
An introduction to Harvard referencing style

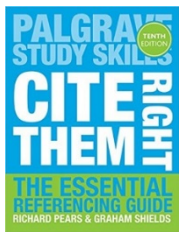
Learning outcomes

By the end of this section you should be able to:

- Understand and avoid plagiarism
- Reference information sources appropriately

The main referencing system used at Bury College is **Harvard 10th edition**. It is based on the advice in this book:

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th ed. Basingstoke: Palgrave Macmillan.



Copies are available in the library shelved at 371.3 PEA.

CITE THEM RIGHT ONLINE

Cite them right online is available on the LRC VLE, through Virtual library button, then digital resources and can be accessed in and out of college.

What is referencing?

- Referencing is the process of acknowledging the sources you have used in your essay or assignment.
- It helps your tutors to check your sources as quickly and easily as possible.
- You should reference any **direct quotes** or any material you have **paraphrased** or **referred** to.
- **Note:** Good referencing can help you achieve a better grade – it can account for up to 5-10% of the total mark.

What is plagiarism?

- Taking other peoples' thoughts, ideas or writings and presenting them as your own.
- Using another person's work or ideas without properly crediting them e.g. paraphrasing or quoting someone else without citing the original in your work.

- Plagiarism is a serious academic offence and is equivalent to stealing academic property.
- **Note:** Copying other peoples' work can usually be easily spotted as the style of your own work may be inconsistent. Turnitin software also checks for plagiarism.

Acknowledging your sources

You should acknowledge your sources in two different places:

- Within the main body of your essay as an **in-text citation** (included in your word count).
- In the **reference list** at the end of your essay in alphabetical order (not included in your word count).

The in-text citation

- Included in the main body of your essay
- Included in your word count.
- Gives the brief abbreviated details of the work that you are quoting from, paraphrasing or referring to in your text.
- Links from your essay to the full reference in the reference list at the end of your work.

In-text citation

The most common in-text citation styles are as follows:

- **Author starts the sentence for example:**
Pears and Shields (2013, p.4) look at how...
- **The work is referred to within the sentence or at the end of the sentence for example:**

...this explains why referencing is so important (Pears and Shields, 2013, p. 4)

In-text citations – authors

Up to **3** authors/editors may be mentioned in the in-text citation. If there are **4 or more** you should cite the first name listed in the source followed by *et al.*

- You do not need to add **ed.** after editor in an in-text citation.

Examples:

- **3 authors:** (Black, Smith and Robinson, 2014, p.14)
- **4 authors:** (Morton *et al.*, 2014, p.2)

Book or e-book reference

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. Basingstoke: Palgrave Macmillan.

- Author's surname, followed by initial(s) e.g. *Smith, N.P.* If editor(s), add (ed.) or (eds.) e.g. *Smith, N.P. (ed.)*
- Date of edition (in brackets). Ignore reprinting dates – use the original date relating to the actual edition.
- Title of the book, *italicised*, and followed by a full stop. If there is a subtitle, separate this from the main title by a colon.
- Edition of the book if given (other than the 1st), followed by a full stop.
- Place of publication followed by a colon. If there are multiple places of publication, use the UK one.
- The publisher's name followed by a full stop.

Book or e-book references examples

Browne, J.P. (2010) *Eating healthily*. London: Nelson.

White, N. (ed.) (2010) *Healthy diets*. London: Nelson.

Smith, N. and White, R. (2014) *Healthy eating*. 3rd edn. London: Sage.

Wilson, N., Dove, L. and Price, G.S. (eds.) (2013) *Nutritious diets*. 4th edn. London: Churchill Livingstone.

Young, H.D. et al. (2015) *Sears and Zemansky's university physics*. San Francisco, Calif.: Addison-Wesley.

Book or e-book in-text citation

Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide*. 9th edn. Basingstoke: Palgrave Macmillan.

In-text citation examples:

A recently published work (Pears and Shields, 2013, p. 23) looks at how...

According to Pears and Shields (2013, p. 23) there are a number of reasons why...

Chapter in edited work reference example:

Kelly, C., Roberts, T. and Lawrence, C. (2012) 'Skin and lip cancer', in Symonds, P. et al. (eds.) *Walter and Miller's text book of radiotherapy: radiation physics, therapy and oncology*. 7th edn. Edinburgh: Churchill Livingstone, pp. 317-340.

- You must include details of the **chapter** and the **book** it comes from:
- Author of the chapter
- Year of publication (in round brackets)
- Title of chapter, - in 'single' quotation marks, followed by comma **in** plus author/editor of book **e.g. in Smith, S.M. (ed.)**
- Title of the book ***in italics***
- Place of publication: Publisher
- Page numbers for the chapter **e.g. pp. 83-94.**

Chapter in edited work in-text citation examples:

The view proposed by Kelly, Roberts and Lawrence (2012, p.319)

In a recent article (Kelly, Roberts and Lawrence, 2012, p.319) ...

Journal or e-journal article reference

Jervis, A. (2011) 'Why are nurse mentors failing to fail student nurses who do not meet clinical performance', *British Journal of Nursing*, 33 (3), pp. 323-326.

- Author's surname, followed by initial(s) e.g. Smith, N.P
- Date – year of publication (in brackets)
- Title of article in 'single' quotation marks followed by a comma
- Title of the journal *italicised*. Capitalise the first letter of each significant word in the title and follow with a comma. Do NOT abbreviate titles.
- Volume number followed by a space
- Part/issue number or month(s) in round brackets followed by a comma e.g. 12 (1), or (May/June)
- Page numbers followed by a full stop e.g. p.10. or pp.10-21.

Journal/e-journal article in-text citation

Jervis, A. (2011) 'Why are nurse mentors failing to fail student nurses who do not meet clinical performance', *British Journal of Nursing*, 33 (3), pp. 323-326.

This is illustrated in a recent article (Jervis, 2011, p.323) which discusses how...

Jervis (2011, p. 323) states that it is wrong to...

E-journal article reference with DOI

What is a DOI? A DOI is a digital object identifier - a numbered tag used to identify digital (online) sources e.g. e-books and e-journal articles.

You only need to use the DOI if it is given.

Example:

Shirazi, T. (2010) 'Successful teaching placements in secondary schools: achieving QTS practical handbooks', *European Journal of Teacher Education*, 33(3), pp.323-326. doi: 10.1080/02619761003602246

Web page (with author) reference

National Health Service (2010) *Check your symptoms*.

Available at: <http://www.nhsdirect.nhs.uk/checksymptoms> (Accessed: 17 May 2015).

- Author/editor of the page (this may be the name of an organisation).
- The title is italicised here (and also within the in-text citation).
- Year that the site was published or last updated (in round brackets). If no year, use the date you accessed the site.
- Available at: URL (do not underline: you may need to right click and 'remove hyperlink' if you have the copied the URL).
- Date site accessed. This is important as the site may have been updated by the time the reader checks it.

Web page (with author) In-text citation

After identifying symptoms (National Health Service, 2010) ...

Web page (with no author) reference

Healthy eating for children diet sheet (2009) Available at: http://www/healthy_eating_for_children_index.htm (Accessed: 23 July 2012).

- Where there is no author, the title is mentioned first. The title would still be italicised within an in-text citation.
- Year that the site was published or last updated (in round brackets). If no year, use the date you accessed the site.
- Available at: URL (do not underline)
- Date site accessed. This is important as the site may have been updated by the time the reader checks it.

Web page (with no author) in-text citation example

The main dietary concerns may be found online (*Healthy eating for children diet sheet, 2009*)....

Recording your sources

Get into the habit of recording your sources as you find/use them – it will save you time in the long run.

How:

- A-Z Notebook – record your entries alphabetically in a simple notebook
- Bookmarking, if using online resources create a folder and save the links there
- Use our evaluation sheets
- Index cards – record entries alphabetically
- Word document – keep a word document of your references
- Online free software, for example, citethisforme.com, but remember to check the references afterwards.

Remember, please ask the library staff if you need help.

Contact us... Millennium LRC 0161 280 8446
Woodbury LRC 0161 280 8259