

Citing and Referencing using the Harvard Style

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Academic work requires you to read widely, and to consider and analyse the writings of others. This can add weight to your discussions and arguments. When using these works, it is important that you acknowledge these sources of information. Anything not acknowledged will be viewed as **plagiarism** which is a form of cheating.

Make sure that when you consult any source of information you make a note of where the information has come from and quote it correctly. It will need to be quoted in both the text and in a bibliography or references at the end of your work.

This guide shows you how to cite and reference sources using the **Harvard** style of referencing; this is sometimes called the author-date system.

Citing sources within the text

When another's words or ideas are referred to in your work, you must cite the source. At an appropriate place in the sentence, provide the author's surname, the year of publication and page number in round brackets. Alternatively, if you include the author's name in the sentence, only provide the year of publication in brackets. Page numbers should be listed if you are quoting from a specific page, using the abbreviation p. (or pp. for multiple pages) before the page numbers.

Harris (2008, p. 56) argued that “nursing staff...”

In a recent study (Evans, 2008), qualifications of school-leavers were analysed...

- In an edited book which contains a collection of chapters by different authors you need to cite the author of the chapter, not the editor of the book.
- If you are citing more than one publication by the same author, published in the same year, label the first cited with the letter 'a' and the second with the letter 'b', eg **(Smith, 2004a), (Smith, 2004b)**. The same will need to be done in the bibliography.
- If there are two or three authors to a work, all of them must be included in the citation, eg **(Lewis, Jones and Williams, 2008)** or **Lewis, Jones and Williams (2008)**.
- If there are more than three authors use the abbreviation *et al.* after the first author's surname, eg **(Tipton et al. 2008, pp.124-5)**. You can also use *et al.* in your reference list where there are more than three authors.
- If you are citing multiple sources, cite the publications in chronological order with the most recent first. They should also be alphabetically listed within each year, eg **Recent environmental studies (Williams, 2007; Andrews et al., 2005; Martin and Richards, 2004; Town, 2004) considered...**

Paraphrasing

Paraphrasing is expressing someone else's writing in your own words. It is best to paraphrase an author's ideas or arguments in the text. If you paraphrase correctly it will fit better your own style of writing and demonstrate that you have understood what the author is saying. Make sure you cite and reference the source of information correctly, and do not change the original meaning. Include the page number when paraphrasing eg Foster and Fraser (1989, p. 76) reported significant indirect quality of life benefits arising from the purchase of personal services under a direct payments model.

Quoting in the text

Quotations can interrupt the flow of writing and so are best used sparingly. However, they can be used to make a point clearer or present the information more succinctly. Remember to quote words exactly as they appear in the original text, do not add bold or italics.

For short quotations, up to two or three lines, set these in quotation marks (single or double, but be consistent) and include them within the body of the text.

Bryson (2004, p. 156) commented that “if you need to illustrate the idea of nineteenth century America as a land of opportunity, you could hardly improve on the life of Albert Michelson”.

Longer quotations should be entered as a separate paragraph and indented from the main text. Quotation marks are not required.

King (1997) describes the intertwining of fate and memory in many evocative passages, such as:

So the three of them rode towards their end of the Great Road, while summer lay all about them, breathless as a gasp. Roland looked up and saw something that made him forget all about the Wizard's Rainbow. It was his mother, leaning out of her apartment's bedroom window: the oval of her face surrounded by the times gray stone of the castle's west wing. (King, 1997, pp 553-554).

If you omit words from the quotation, this needs to be indicated by typing three dots, eg **"The state has an essential role ... in the legal definition of property rights" (Deininger, 2003, p. 69)**

If you want to insert your own words, or different words, into a quotation, put them in square brackets [], eg **"in this field [crime prevention], community support officers ..." (Higgins, 2008, p. 17)**

Reference list

At the end of the work, you need to provide a list of references or bibliography. This will include details of all works quoted within the text, as well as any works used for additional reading. This allows the reader to confirm the publication details of a work and be able to locate it.

- **The references should be listed in alphabetical order by author.** They should not be separated by type, eg book, journal, website, etc. (see **References** list example on p.4)
- **The author's** last name should be first, followed by the initial(s) of the first names. List **all** authors as they are listed on the title page. Arrange references with the same author by the year of publication (oldest first).
- **The publication year** should be in round brackets (parentheses), after the author's name. If there is no date, state (no date).
- **The title** should be as on the title page, together with the subtitle. Capitalise the first letter of the first word and any proper nouns. In general the title is also in *italics*.
- **References for online publications** are generally written following the format for printed publications as far as possible. Further examples of online publications can be found in the online guide and tutorial.

References

Burkett, H. (2008) 'Performance improvement myths, models, and opportunities', *Performance Improvement*, 47(6), p2. doi: 10.1002/pfi.20001.

Cooke, D.J. and Philip, L. (2001) 'To treat or not to treat? An empirical perspective', in Hollin, C.R. (ed.) *Handbook of offender assessment and treatment*. Chichester: Wiley, pp.3-15.

European Commission (2003) *Making globalisation work for everyone*. Luxembourg: Office for Official Publications of the European Communities.

Fahrenheit 9/11 (2004) Directed by Michael Moore [Film]. Santa Monica, California: Lions Gate Films.

Bright, M. (2002) 'Angry Brigade's bomb plot apology', *The Observer*, 6 February, p.6.

Opie, Clive. (ed.) (2004) *Doing educational research: a guide for first-time researchers*. London: SAGE Publications. p. 69, fig.

Bell, J. (2014) *Doing your research project: a guide for first time researchers*. 6th edn. Maidenhead: McGraw-Hill Education

The literacy planning CD-ROM (2004) [CD-ROM]. Department for Education and Skills. Available: HMSO.

Tregear, A. E. J. (2001) *Speciality regional foods in the UK: and investigation from the perspectives of marketing and social history*. Unpublished PhD thesis. University of Newcastle upon Tyne.

Waterson, M. (2003) 'The role of consumers in competition and competition policy', *International Journal of Industrial Organization*, 21(2), pp. 129-50.

Yau, T. (2001) *Dragon project*. Available at: <http://www.geocities.com/dragonproject2000/> (Accessed: 14 June 2008).

Electronic journal article –reference the same way as a journal. If there is a Digital Object Identifier (doi) available then you may choose to include this.

Chapter in an edited book – list the author and title of the chapter first. Remember to include the chapter page numbers.

Reports – use the organisation name if there's no author.

Films – If the film is on DVD use [DVD] not [Film].

Newspaper article – include the full date. Online articles can be listed similarly.

Images/Figures/Tables – just include the page, the title of the image, etc is not required.

Book - ebooks that look the same as a printed book, with the same publication details and pagination, should be referenced as a printed book.

CD-ROM/DVD – this generally follows the same citation as a book, but remember to include [CD-ROM] etc.

Thesis – if the thesis is published online you'll need to include the URL and date accessed; and remove the unpublished reference.

Journal article – Remember to include the page numbers. See below for an electronic journal article.

Web page – see page 4 for additional information regarding web pages.

Publication dates and editions

The back of a book's title page usually contains details of the publication date and publisher. If there is more than one date, use the latest publication date, not a reprint date. It will generally be found next to the © symbol. Remember to state (no date) if there is no publication date.

Edition details are also generally found on the back of the title page. If the book is in its second edition or beyond you need to acknowledge the correct edition in the bibliography. Edition is shortened to edn. to avoid confusion with the abbreviation ed. for editor. The edition does not need to be cited in the text.

Seifert, K. L., Hoffnung, R.J. and Hoffnung, M. (2000) *Lifespan development*. 2nd edn. Boston: Houghton Mifflin.

Web sources

Citing web pages can be problematic

- If no personal author or title is visible, you can include the organisation responsible for the web page instead. If neither are obvious, begin your reference with the URL, then insert the date, eg
<http://www.onlinehealthsurvey.org> (2008) (Accessed: 17 June 2009)
- If the title is not on the page, look at the top line of the browser. The title of the document should appear there, above the menu bar.
- If no publisher is available, use the organisation responsible instead, although this information can be viewed as optional.
- If the year that the site was published/last updated is not visible write (no date) instead.
- If you quote from a web page with no page numbers, you can use the paragraph numbers or sub-headings in your citation.
- If a web page has no author, title or date you should consider whether it is suitable for academic work. Remember that a person's ability to publish material on the internet bears no relation to their academic abilities.

Secondary referencing

You should provide page numbers when you quote (use the authors own words) or cite (paraphrase or summarise) from specific pages in the text. In Harvard referencing the only time when you do not provide a page number is when you are summing up an entire book or a theme that runs throughout the work. Since a secondary reference is usually a short quotation or brief paraphrase from another work you should always be able to provide a page number in the text.

Example direct quote from a secondary source in an edited book:

Simpson (1999, quoted in Gray and Jackson, 2002, p.81) demonstrates that inequalities persist, for example 'people with learning difficulties must demonstrate their competence prior to being granted autonomy. This is a direct inversion of the principle of social intervention which holds for the rest of us.'

(In the above example Gray and Jackson have included a direct quote from Simpson's 1999 publication in their own work published in 2002.)

Example of a paraphrased citation from specific pages

Other researchers (Simpson 1999, cited in Gray and Jackson, 2002, p.81) comment on the very different treatment that learning disabled people receive from social services in comparison to other service users, specifically the requirement that they should justify their right to independence.

Note: you should quote or cite both sources in the text but in the list of references list only the source you have seen the complete text of.

Reference list example

Gray, B. and Jackson, R. (eds.), (2002) *Advocacy and learning disability*.
London: Jessica Kingsley.

Further help and advice on plagiarism

More information on plagiarism is available from the tutorial on plagiarism available at <http://ist.glos.ac.uk/referencing/plagiarism>. Additional help with citing references using Harvard, is available at <http://ist.glos.ac.uk/referencing/harvard>, or contact your Library <http://www.glos.ac.uk/library>

Information on the Harvard style is also available within Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*.

10th edn. Basingstoke Palgrave MacMillan, a copy of which is available in all Libraries.

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