

Citing and Referencing: Harvard System

Citing and Referencing Explained	2
Citing.	2
References	2
Why Cite References Anyway?	2
Method of Citation	2-4
Author in text	2
Two Authors	3
Multiple authors	3
No Author	3
Quotes from other sources	3
Quotations	3
Diagrams	4
Referencing	4
Examples	5-7
Contribution in a journal or newspaper	5
Multiple authors	5
Chapter in a edited book	5
Thesis	6
Other Examples	6-7
Conference Paper	5
Corporate Body	5
Map	6
Patent	7
Electronic Sources	7-8
Internet link	7
CD-ROMS & Online database	7
Email	8
E-journal on the web	8
Software	8
Video, films & broadcasts	8
Further Reading	9
Books	9
Web sites	9

Citing and Referencing Explained.

Citing

Citing is acknowledging **in the text of your work** the sources you have used. The most common method of citation and referencing is the Harvard System which is detailed in this guide. However you should contact your tutor or school office or on which method is preferred.

Reference

A Reference is a set of data or list, which indicates a document or part of a document that you have consulted.

A reference needs to be placed in two different parts of your work:

- At the point at which the document is referred to in the text of your work.
- In a list of sources used at the end of the document.

Why Cite References Anyway?

- You should acknowledge sources consulted for the production of written work otherwise you are guilty of plagiarism.
- It allows readers to locate the sources you have used.
- It is an important part of the presentation of written work.

The Harvard System

Method of citation

In this system you write the author/originators name and the year of publication of the document in parentheses after each reference in the text, for example: **The research shows (Wheeler 1961)....**

Author in text

If you mention the author's name in your text then only the year follows in parentheses, for example **Wheeler (1961) describes in his study...** gives year of publication only in brackets. If, however, the name does not occur naturally in the sentence, both name and year are given in parentheses.

Example:

More recent studies (Bartlett 1996; James 1998) show that

...

If two or more documents have the same author and year of publication they should be distinguished by **lower-case** letters following the year.

Example:

Wheeler (1961a) describes the process in his study. In a second paper Wheeler (1961b) goes on to further explain...

Two Authors

If there are two authors, the surnames of both should be given.

Example:

Reeves and Mortimer (1993) have proposed that...

Multiple authors

If there are more than two authors the surname of the first author only should be given, followed by et al meaning "and others".

Example:

Cartman et al. (1997) conclude that...

No Author

If there is no originator (author) then "Anon" should be used to indicate that the source is unknown.

Example:

A recent article (Anon 2001) stated that...

However, if it is a reference to newspapers where no author is given the name of the paper can be used in place of author or Anon.

Example:

The Independent (1999) argued that....

Quotes From Other Sources

If you refer to a source quoted in another work you cite both in the text.

Example:

A study by Smith (1960 cited Jones 1994 p.24) showed that... (You need to list the work you have used, i.e. Jones, in the main bibliography.)

Quotations

A short quotation of less than a line may be included in the body of the text in quotation marks.

Example

so "good practices must be taught" (Smith 1996, p.15) and we should...

But if it is longer start a new line and indent it. Include the page number if desired.

Example:

Theory rises out of practice, and once validated, returns to direct or explain the practice. (Stevens 1997, p.92).

Diagrams

Diagrams should be referenced as though they were a quotation with the author and date given alongside and full details in the list.

Referencing

In the Harvard System the corresponding references to citations in the text are arranged at the end of the text by **alphabetical** order of author's surname, subdivided if necessary by year and letter.

The order for each of the references should be as follows:

Originator/author	up to two authors are given. If more than 2 authors then the first is given followed by 'et al'.
Date of publication	(in brackets).
Title	either <u>underlined</u> or in <i>italics</i> .
Part/Volume	if a reference is from a journal. The part and volume in parenthesis e.g. 36(6) would mean part 36, volume 6.
Edition	if not the first.
Material designation	if necessary (e.g. a web address).
Place of publication	if the place of publication is unknown enter s.1. for sine loco.
Publisher	if the publisher is unknown enter s.n. for sine nomine.
Page(s)	within the item (if only a part is cited e.g. an article in a journal).

Publication Date

When referencing newspaper articles, include the full date including and use the month of publication (if possible when referencing periodicals).

Example:

Hayes, N. (1998) *Psychology : an introduction*, 3rd ed, Harlow, Longman.

Examples of Harvard System references

The data for a reference should, if possible, be taken from the cited item itself. The originator should be the person or organization (e.g. Author) shown most prominently in the source as responsible for the content.

Contribution in a journal or newspaper

Author of the article, Year of the publication in brackets, Title of the article. Title of the journal (Underlined or Highlighted or in Italics), Volume and part number, month or season of the year. Page numbers of article.

Example:

BREENE, L.A. (1993) Quadrees and hypercubes: grid embedding strategies based on spatial structure addressing, *Computer Journal*, 36(6), April 1993, pp. 562-569.

Multiple authors

If the work has up to 3 authors, then they can be included in the reference e.g. Owen, M. Heskey, E. & Fowler, R (2002).... If there are 4 or more, then use the first author followed by 'et al' to indicate "and others".

Example:

Clapham, A.R *et al.* (1981) *Excursion flora of the British Isles*, 3rd ed, Cambridge, Cambridge University Press.

A chapter in a edited book

You may encounter book chapters from edited works. Use the author, date and title of the chapter followed by a book reference with the pages consulted at the end.

Example:

Weir, Pauline (1995) Clinical practice development role: a personal reflection.
In: K. Kendrick et al. (eds) Innovations in nursing practice.
London, Edward Arnold. p. 5- 22.

Thesis

Use the same method as a book reference but include the name of the awarding institution.

Example:

Gayfer, J. (1993) *Controlling wall thicknesses of extruded polythene pipe.* BEng dissertation, Derby, University of Derby.

Other Examples

Reference To A Conference Paper

Organising or sponsoring organisation. number (if appropriate), date, title (underlined or in italics). location, date held. place of publication, publisher, page numbers (if relevant).

Example:

World health Organization, (1978). *Primary health care, report of the international Conference on Primary Health Care, Alma-Ata USSR, 6 – 12 September 1978, Geneva, W.H.O.*

Corporate Body Publication

(e.g. a government department or other organisation). Name of issuing body, *Title of publication*, place of publication, publisher, year of publication, report number (where relevant).

Example:

UNESCO, *General information programme and UNISIST.*
Paris: UNESCO, 1993, (PGI-93/WS/22).

Map

Originator, date, title (include in parentheses the subject and area of the map if not indicated by the title), material designation (i.e. map) scale, series, place of publication: publisher, sheet size in cm (height x width) (if necessary)

Example:

Ordnance Survey © 1976. Oban & East Mull. Map 1:50 000 First Series. Southampton: Ordnance Survey.

Patent

Originator, . *Title of patent* . Series designation. Date of publication.

Example:

Philip Morris Inc, *Optical perforating apparatus and system*,
European patent application 0021165 A1, 1981.

Referencing Electronic Sources

Increasingly, information is published not in traditional print format, but in various electronic formats, such as ftp sites, world wide web sites, e-mail discussion lists.

As yet there is no universally accepted standard for the citation of electronic sources. Due to the temporary nature of some of the information, changes of location etc. It is advisable to include in the reference for web sites etc the date you accessed the information, or for an email the date it was sent.

A suggested formula of citation which can generally be followed is:

author's last name, first name. (date of source, message or visit to the site) title of work. Protocol and address, path.

Internet link

Reference should include the title, followed by the URL and the date the site was visited:

Example:

International. Technolog Roadmap for Semiconductors.
URL: <http://www.itrs.net/ntrs/publntrs.nsf> [02 June 2000].

CD-ROM's and Online databases

You will need to cite a CD-ROM or online database if you quote from the abstract of the record. Author, date, item title, source title, volume (part/issue), page numbers, abstract from, database name, database time coverage.

Example:

Jenkins. Andrew P. 1994. Health behaviours of health educators. *Journal of Health Education*, 25(6), pp./ 324-32.
Abstract from: British Education Index via BIDS, 1992-Jun 1995.

email

Author, (date message sent) the subject line of the message, the address of the listserv or newlist.

If a personal email:

Author. (date message sent) the subject line of the message.
E-mail from: address to: address.

Example:

Jones. Hugh (18 April 2002 13:45) Internet and the classroom.
Email from: H.Jones@aber.ac.uk to: J.Smith@derby.ac.uk

E-journal on the web

Author, date, article title, source title, volume (part/issue), date of publication, pagination, available from: (specify URL), date of Access.

Example:

Okerson, A. (1991) The electronic journal: what, whence and when? *Public Access Computer Systems Review*, 2(1), pp 23-24, Available from:
<<http://info.lib.uh.edu/pr/v2/n1/okerson.2nl>> [Accessed June 6th, 2002].

Software

Originator, date. Title, version, storage medium, type of computer/operating system, place of publication, publisher.

Example:

Wordperfect Corporation. 1982. Wordperfect (program).
Version 5.1 Disk (3_", IBM compatible). Orem, Utah:
Wordperfect.

Video, films and broadcasts

Typically prefer the title as the first element of the reference but if an individual has clear responsibility for the intellectual content then they should be given as the originator.

Title. date. Material designation (i.e. video cassette).
producers.

Example:

Potter, Dennis © (1993). Lipstick on Your collar. Video cassette (VHS PAL). Channel Four Television Corporation.

Further Reading

Books

The following books are available from the Learning centre:
Allison, B. (1983) *A guide to dissertation preparation*. 3rd ed.
Leicester : Leicester Polytechnic, Shelfmark 808.02/ALL

Bosworth, D. P. (1994). *Citing your references: a guide for authors of journal articles and students writing theses or dissertations*. 2nd ed, Thirsk : Underhill Press for the Learning Resources Development Group. Shelfmark 808.02/BOS

Web Sites

There are plenty of useful guides to citation and referencing techniques available on the Internet. Some of the better examples include:

Bournemouth University

http://www.bournemouth.ac.uk/learning_support/unit_8.html

Greenwich University

<http://www.gre.ac.uk/directory/library/guides/bibcitns.html>

Leeds Metropolitan University

<http://www.lmu.ac.uk/lss/lis/docs/harvfron.htm>

The University of Leicester

<http://www.le.ac.uk/library/teach/irsm/irsm72.html>

If you require any further help with citations and references contact the Distributed Learning Unit. Telephone: +44(0)1332 591215.
E-mail: dist.learning@derby.ac.uk

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