QuickRef

Edge Hill University

This leaflet is a quick guide to referencing according to **Edge Hill University's Harvard referencing style**. The guide will demonstrate how to acknowledge sources that have been cited in your assignment, whether you use direct quotations or paraphrase another writer's material.

The Harvard system uses the author – date method. References (also known as citations) within the assignment text are given in brackets and the list of sources used is given in a bibliography (or reference list).

A direct quotation means using the exact words from a text or other source in your assignment. You need to reference the author's last name, year of publication and page number. This example shows how to reference a quotation from a **book by a single author**.

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

For **a book (or other work) written by multiple authors**, reference them to a maximum of two. If there are more than two authors, you should use *et al.* after the first author's name.

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

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.

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.

A bibliography/reference list is a list of all sources cited in your assignment, *in alphabetical order.* For book, include the author's last name, initials, year of publication, title, place of publication and publisher.

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

Reference an electronic book (e-book) in your assignment text in the same way as you would reference a printed book. In your **bibliography** you need to add the URL.

Taber, K. (2007) *Classroom–based Research and Evidenced-based Practice: A Guide for Teachers.* London: Sage Publications. http://0-lib.myilibrary.com.library.edgehill.ac.uk

An edited book. If a book has an editor or editors, indicate this by putting (ed.) or (eds.) after the name(s).

Reference a journal article in your assignment text in the same way as you would reference a book.

Bibliography includes author(s), year, title of article, title of journal, volume number, issue number and page numbers.

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

Reference an electronic journal (e-journal) in your assignment text in the same way as you would reference a book. In your bibliography, include details as for a printed journal and add the URL and the date that you accessed it.

Baillie, L. & Llott, L. (2010) 'Promoting the Dignity of Patients in Perioperative Practice' *Journal of Perioperative Practice.* 20 (8) pp. 278-282.http://0proquest.umi.com.library.edgehill.ac.uk/ [accessed 10 August 2011].

Web pages and internet resources

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 your assignment text, show author or organisation and year.

Note - you do not place the URL (web link) in your assignment text.

Example (without identifiable author)in your assignment text:

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) 'Save the Housing Safety Net' *Shelter England. Campaigns.* http://www.shelter.org.uk/ [accessed 14 September 2011].

Example (with identifiable author) in your assignment text:

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 03 November 2011].

For examples of how to reference other sources that you may have used download the detailed Harvard reference guide from:http://www.eshare.edgehill.ac.uk/793/1/Harvard_Guide_August_2011_pdf.pdf