Citing & Referencing
Harvard System

Please note this is a general guide only

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. **However, in some areas an alternative system is used. Please contact your tutor for advice on which system they prefer you to use.**

Referencing

A reference is the list of the material you have cited in your text and it must be set out in such a way so that the reader can locate the sources you have consulted.

Why cite 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 read
- It is an important part of the presentation of written work

Bibliography

A bibliography is a list of *all* the material you have read but not necessarily included in your list of references.

The Harvard System

Citing authors in the text

In this system you write the author/originators name and the year of publication of the document in brackets after each reference in the text.

Example:

The research shows (Wheeler 1961, p.5)...

If the authors name occurs naturally in the text then only the year of publication is given in brackets

Example:

Wheeler (1961, p.7) illustrates in his study…

If two or more documents have the same author in the same year then they should be distinguished by lower case letters after the year of publication

Example:

Wheeler (1961a, p.5) describes this process in his study. In a second paper Wheeler (1961b, p.8) goes on further to explain...

If there are 2 or up to 3 authors, the surname of all must be given.

Example:

Wheeler, Smith and Jones (1993, p.15) have proposed that...

If there are more than three authors the surname of the first author is given followed by "*et al*" (Latin term meaning "and others")

Example:

Wheeler *et al.* (1997, p. 3) believes...

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

Example:

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

If a reference is to a newspaper where no author is given the name of the newspaper can be used

Example:

The Independent (1999) states that...

Secondary sources

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

Example:

A study by Wheeler (1995 cited in Wood 1998, p.42) argues that...

You should only list Wood in your list of references, as this is the book/ article you have actually read.

Citing Electronic Resources in the text

Please note: Use of the URL within the body of the text is not usually acceptable. It should only be listed in the reference list.

Referencing

In the Harvard system the corresponding references to citations in the text are arranged at the end of a piece of work in **alphabetical** order of authors' surname, subdivided if necessary by year and letter.

How to reference a book

Author/s editor/s surname (comma) followed by initials (full stop)
Year of publication (in brackets)
Title of book (either **bold,** *italics* or underlined) (full stop)
Edition (if not the first)
Place of publication (colon)
Publisher (full stop)
[Add series number and volume number if appropriate]

One Author

Example:

Cottrell, S. (2008) *The study skills handbook.* 3rd edn. Basingstoke: Palgrave Macmillan.

Two Authors

Example:

Winter, J. & Sivan, E. (eds.) (2000) *War and remembrance in the Twentieth Century.* Cambridge: Cambridge University Press.

Three Authors

Example:

Thwaites, A., Davis, L. & Mules, W. (1995) *Tools for cultural studies: an introduction.* South Melbourne: Macmillan Education Australia.

Multiple authors – more than 3*

Example:

Raven, P.H., Johnson, G.B., Losos, J.B. & Singer, S. R. (2005) *Biology.* 7th edn. Boston: McGraw-Hill.

* **Please note** it is common acceptance, especially in scientific papers, to quote all authors in the reference list. However, this is not universal and an alternative, which is sometimes used when there are more than 3 authors, is to list the 1st author followed by *et al.* Please check your course requirements.

Chapter within a book

Author/s of chapter or section Surname (comma) followed by initials (full stop)
Year of publication (in brackets)
Title of chapter/section (comma)
Use the word **In:**
Author/ Editor of book/ collected work (Surname (comma) followed by initials)
(full stop)
Title of the book/ collected work (either **bold,** *italics* or underlined*).*
Edition (if not the first)
Place of publication (colon)
Publisher (comma)
Page numbers of chapter (full stop)

Example:

Merridale, C. (2000) War, death and remembrance in Soviet Russia, **In:**
Winter, J. & Sivan, E. (eds.) *War and remembrance in the Twentieth Century.*
Cambridge: Cambridge University Press, pp. 61-83.

How to reference a journal article

Author/s of article (Surname (comma) followed by initials) (full stop)
Year of publication (in brackets)
Title of article (comma)
Title of journal (either **bold,** *italics* or underlined*)* (comma)
Volume number
Part/issue number (in brackets) (comma)
Page number/s (full stop)

One author

Example:

Bourget, D. (2004) Quantum leaps in the philosophy of the mind, *Journal of Consciousness Studies,* 11(12), pp. 17-42.

Multiple authors

Example:

Milner, L.M., Herrmann, M., Girand, K., Baker, M.S. & Hiser, R.F. (2003)
International sport fishing: the case of the German angler in Alaska, *Tourism Analysis,* 8(1), pp. 89-94.

Referencing a newspaper article

Similar to referencing a journal except – omit volume number and part/issue number and state the day and month of publication.

Example:

Hiscott, G. (2005) Salt level in food overtakes poisoning as main concern of shoppers, *The Independent,* 17 March, p.8.

Other Examples

Theses or Dissertation

Use the same method as a book reference but include the level of the award (B.A., BSc., M.A.) and the name of the awarding Institution.

Example:

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

Conference

Organising/sponsoring organisation
Number (if appropriate)
Year (in brackets)
Title (in **bold,** *italics* or <u>underlined</u>)
Location of conference
Date of conference
Place of publication (colon)
Publisher (full stop)

Example:

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

Audio-visual material

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 (**bold,** *italics*, <u>underlined</u>)
Year (date of distribution)(brackets)
Originator (director preferred)
[Videocassette] (full stop)
Place of distribution (colon)
Organisation (full stop)

Example:

The Prince of tides (1997) Directed by Barbara Streisand [Videocassette]. London: ITV.

Maps (Ordnance survey maps)

Originator - state Ordnance Survey
Year of publication (in brackets)
Title of map (**bold,** italics or <u>underlined</u>) (comma)
Sheet number (comma)
Scale of map (e.g. 1: 50 000) (full stop)
Place of publication (colon)
Publisher (full stop)
Series (in brackets) (full stop)

Example:

Ordnance Survey (2002) *Derby & Burton upon Trent,* sheet 128, 1:50,000. Southampton: Ordnance Survey. (Landranger Series).

Referencing Electronic Sources

As yet there is no universally accepted standard for citing electronic sources. It is advisable to include in your references the date you accessed the information.

E-book

Author/s or Editor/s Surname (comma) followed by initials (full stop)
Year of publication (i.e. year of print version, or year of electronic version if there is one)
Title (either in **bold,** *italics* or <u>underlined</u>) (full stop)
Edition (if not the first)
Electronic book supplier
[Online] (full stop)
Available at: Specify URL (Internet address)
Date of access: (brackets) (full stop)

Example:

Davis, B. (2000) *Caring for people in pain.* Netlibrary [Online]. Available at: http://www.netlibrary.com/Reader (Accessed: 6 January 2004).

E-journal

Author/s (Surname (comma) followed by initials) (full stop)
Year of publication (in brackets)
Title of article (comma)
Title of journal (either in **bold,** *italics* or underlined) (comma)
Volume number
Issue number (in brackets) (comma)
Page number or online equivalent
Name of electronic collection
[Online] (full stop)
Available at: Specify URL (Internet address)
Date of access: (brackets) (full stop)

Example:

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

Website or Internet Database

Referencing a whole website

Author, Editor or Publishing Organisation
Year (in brackets)
Website title (**bold,** *italics* or underlined) (full stop)
[Online] (full stop)
Available at: Specify URL (Internet address)
Date of access: (brackets) (full stop)

Example:

Historic Houses Association. (2005) *Historic Houses Association.* [Online]. Available at: http://www.hha.org.uk (Accessed: 6 April 2005).

Web pages or extract from a database

Author/editor or Publishing Organisation
Year (in brackets)
Title of extract (comma)
Title of database (**bold,** *italics* or underlined)
[Online] (full stop)
Available at: Specify URL (Internet address)
Date of access: (brackets) (full stop)

Example:

Darnell, M.J. (2002) Opening the file drawer, *Bad Human Factors Designs* [Online]. Available at: http://www.baddesigns.com/file.html (Accessed: 6 April 2005).

For further information or guidance please contact:

Kedleston Road Library
Subject Information Desk
Tel: 01332 591207
E-mail the Electronic Enquiry Desk at:
enquirydesk@derby.ac.uk

Coming soon: the "Ready Reference Guide" for a comprehensive list of examples.

PLATO PLAgiarism Teaching Online

You may have heard the word plagiarism, but do you know what it means? Are you uncertain about still about citing and referencing?

Learning is most effective when it is experienced first hand. Through a series of short interactive tests you can learn for yourself how to avoid plagiarism and reference your sources correctly.

To find out more please log onto **UDo** at www.derby.ac.uk/udo
Select Study Resources then **PLATO.**

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