

Springboard

UWTSD Library - Harvard Referencing

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Olivia Edmonds

Doreen McLeary



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Online Support: Can't make it to the campus? No problem! Access our online support services from the comfort of your home. Chat with librarians, attend virtual workshops, and explore our extensive digital resources.



Objective

By the end of the session

learners will be able to reference a book using the Harvard referencing style.



What do you think of when you hear this word?

Evidence

[How to use evidence from a text - BBC Bitesize](#)



Evidence

In your University work, you will be expected to use and find evidence – or **quotations** - to back up the points you make in your assignments.

In order to do this successfully, you need to know how to reference.

Why should you reference?

- To **acknowledge, give credit** when someone else's ideas, theories or research have influenced your work
- To demonstrate the **breadth of the research** you have undertaken
- To add **academic credibility** to your arguments by providing the evidence behind them
- To enable your audience to **find & verify the sources** you have used
- To avoid accidental **plagiarism**



Key Terms

In-text citation

Reference List



What is a...

In-text citation: brief details of the sources being used, within the text of the assignment. The purpose is to refer the reader to a full reference at the end of the work

Reference List: full details of the sources used directly within the assignment, compiled as an alphabetical list at the end



In-text citations look like this:

(Blaxter, Hughes and Tight 2010).

Cottrell (2019) stated that

Wilson and Bedford (2009)

The Reference List may look like this:

Blaxter, L., Hughes, C. and Tight, M. (2010) *How to research*. 4th edn. Maidenhead: McGraw-Hill/Open University Press.

Cottrell, S. (2019) *The study skills handbook*. 5th edn. London : Red Globe Press.

Wilson, E. and Bedford, D. (2009) *Study skills for part-time students*. Harlow: Pearson Longman.



Where does an in-text citation go?

Thorough referencing is essential to success (Blaxter, Hughes and Tight, 2012).

Wilson and Bedford (2009, p106) state that “using quotations is an excellent way to give authenticity to a piece of work”

Time management is key to success as a learner undertaking studies and meeting deadlines. (Cottrell 2019)

WHO
WHEN
WHAT
WHERE

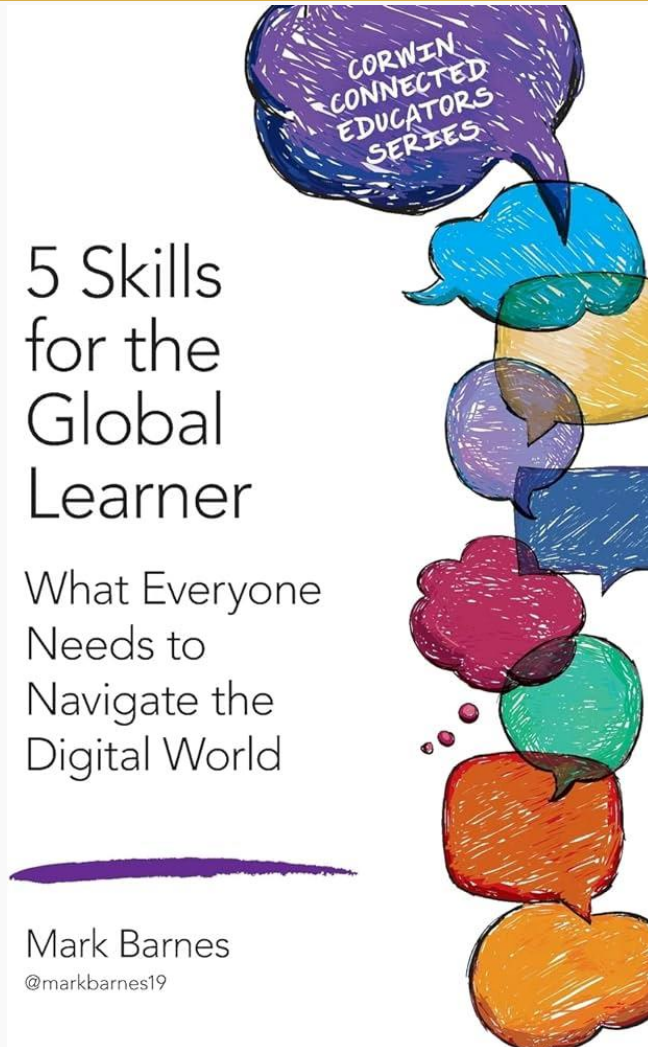


Books

WHO	WHEN	WHAT		WHERE
Author/Editor	Year of publication (in brackets)	Title (in italics)	Edition (if relevant)	Place of publication Publisher
Belbin, M	(2010)	<i>Team roles at work.</i>		Oxford: Routledge



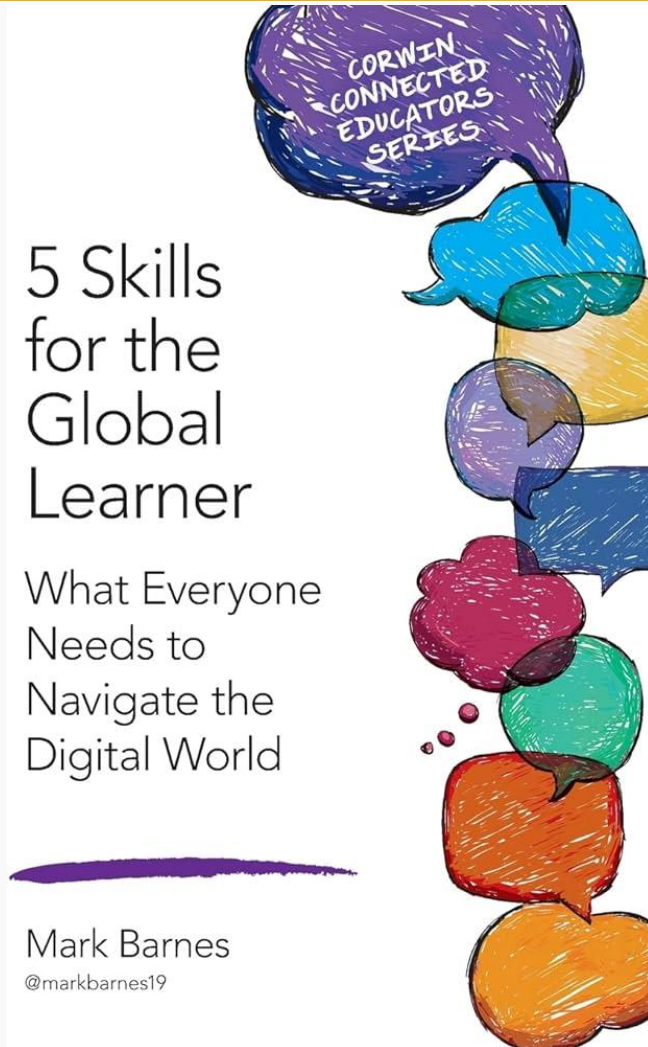
Put it into practice



- 2018
- Corwin – A SAGE Company
- Mark Barnes
- 5 Skills for the Global Learner: What Everyone Needs to Navigate the Digital World
- Thousand Oaks



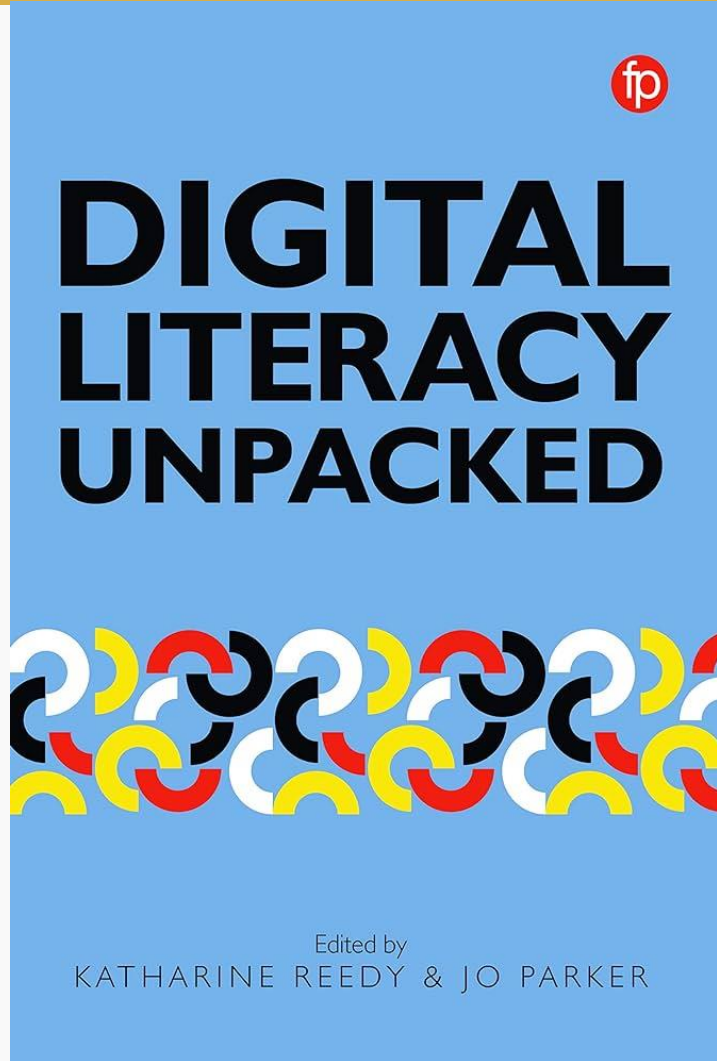
Put it into practice



Barnes, M. (2018) *5 Skills for the Global Learner: What Everyone Needs to Navigate the Digital World*. Thousand Oaks: Corwin – A SAGE Company.



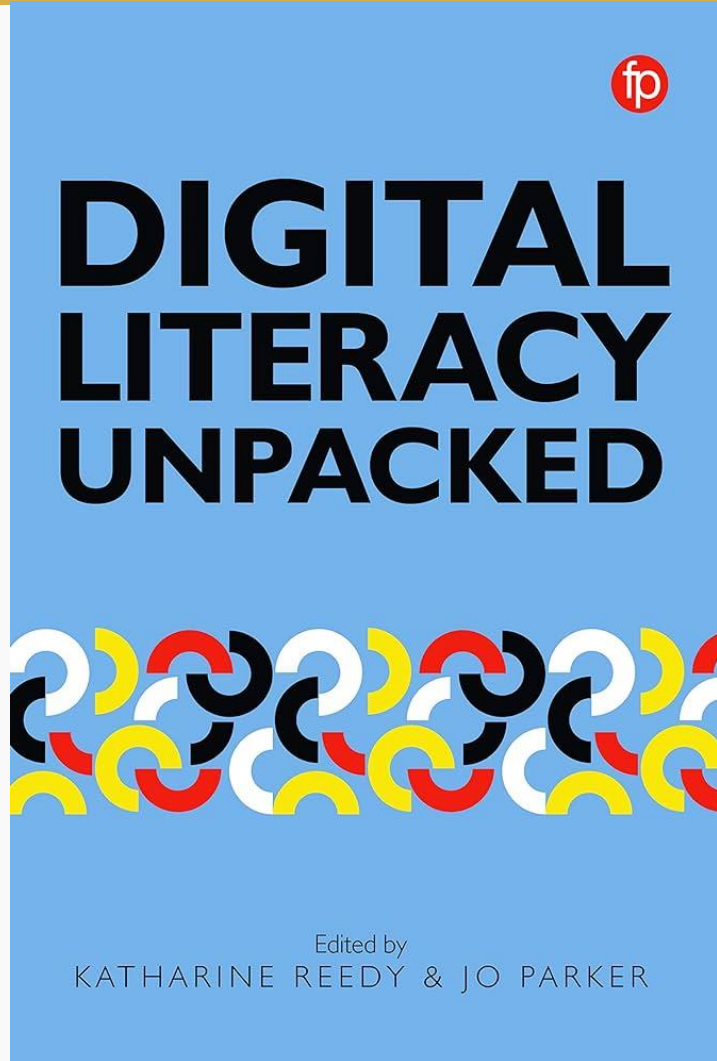
Put it into practice



- Facet
- 2018
- Digital Literacy Unpacked
- London
- Katherine Reedy and Jo Parker



Put it into practice



Reedy, K and
Parker, J. (2018)
*Digital Literacy
Unpacked*
London: Facet.



Next Steps.

- You have all received a worksheet which includes information about 5 different books, all of which could be useful for your first assignments.
- Follow the instructions on the worksheet to complete the task on the back. You can also use everything we have done today to help you here.
- When you have completed the task, let one of us know.

How much can you remember?

The two parts of referencing are the Reference List and what?

- In text citation.

What does referencing help us avoid?

- Plagiarism.

When it comes to getting your reference in the correct order - what are the 4 W's?

- Who, When, What, Where.

How much can you remember?

What does the WHEN in a reference tell us about the book we are referencing?

- When it was written.

What word, that means the same as evidence, describes one or two sentences that you include in your assignments to back up the points you are making?

- Quotation

True or false? The correct way to start a reference would be to write Stella Cottrell.

- False – it should be Cottrell, S.

“

Keep pushing forward! Every bit of practice brings you closer to your goals.

THANKS

YOUR PARTICIPATION

