

REFERENCING USING THE HARVARD SYSTEM

Why reference?

- Failure to acknowledge the words or ideas of others is **Plagiarism!**
- Lends credence to your work and supports your arguments
- Shows you've read widely.

2 parts to referencing:

- **In-text citation**
- **Reference list/Bibliography at the end of the assignment**

An in-text citation is done like this:

- **Agriculture still employs half a million people in rural Britain (Shucksmith, 2000).**

So, you have the author's name and the year of publication in brackets, with a comma separating them.

More than one author?

If there are two or three authors, you need to write all the names:

E.g. (Bell, Goddard and Walker, 2011)

If there are more than three authors, cite the first author, followed by *et al* in italics:

E.g. (Bell *et al.*, 2011)

What if the author is an organisation?

Exactly the same – just put the organisation name instead of the author's surname

E.g. (Society for the Protection of Flies, 2012)

Author's name in the sentence

- If the author's name occurs naturally in the sentence then you only need to put in the year of publication.
- E.g. **This concept is discussed by Jones (1998)...**

What do I do with quotes?

If it's short – put it in the text:

E.g. As Smith said (2012, p99), ‘Margaret Thatcher did much for feminism’

If it's long – indent it and you don't need quotation marks

E.g. Dave Davies (1999, p.333) wrote rather pessimistically:

The world will end in 2000

Reference List V Bibliography

- A **Reference** list is a list of those sources you have actually cited in your assignment.
- A **Bibliography** however would include all those sources you used, whether or not you cited them in your essay.

The reference list comes before the Bibliography!

The basics of a reference list

- List them alphabetically by **author's surname**
- **Don't** number or bullet point them
- List all sources together – don't split them into categories.
- Left Justify

Referencing a book:

Just like this:

**CLARK, J. (2012). *Are mountains high?* 4th ed.
Oxford: HBS Press.**

If it's the first edition you don't need to write that!

Books with more than 3 authors use:

CLARK, J. et al. (2012)

What if there are editors?

Just put:

JONES, C. (ed.)

More than one editor then put (eds.) after the last
surname

What about journal articles?

Then write it like this:

**FROST, H. (1965) The world isn't actually round.
Journal of Geography Wizardry, 3 (5), pp. 111-113.**

Reminder – you will need the volume and number of your article – best to write it down as you go along!

Electronic References

This includes web pages, e-mails, etc.

You need to include: AUTHOR (year) *Title of document*
[resource type] Organisation responsible. Available
from: web address [Date accessed]

e.g.

HOME HEALTH UK (2011) *Rising teacher stress levels* [WWW] National Health Service. Available from: <http://www.helpusnow.html> [Accessed 10/10/07].

Reference to an e-book

- Very similar to a normal book, however you also need to include the 'core' URL and the [accessed date]

e.g. SULLIVAN, A. (2012) *Rivers aren't that wet*. 7th ed. Oxford: Poor Publishing. Available from <http://lovelylibbooks.com/> [Accessed 12/01/12]

Social Networking Sites

Includes: Facebook, Twitter, Bebo etc:

You need to include: AUTHOR (Year) *Title of page*
[Title of web site] Day/month of posted message.
Available from: web address. [Date accessed]

*e.g. HAMER, K. (2011) Referencing group.
[Facebook]. 6th June. Available from:
www.facebook.com [Accessed: 08/06/2011].*

What about DVD's?

Then use the following format:

***Tornado (2010) Film. Directed by PHILIP JONES.
London: Ant & Dec Productions***

And finally...

If you don't know the date, put (n.d.), or the place of publication (s.l.) or the publisher (s.n.)

It's impossible to cover all the possible scenarios here as there are millions of information resource types now.

There are also slightly different interpretations of the Harvard style of referencing – just bear in mind you are trying to put in information that will help your reader find that reference .

BE CONSISTENT!

Try this website, a sort of shortcut to referencing:

<http://www.citethisforme.com/>