC News. BBC1. 21 July 2004. 1800 hrs.

Referencing an online television programme

Example in assignment:



Gundle (2010) draws on the Scottish origins of the word “glamour”, meaning “a magical power” that could make things appear deceptively different to reality. Gundle (2010) argues that in 1930s America “film, more than any other media achieved this.”

Bibliography:

Gundle, S. ‘*Glamour’s Golden Age. Episode 3, Hooked on Hollywood*’ BBCiPlayer: BBC 4. 16 July 2010. 03.30 hrs (20:20-30:00/60) <http://www.bbc.co.uk/programmes/> [accessed 21 July 2010].

Referencing a television or cinema film

Example: cite as you would a novel, play or book of theory, depending on your reason for the citation.

Bibliography:

Toy Story 3 (2010) Directed by Lee Unkrich. USA: Walt Disney Pictures. Pixar Animation Studios. [Film: 103 min].

Referencing a DVD

Example: cite as you would a novel, play or book of theory, depending on your reason for the citation.

Bibliography:

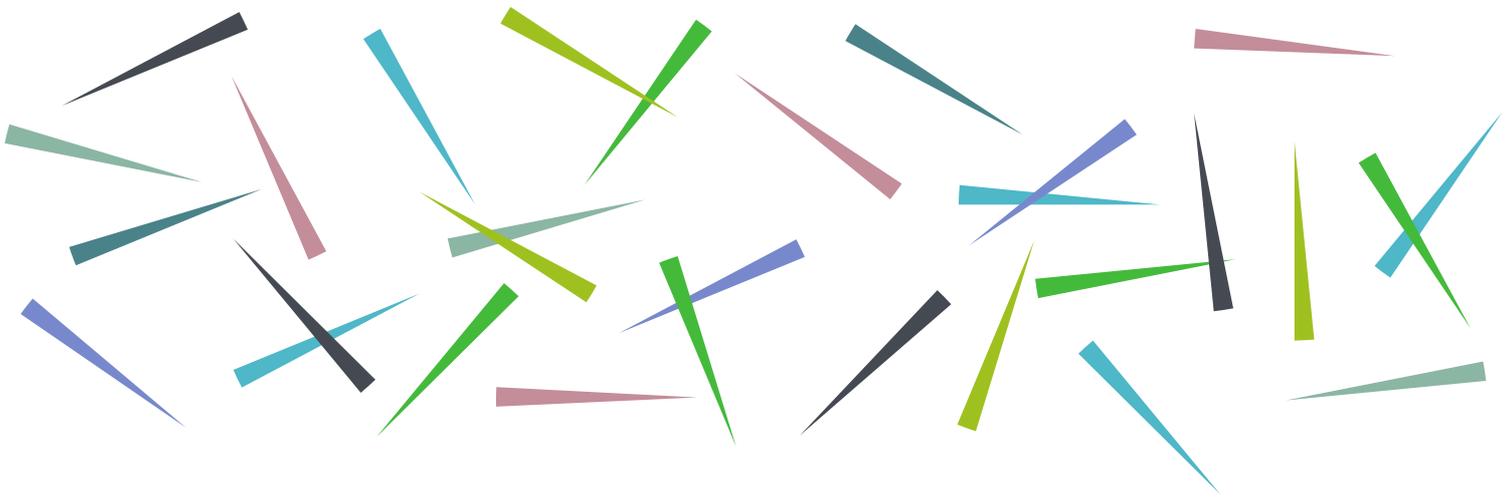
Reading With Colour: A Film About Meares-Irlen Syndrome. (2000) Essex: Sylva Productions in collaboration with University of Essex Visual Perception Unit. [Video:VHS].

Referencing a CD

Music CD.

Example: cite as you would a novel, play or book of theory, depending on your reason for the citation.

Bibliography:



Oasis. (2008) Produced by Dave Sardy. *Dig Out Your Soul*. Big Brother. [Music CD]. Article from a full-text CD-ROM database

Example: cite as you would a novel, play or book of theory, depending on your reason for the citation.

Bibliography:

Lascalles, D. 'Oils troubled waters' *Financial Times*. [CD ROM] 11 January 1995. p.18.



Further questions about referencing

What is plagiarism?

Plagiarism means citing another person's spoken or written words, ideas or inventions without referencing them. If you read something in a book, journal or web page, or hear something in a radio broadcast or podcast, and you use it in your assignment without referencing it, this could be considered plagiarism. This can happen unintentionally and we may not realise that we have failed to credit the author; however it could be viewed that you are trying to pass off someone else's work as your own, and the offence carries severe penalties that may lead to your expulsion from the programme. Tip! **DO NOT** copy chunks of text from the Internet and paste them straight into your work as this can lead to claims of plagiarism.

What is an Appendix?

An appendix is supplementary evidence that could use up too much of your word count, for example, lesson plans, questionnaires, data or diagrams. The term *appendices* refer to more than one appendix. You should only add appendices if they contain vital information needed for the assignment.

Example:

The three lessons I chose to observe were the KS2 Numeracy lessons (see Appendix 1).

What does *ibid* mean?

Ibid means 'as mentioned directly above'. You can use it when you have cited an author twice **with no other author** in between. You should only use this if you are fully confident with it.

Example:

Lee (2006) argues that although home taping is technically illegal it is not pursued because the perpetrators cannot be caught. Lee (*ibid*) further suggests that this can create inequality as Internet downloader's are being unfairly punished because they can be traced.



Example of *ibid* adapted from Cottrell, S. (2005) *Critical Thinking Skills: Developing Effective Analysis and Argument*. Basingstoke: Palgrave Macmillan.

What does *op.cit.* mean?

Op.cit. means 'work already cited in a different part of the text'. You can use this if you have cited an author, cited someone else in between, and then cited the same author from the same book again. You should only use this if you are fully confident with it.

Example:

Brennan (2005) indicates that it appears to be record companies who are concerned against unpaid downloading as they are losing profit. Hibbs (2006) suggests file sharing can also be seen as a positive aspect of socialisation and communication. It could be argued that Brennan (*op.cit.*) does not define what constitutes the meaning of an artist and does not offer any perspectives from well known artists who may have had their music downloaded illegally.

Example of *op.cit.* adapted from Cottrell, S. (2005) *Critical Thinking Skills: Developing Effective Analysis and Argument*. Basingstoke: Palgrave Macmillan.

How do I find the details to add to my reference list?

This will depend on the source you are using.

Books

These details can be found on the front and back of the title page. Check that you have located the name of the publisher rather than the printer or typesetter. The Library Catalogue provides the publisher's name if you are not sure. Ignore any reprint dates; you need the publication date of which ever edition you are using (first, second, third edition etc.).

You will need the following details:

Author/s or Editor/s name/s (usually on the front cover) The following can be found in the first couple of pages: Year of publication

Edition (if there has been more than one)



Place of publication (this will be either a town or city - for example, Basingstoke, **not** Hampshire) Publisher

Example:

Gee, J. P. (2005) *Introduction to Discourse Analysis: Theory and Method*. London: Routledge.

Journal articles

The details needed for a journal article can usually be found on the contents list, front cover or in the article itself.

How can I store details of information I want to refer to in an assignment?

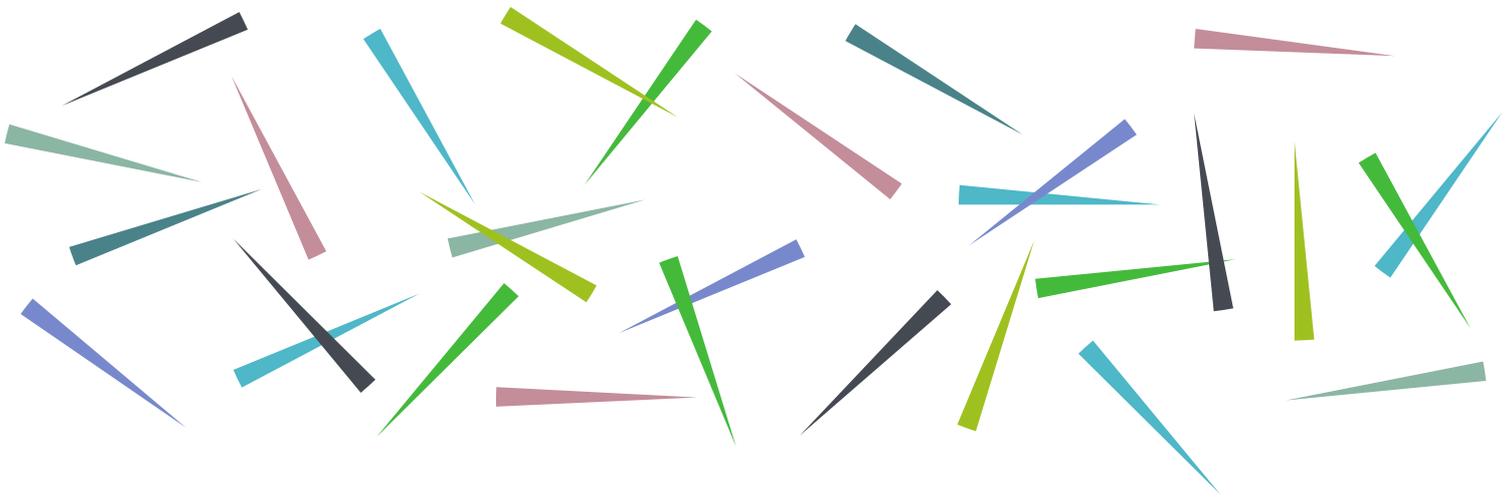
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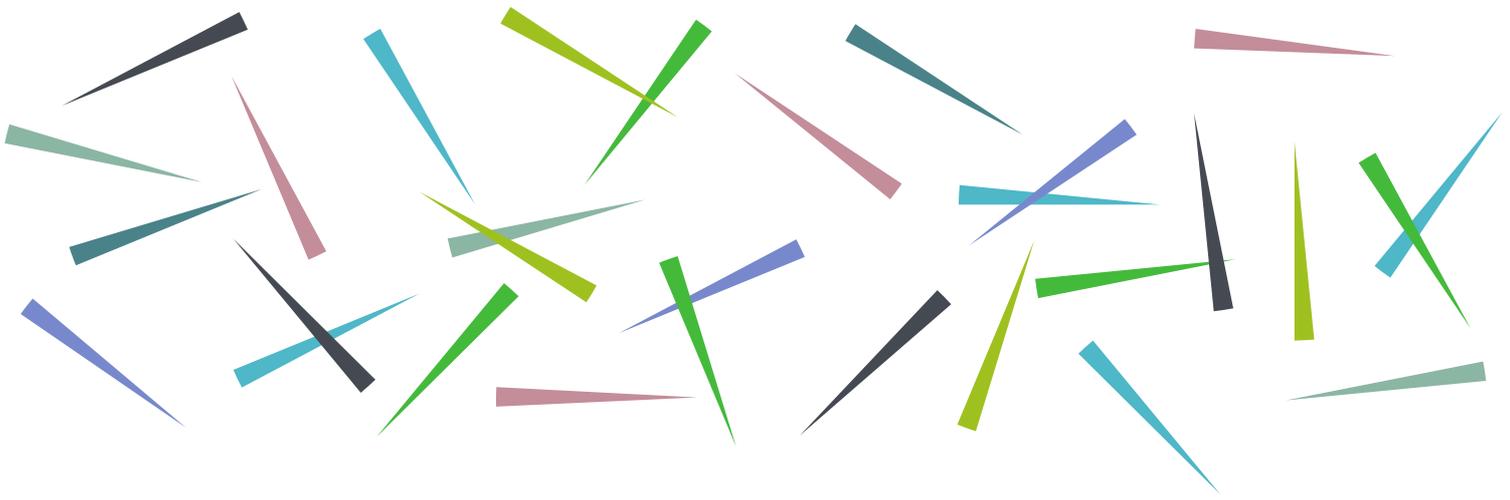
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