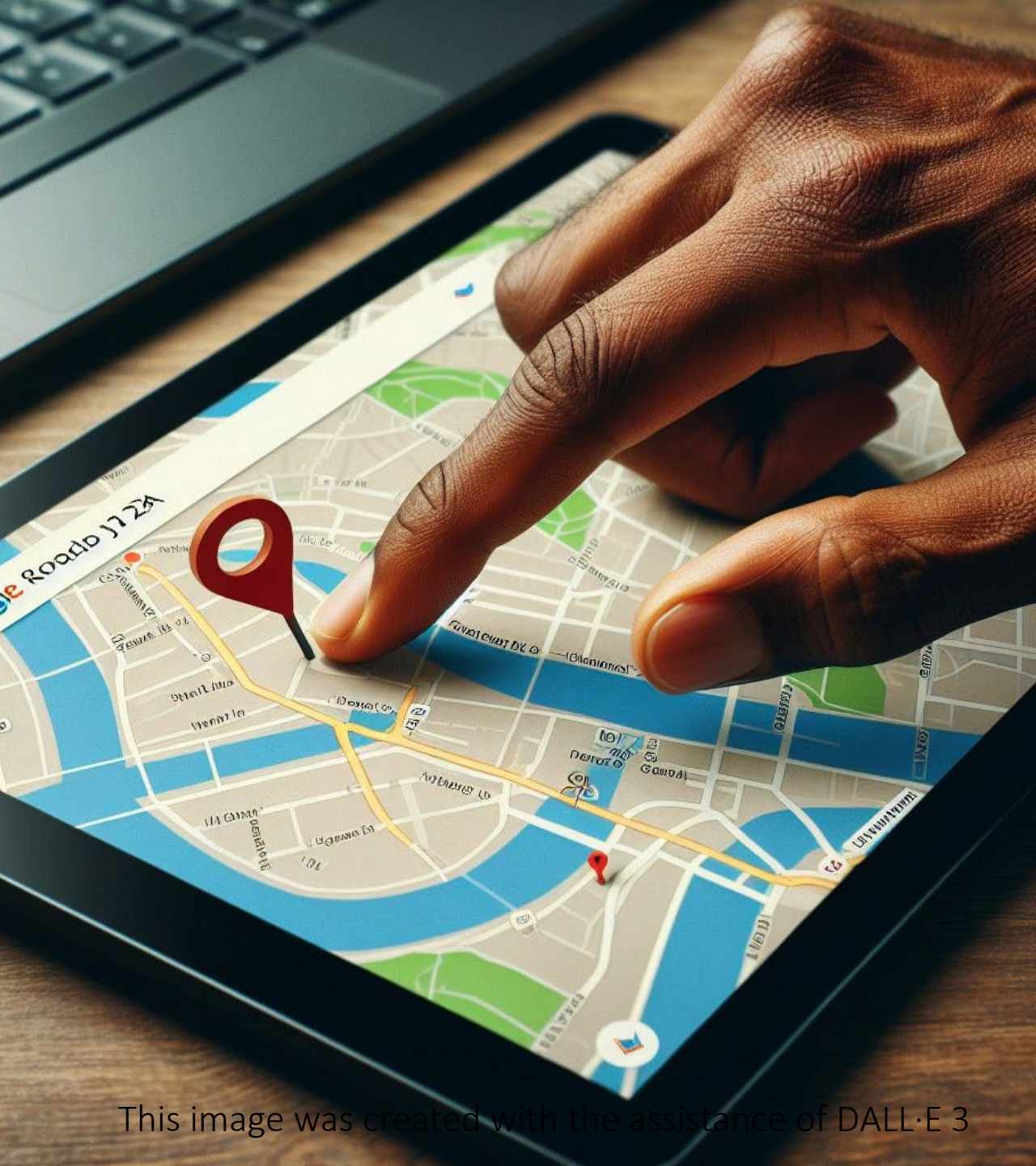




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



UWTSD Style Harvard Referencing

Doreen McLeary – Academic Liaison Librarian
February 2026

This image was created with the assistance of DALL·E 3



www.uwtsd.ac.uk/library



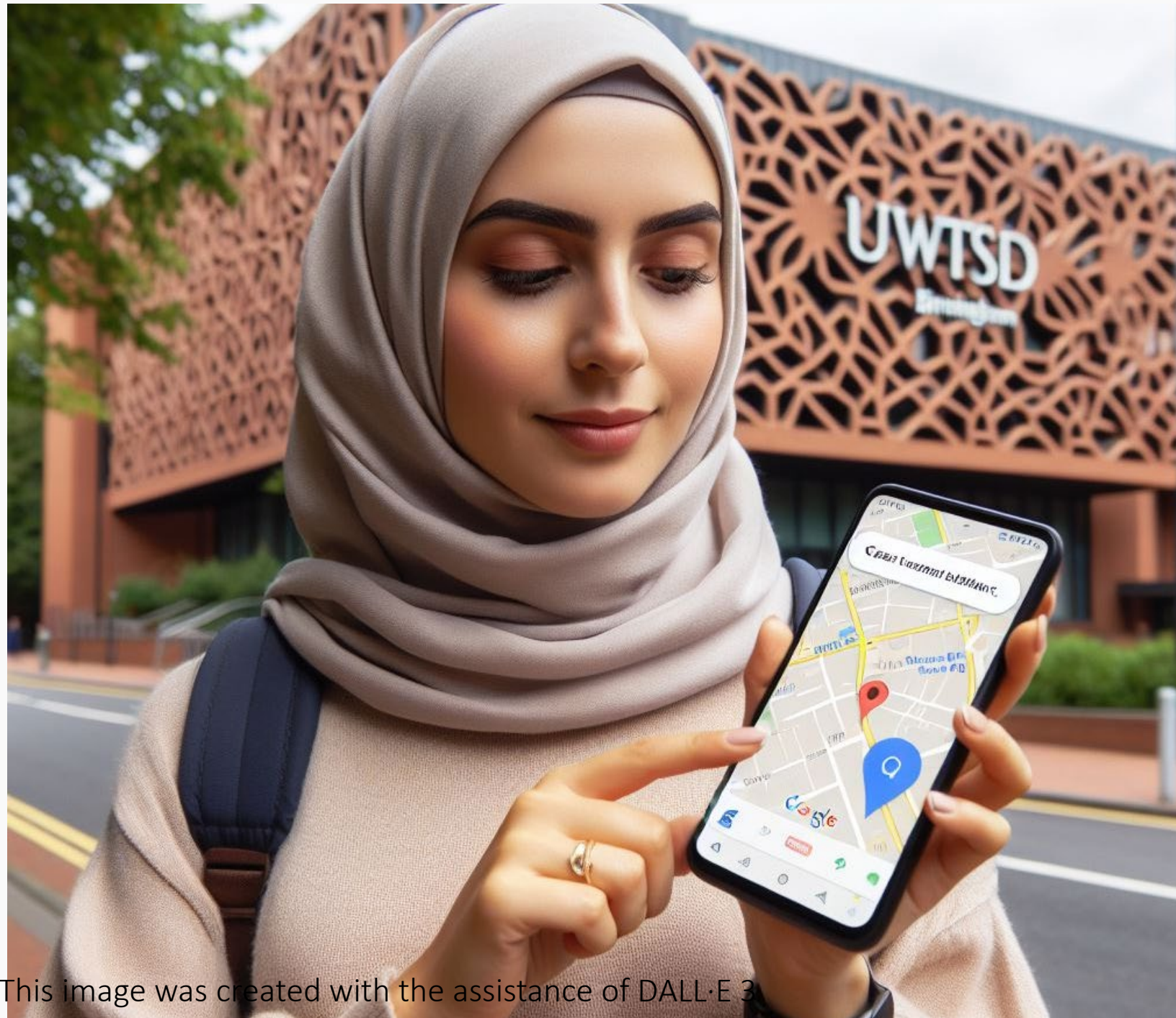
@UWTSDlib



infoskills@uwtsd.ac.uk

“

*Knowing how to
give directions is
a skill we use
daily*



This image was created with the assistance of DALL·E 3

The importance of online resources for academic assignments

- When you write your assignments you will be expected to include sources that support and confirm your statements in your work.
- Citing credible sources is essential to maintaining academic integrity.
- You need to be able to locate and assess resources you find online.
- You need to keep a written record of the precise location where those sources are so you can direct readers where to find it.

Why do we reference?

- A) To avoid plagiarism by giving credit to the authors of the works you have used 
- B) To demonstrate the research, you have done 
- C) To allow the reader to find and verify your sources 
- D) Demonstrates your knowledge of a subject area 

Your assignment's reference list contains full references for all of the works you cited. In what order should they be?

A) Alphabetically

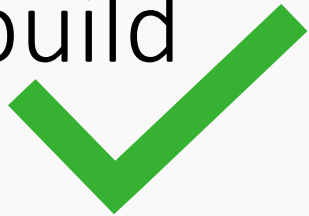


B) Descending date order

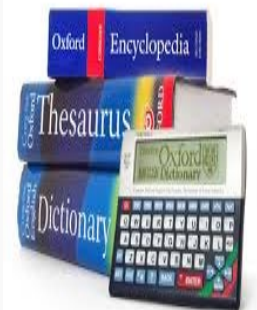
C) The order that you cited them in the text



Why do we need to record where we find our sources?

- A. To comply with citation style requirements and avoid plagiarism. 
- B. To track and organise research materials for personal reference. 
- C. To demonstrate transparency and enable others to easily locate our sources and build upon our work. 

Where do we find sources?



When do I need to reference?

Every time you use some-one else's work

- Direct quote
- Paraphrase
- Summary
- Discussing someone else's work
- All data ...including images, graphs, tables etc.

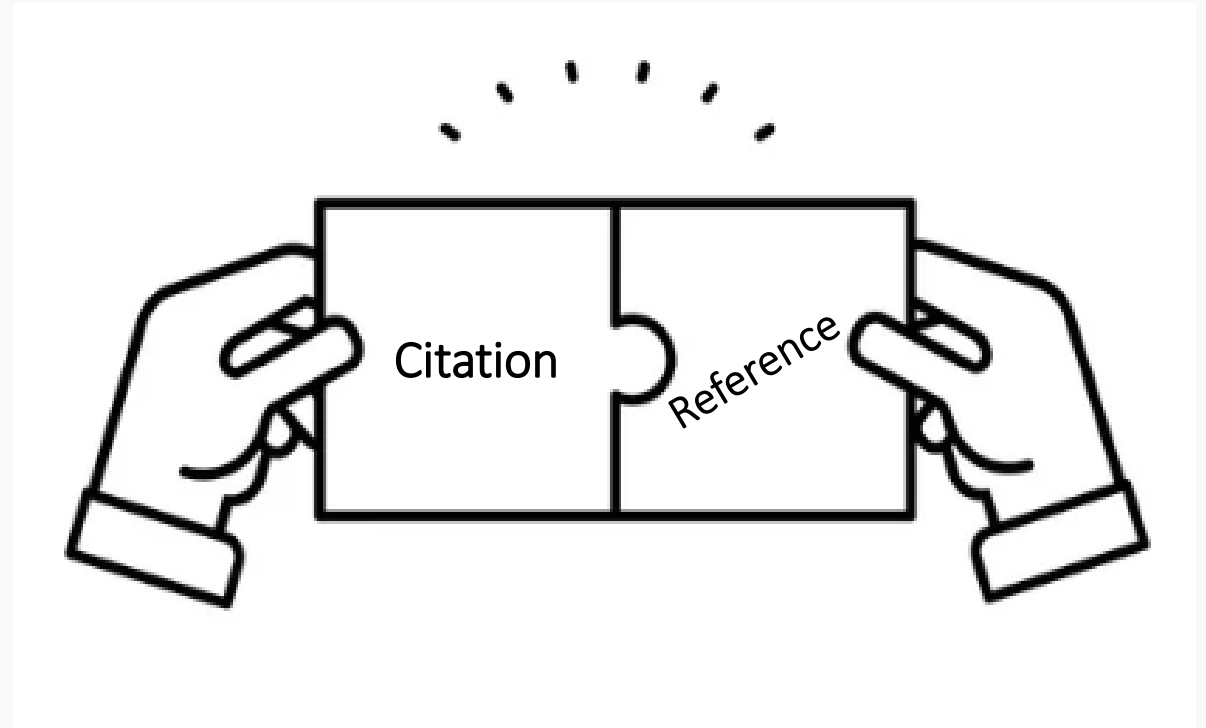
Failure to reference could mean that your work may be considered **plagiarism**



(Clear Light Bulb Placed on Chalkboard 2017)

What is a

- **Citation** A note, in the main text of your assignment, to say that you are using someone else's work.
It's usually written in the format (Author Year). For example (Cameron 2021).
Sometimes referred to as in-text citation or cite.
- **Reference**: full details of the sources used directly within the assignment, compiled as an alphabetical list at the end.

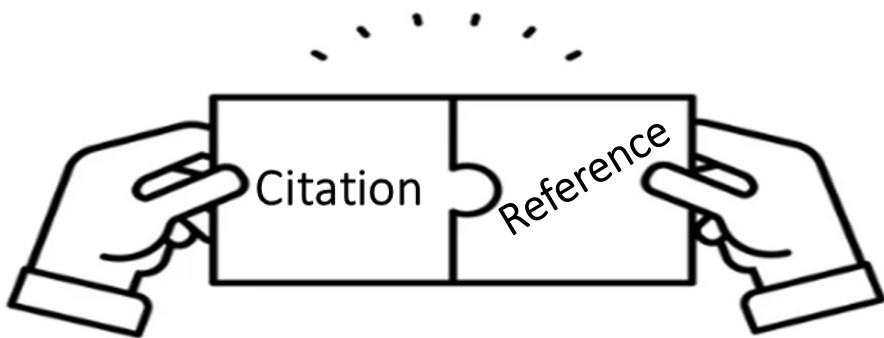


Essential elements

In-text citation

WHO - Dawson

WHEN - 2009



Reference

WHO - Dawson

WHEN - 2009

WHAT - Introduction to research methods: a practical guide for anyone undertaking a research project

WHERE - Publisher



In-text citation

(Dawson 2009)

Reference

Dawson, C. (2009) *Introduction to research methods : a practical guide for anyone undertaking a research project*. 4th edn. How to books

Example student submission

According to McKay, Davis and Fanning "Active listening is the key to accurately understanding what another person is saying". It requires effort and discipline. Yet group members are often preoccupied or distracted and thus do not give 100% of their attention to one another.

Active listening requires being fully present in the conversation. This enables you to concentrate on what is being said. Being present involves listening with all your senses (sight, sound, etc.) and giving your full attention to the speaker.

Things that get in the way of teamwork in healthcare include: not enough money; rules and systems that are too rigid; people not wanting to work together; bosses having too much control; not having enough time; no one being in charge of organizing team meetings; scheduling problems when different professionals work at different times; people resisting new ways of doing things; and lack of motivation since setting up a team takes a lot of time at first.

stated teams that work well together and get good results usually agree on how united they feel. This happens because team members depend on each other and interact a lot. On the other hand, when team members disagree about how united the team is, they don't interact or depend on each other as much, and their results suffer.

References

Cuncic, A. (2022) *7 Active Listening Techniques to Practice in Your Daily Conversations*. Available at:

<https://www.verywellmind.com/what-is-active-listening-3024343>

(Accessed: 30 September 2023).

Grunberg, N.E. (2024) *Multidisciplinary Teamwork in Healthcare* IntechOpen

McKay M., Davis M., & Fanning P. (1995). *Messages: The communication skills book* 2nd edn. New Harbinger Publications.

Zamecnik, A., Kovanović, V., Joksimović, S., Grossmann, G., Ladjal, D. and Pardo, A. (2024) 'The perceptions of task cohesion in collaborative learning teams', *International Journal of Computer-Supported Collaborative Learning*, 19(3) pp. 369-393 Available at: <https://doi.org/10.1007/s11412-024-09424-5>

Example in-text citation/references

According to McKay, Davis and Fanning (1995, p.25) "Active listening is the key to accurately understanding what another person is saying". It requires effort and discipline. Yet group members are often preoccupied or distracted and thus do not give 100% of their attention to one another.

Active listening requires being fully present in the conversation. This enables you to concentrate on what is being said. Being present involves listening with all your senses (sight, sound, etc.) and giving your full attention to the speaker. (Cuncic, 2022).

Things that get in the way of teamwork in healthcare include: not enough money; rules and systems that are too rigid; people not wanting to work together; bosses having too much control; not having enough time; no one being in charge of organizing team meetings; scheduling problems when different professionals work at different times; people resisting new ways of doing things; and lack of motivation since setting up a team takes a lot of time at first. (Grunberg, 2024)

Zamecnik et al (2024) stated teams that work well together and get good results usually agree on how united they feel. This happens because team members depend on each other and interact a lot. On the other hand, when team members disagree about how united the team is, they don't interact or depend on each other as much, and their results suffer.

References

Cuncic, A. (2022) *7 Active Listening Techniques to Practice in Your Daily Conversations*. Available at:

<https://www.verywellmind.com/what-is-active-listening-3024343>

(Accessed: 30 September 2023).

Grunberg, N.E. (2024) *Multidisciplinary Teamwork in Healthcare* IntechOpen

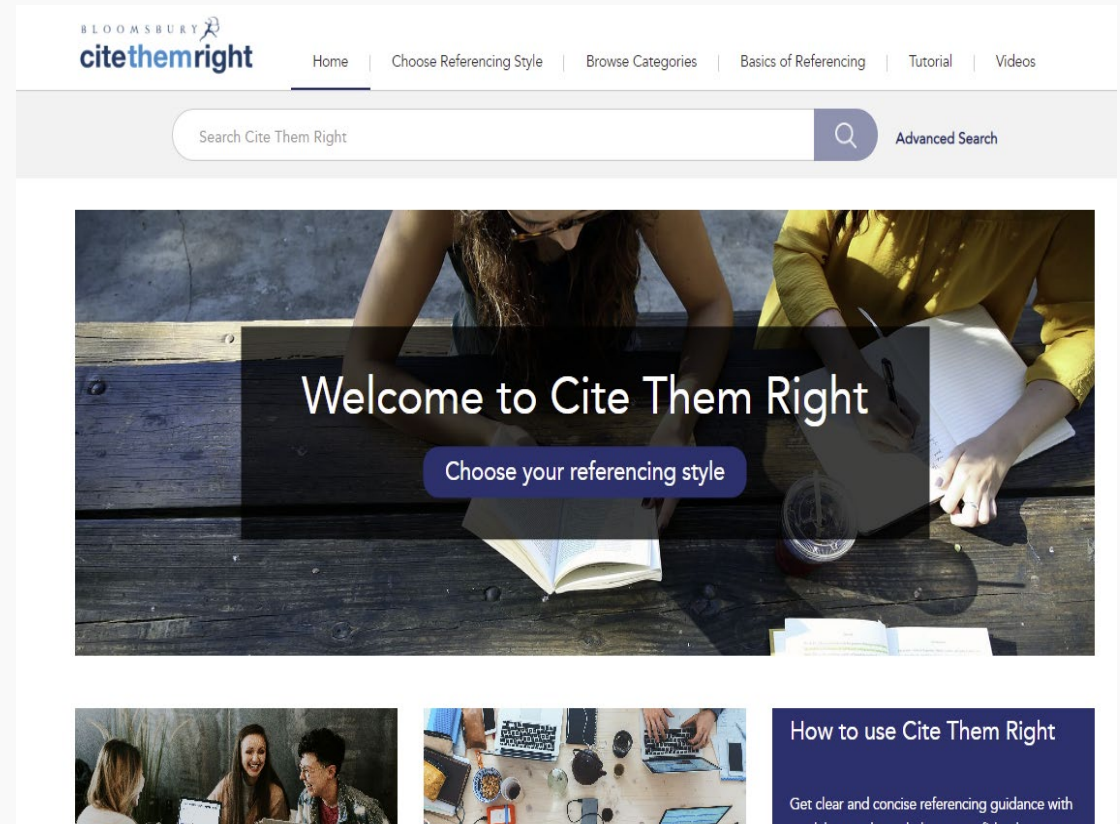
McKay M., Davis M., & Fanning P. (1995). *Messages: The communication skills book* 2nd edn. New Harbinger Publications.

Zamecnik, A., Kovanović, V., Joksimović, S., Grossmann, G., Ladjal, D. and Pardo, A. (2024) 'The perceptions of task cohesion in collaborative learning teams', *International Journal of Computer-Supported Collaborative Learning*, 19(3) pp. 369-393 Available at: <https://doi.org/10.1007/s11412-024-09424-5>



How do I Reference? - Cite them Right Online

Cite them Right Online is a key resource or tool that helps you understand why referencing is important and provides guidance on how to create and structure your citations and references according to the 'rules' of a variety of referencing styles.



Examples of in-text citations

One author	Two authors	Three authors	Four or more authors
It has been emphasised that good referencing is an important academic skill (Harris, 2015). OR Harris (2015) emphasised that good referencing is an important academic skill.	It has been emphasised that good referencing is an important academic skill (Shah and Papadopoulos, 2015). OR Shah and Papadopoulos (2015) emphasised that good referencing is an important academic skill.	Critical thinking is about questioning and evaluating the information available to you. Aveyard, Sharp, and Wooliams (2011) OR Aveyard, Sharp and Wooliams (2011) stated that critical thinking is about questioning and evaluating the information available to you.	“This was in the best interest of” (Young et al, 2015, pp. 21) OR Young et al (2015 pp.21) concluded “that it was in the best interest of”



Finding 'Cite them right' online

- Via your module on Moodle, you will see this link
- You will need to **sign in** with your **student email** and **password**.
- Via the Library Website
- In the search box type “**cite them right**” and press search
- **Suggested resource** select ‘Cite them right – Referencing Aid
- You will need to **sign in** with your **student email** and **password**.
- Choose your referencing style ‘**Harvard**’

UWTSD Harvard Reference - Cite them right online

cite them right

X Search everything ADVANCED SEARCH

All items that contain my query words anywhere in the record

Sign in to get complete results and to request items Sign in DISMISS

Tweak my results

Expand My Results

Sort by Relevance

Availability Full Text Online

SUGGESTED RESOURCE

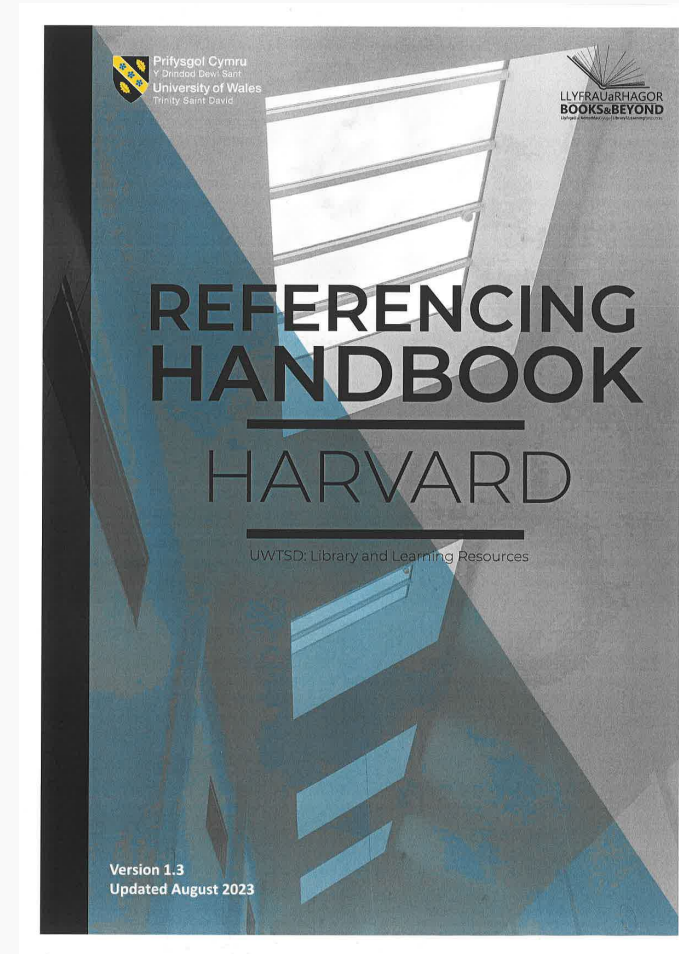
Cite Them Right - Referencing Aid
Go to Cite Them Right online
Get clear and concise referencing guidance and examples to help you confidently acknowledge the work of others. Free access for UWTSD students and staff.

SUGGESTED RESOURCE

RefWorks - Referencing Management Online
The research management, writing and collaboration tool, designed to help you easily gather, manage, store and share all types of information, as well as generate citations and bibliographies. Free access for UWTSD students and staff.

Harvard Reference Handbook

- The handbook is based on 'Cite them right' online.
- It is available on the **library website** via this link
<https://intranet.uwtsd.ac.uk/departments/library-and-learning-resources/academic-and-infoskills/referencing-handbooks>
- You can also download/print the pdf version onto your devices for use offline.



“

Live demonstration

<https://www.ons.gov.uk/peoplepopulationandcommunity/healthandsocialcare/healthandwellbeing/articles/howhealthhaschangedinyourarea2015to2021/2023-06-16>

<https://hbr.org/2024/08/17-team-building-activities-for-in-person-remote-and-hybrid-teams?ab=HP-hero-for-you-2>



Book/eBook example

1

WHO

Author/editor
surname followed
by initials

2

WHEN

Year the book was
published in round
brackets

3

WHAT

Title of the book in
italics

4

Edition (if relevant)

5

WHERE

Name of publisher

In-text citation: (Pears and Shields 2019)

Reference: Pears, R. and Shields, G.J. (2019) *Cite them right the essential referencing guide*. 11th rev. edn.
Macmillan Education/Red Globe Publishing

In-text citation : (Bailey 2011)

Reference: Bailey, S. (2011) *Academic writing for international students of business*. Routledge.



Website example

1

WHO

Author/Organisation
surname followed
by initials

2

WHEN

Year the website
was last updated in
round brackets

3

WHAT

Title of the page in
italics

4

WHERE

Available at Website
address

5

ACCESSED

Date you visited the
page/website

In-text citation: (Verlet 2021)

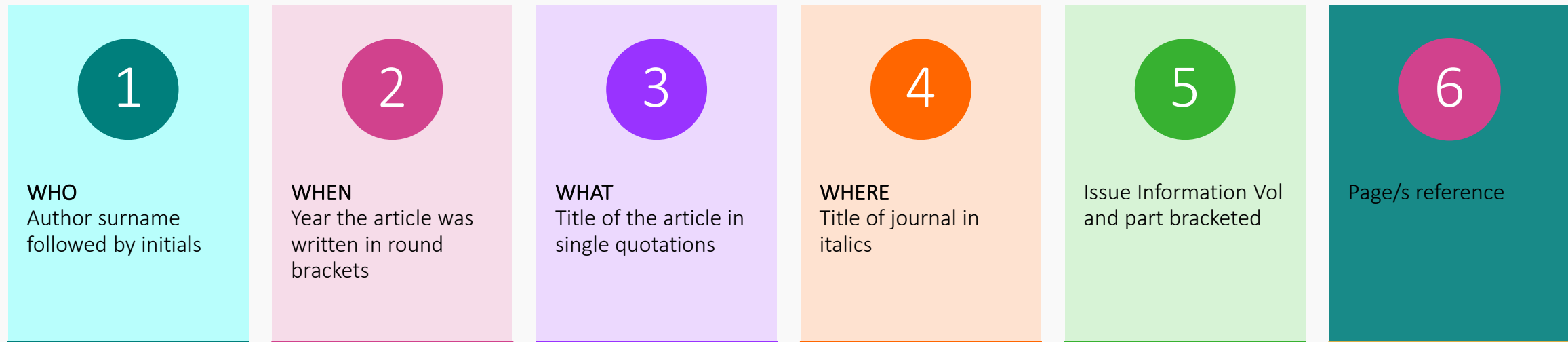
Reference: Verlet, J.R.R.(2021) *GroupVerlet*. Available at: <http://www.verlet.net/> (Accessed: 14 May 2021).

In-text citation: (National Health Service 2021)

Reference: National Health Service (2021) *Coronavirus (COVID-19)*. Available at:
<https://www.nhs.uk/conditions/coronavirus-covid-19/> (Accessed: 17 May 2021).



Journal article example



In-text citation: (Wilson, Joiner and Abbasi 2021)

Reference: Wilson, R., Joiner, K and Abbasi, A. (2021) 'Improving students' performance with time management skills'. *Journal of University Teaching & Learning Practice*, 18(4), pp.230-250

In-text citation: (Barke, Mowl and Shields 2010)

Reference: Barke, M., Mowl, G. and Shields, G. (2010) 'Málaga – a failed resort of the early twentieth century?'. *Journal of Tourism History*, 2(3), pp. 187–212. Available at: <https://doi.org/10.1080/1755182X.2010.523145>



Hints & tips



Make sure you know which reference style you should be using



Keep a complete record of the sources you use as you go along



Be consistent in the records you keep



Allow time to check references before submission



Library online InfoSkills

UWTSD's infoskills is a dynamic online tutorial programme designed by the University's Academic Liaison Librarians to support you with independently developing transferable academic and information literacy skills.

The [online infoskills](#) complements the in-person library infoskills sessions you receive from your Academic Liaison Librarian during your studies.

Follow up today's session [Referencing - The basics](#)

Next: [Referencing - The mechanics](#)

“

Don't be afraid to ask questions. Don't be afraid to ask for help when you need it. I do that every day. Asking for help isn't a sign of weakness, it's a sign of strength. It shows you have the courage to admit when you don't know something, and to learn something new.

Barack Obama

*Any
Questions*

Academic Liaison Librarians

- Doreen McLeary : Quay Place Centre
- Olivia Edmonds: Quay Place Centre
- Sofie Arif: Sparkhill Centre
- Shabina Hassan: Sparkhill Centre

We cover between us 7 days a week

Email: infoskills@uwtsd.ac.uk

Book an appointment: <https://bit.ly/3T5yBi2>

Ask at reception





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Y Drindod Dewi Sant
University of Wales
Trinity Saint David



Let us know how we did.

If you have 5 minutes, please scan the QR code and fill out our feedback form.



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