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:


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:

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:


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:

**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).**


**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:**


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:**


**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:**


**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:


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:


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:


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:


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:**


**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 updated (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:


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:

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:


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:


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:


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:


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:


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:

**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:**


**Referencing an online newspaper**

**Example in assignment:**

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

**Bibliography:**


**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:**

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:


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:


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:

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:


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:

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:

Referencing a PhD thesis or dissertation

Example:

Referencing a conference paper

Example:

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.
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


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:


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:


Referencing a DVD

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

Bibliography:


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:

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

**Bibliography:**

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.
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.


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:**


**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?**

Edge Hill subscribes to an online bibliographic management tool called RefWorks. It will help you to manage, store and share information, as well as generate citations and bibliographies. Access it through the [Library Catalogue](http://www.refworks.com/tutorial/).

To get started just create an account and have a look at the excellent [online tutorials](http://www.refworks.com/tutorial/) available. For more information ask at any of the helpdesks in the University libraries.
Bibliography (Example)


