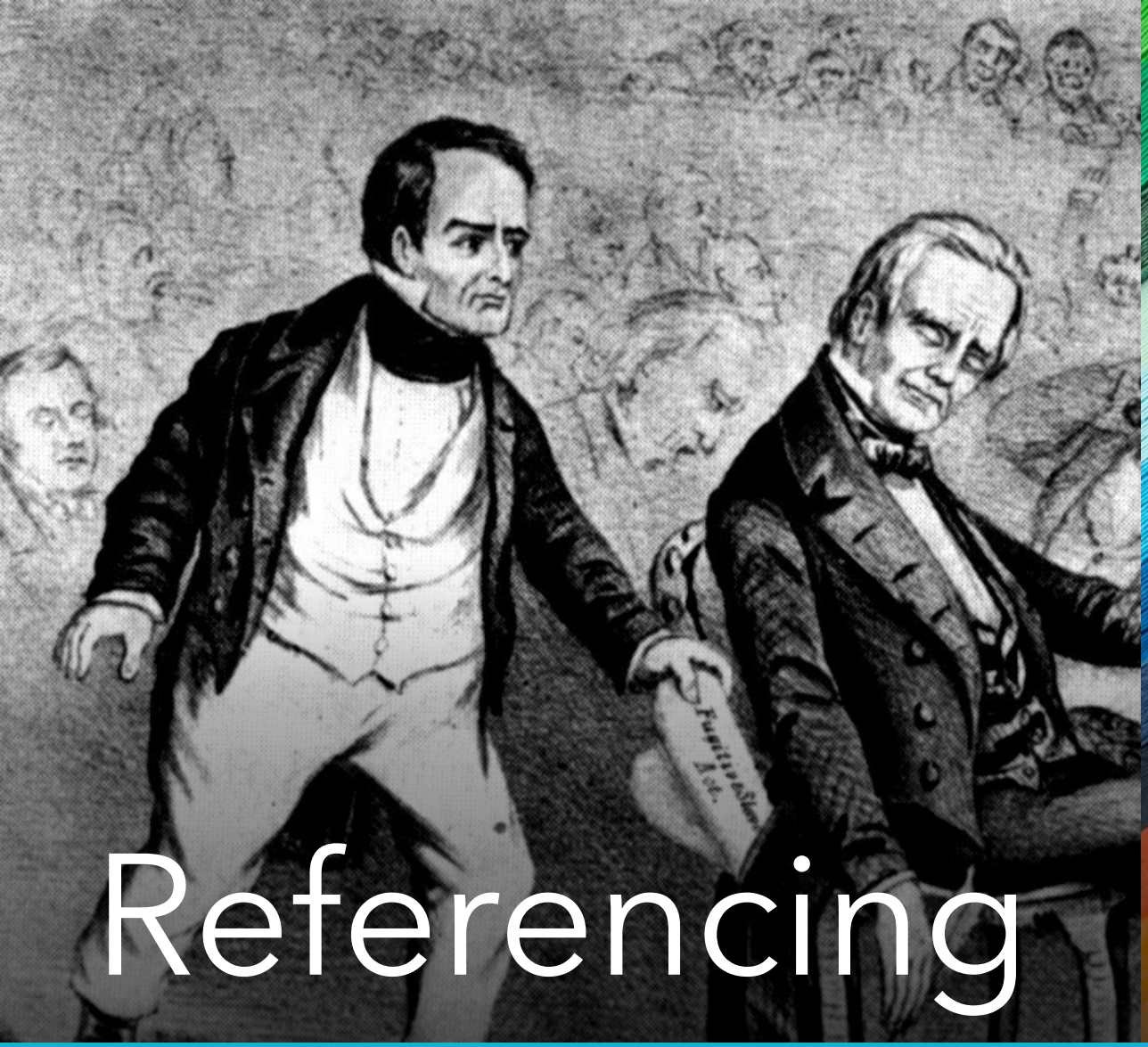


Referencing

Why oh why…

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The Harvard Method

The basics to get started.

While there are various methods,

the aim is always the same:

To inform the reader of the author's details	To show the location (where the words can be found)	To illustrate how dated the information might be	To reveal what books you are using to back up your ideas

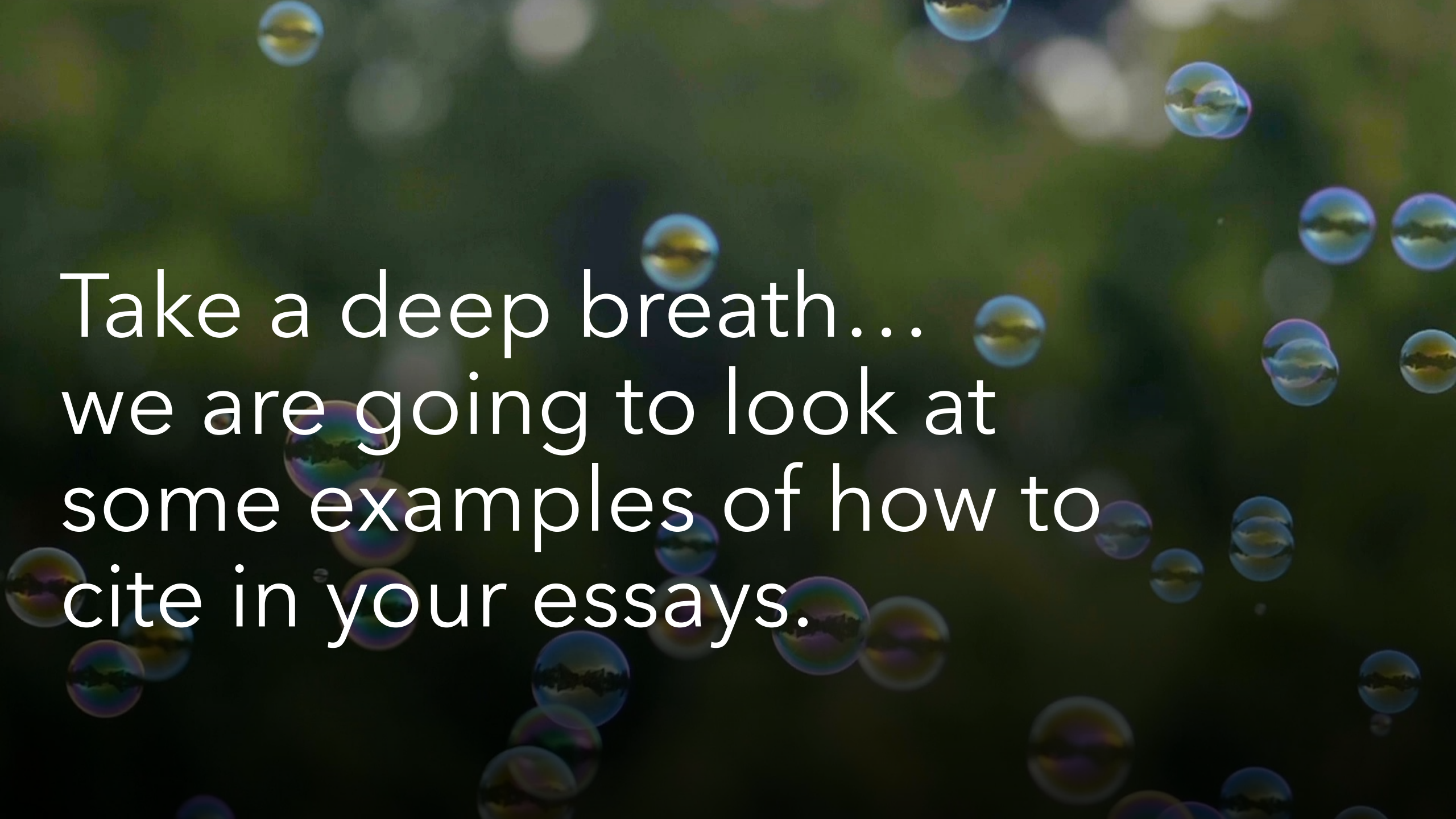
Components of references

ALWAYS

- Author's name
- Date
- Title (in italics)
- Location/Publisher

SOMETIMES

- Edition of the book
- Volume
- Page numbers
- Date accessed
- DOI number


Take a deep breath…
we are going to look at
some examples of how to
cite in your essays.



Using quotes in your essay

Direct quotes

Direct quotes in text must be in quotation marks and show the date and page number.

Longer quotes can be indented from the main text and do not have to have quotation marks

Attala (2019:12) says ‘blah blah blah’.

Altering quotes

Taking

Taking out words – use 3 dots to show where words are missing

- 'Referencing is a...nightmare' (Attala, 2009:120)

Putting

Putting in words – use square brackets

- 'Learning study skills [in higher education] is vitally important' (Attala, 2009:78)

Noting

Noting an original error – write [sic]

- 'You needed to be their [sic]'.

Adding

Adding emphasis – italics

- 'Referencing is a...nightmare' (Attala, 2009:120, my emphasis).

How to refer to other people's work

If you are directly referring to an author write -

- Attala (2009) maintains that…

If you are indirectly referring to an author write -

- Recent learning theories (Attala, 2009) explain that previous notions were lacking

If there is more than one author write

- Attala and Steel (2019) state that…
- New Materialities scholars (Attala and Steel, 2019) state that
- If there are more than 3 authors you only need to write the first authors name in the citation – like this: Attala et al 2019
- *Et al* stands in for the other authors' names



Then at the end of your essay

- Write the heading 'REFERENCES'
- And list all sources you have referred to alphabetically by author's surname like this:
  - Author's surname, initial. date. *title in italics*. location : publisher.

<u>REFERENCES</u>

Attala, L. 2009. *Learning Theory*. Milton Keynes: OUP.

Boyd,B. 1998. Studying at University. Cambridge: CUP.

Reference list continued 1

- **More than one author – put ‘and’ after the penultimate author’s initial**
  - Shanks, M. and Tilley, C. 1987……
  - Watson, P., LeBlanc, S. and Redman, C. 1971……

Reference list continued 2

- If the book you are writing the reference for has been edited put (ed.) or (eds.) after the name or names of the editors

- Appleton, A. (ed.) 2007 ……..
- Appleton, A. and Yates, B. (eds.) 1999……..

Reference list continued 3

- If you have cited a chapter in an edited volume
- Reference the actual author (not editor) *in the text*.
- Then at the end of your essay write:

Smith, B. The Name of the Chapter Used in Appleton, A. (ed.) 1999. *The Book's Title*. Cambridge: CUP

Reference list continued 4
Journal articles

- The article's title should come first and then the title of the journal follows in italics

- Appleton. A. 1999. Referencing Made Easy. *Journal of Referencing* 20: 35-39

Web pages with authors

In text write:

- Author and date – (Attala, 2009)

In the ref list write:

- Attala. L, 2009, *Study Skills* available at www.studyskills.com [accessed: 12 October 2010]

Web pages without authors

In text write:	• (Oxfam 2008)
In the ref list write:	• Oxfam, 2008, available at www.oxfam.com [accessed 12 March 2009]

- Activity: Write out the complete reference to this article





Keith, R 2020 ‘Free school meals: the lifelong impact of childhood food poverty’ *The Conversation* [online] Available at https://theconversation.com/free-school-meals-the-lifelong-impact-of-childhood-food-poverty-148660 Accessed 27 Oct 2020

Quiz – citation, ref, quotation marks and *indentation*

Student essay

- Hedgecoe studied the effect of loud music on animals, and found that different kinds of music gave different responses. A sample of Beethoven, when played to laboratory mice for 15 minutes, had a calming effect. The mice exhibited lower blood pressure and resting heart rate than normal. Meanwhile, a group of mice exposed to music by the pop group Prodigy became highly agitated and exhibited higher blood pressure.

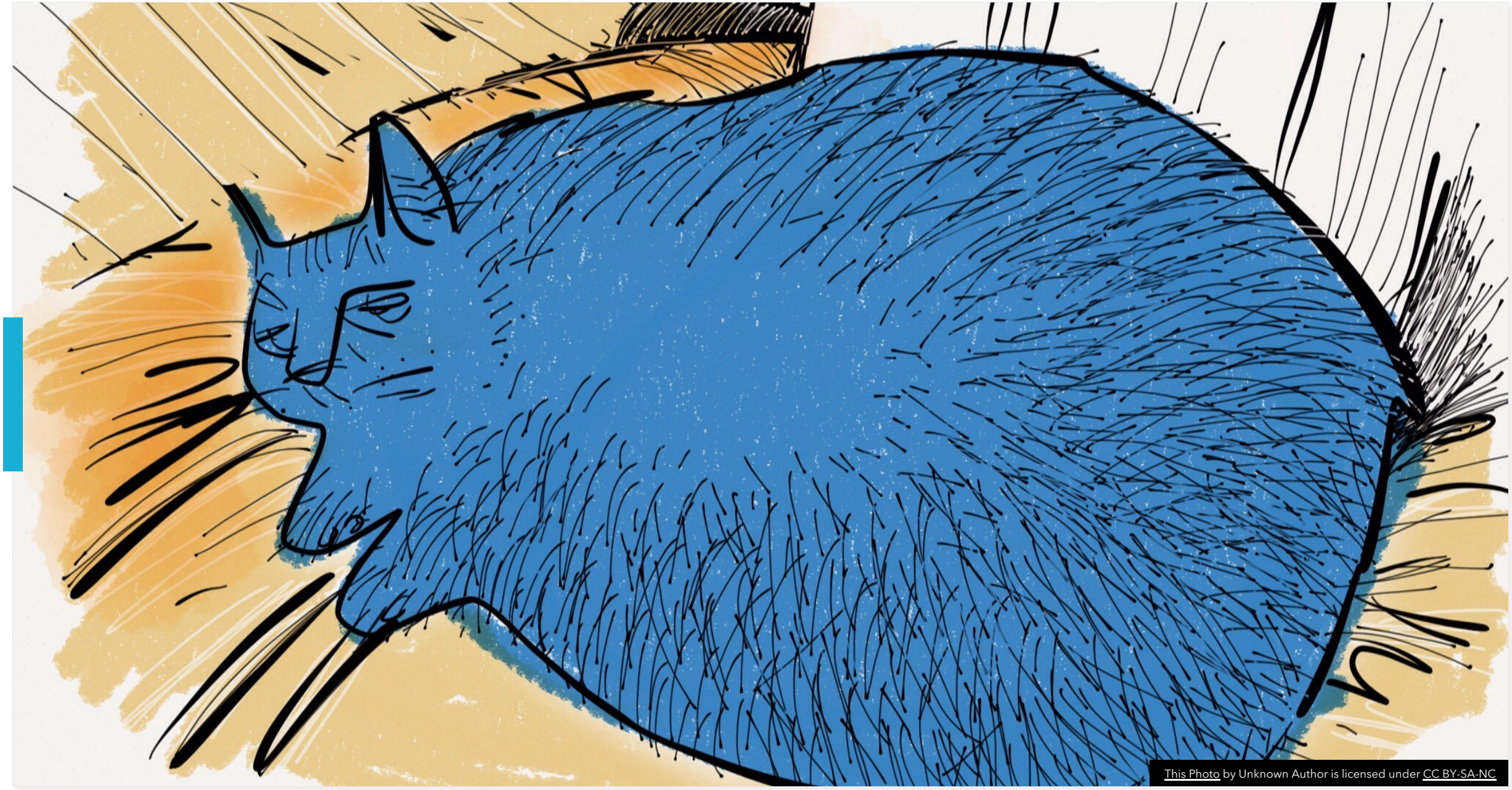
Source

- A sample of Beethoven, when played to laboratory mice for 15 minutes, had a calming effect. The mice exhibited lower blood pressure and resting heart rate than normal. Meanwhile, a group of mice exposed to music by the pop group Prodigy became highly agitated and exhibited higher blood pressure.
- **From:** Hedgecoe, T. (2007) 'The Effect of Popular and Classical Music on Small Mammals',*Journal of Music Studies,* 6 (3), pp. 37-48.

Quiz – answers

- Hedgecoe (2007) studied the effect of loud music on animals and found that different kinds of music gave different responses.
    - A sample of Beethoven, when played to laboratory mice for 15 minutes, had a calming effect. The mice exhibited lower blood pressure and resting heart rate than normal. Meanwhile, a group of mice exposed to music by the pop group Prodigy became highly agitated and exhibited higher blood pressure' (Hedgecoe 2007: p 38).
- In ref list:
- Hedgecoe, T. (2007) 'The Effect of Popular and Classical Music on Small Mammals',*Journal of Music Studies,* 6 (3), pp. 37-48.

- A sample of Beethoven, when played to laboratory mice for 15 minutes, had a calming effect. The mice exhibited lower blood pressure and resting heart rate than normal. Meanwhile, a group of mice exposed to music by the pop group Prodigy became highly agitated and exhibited higher blood pressure.
- **From:** Hedgecoe, T. (2007) 'The Effect of Popular and Classical Music on Small Mammals',*Journal of Music Studies,* 6 (3), pp. 37-48.



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