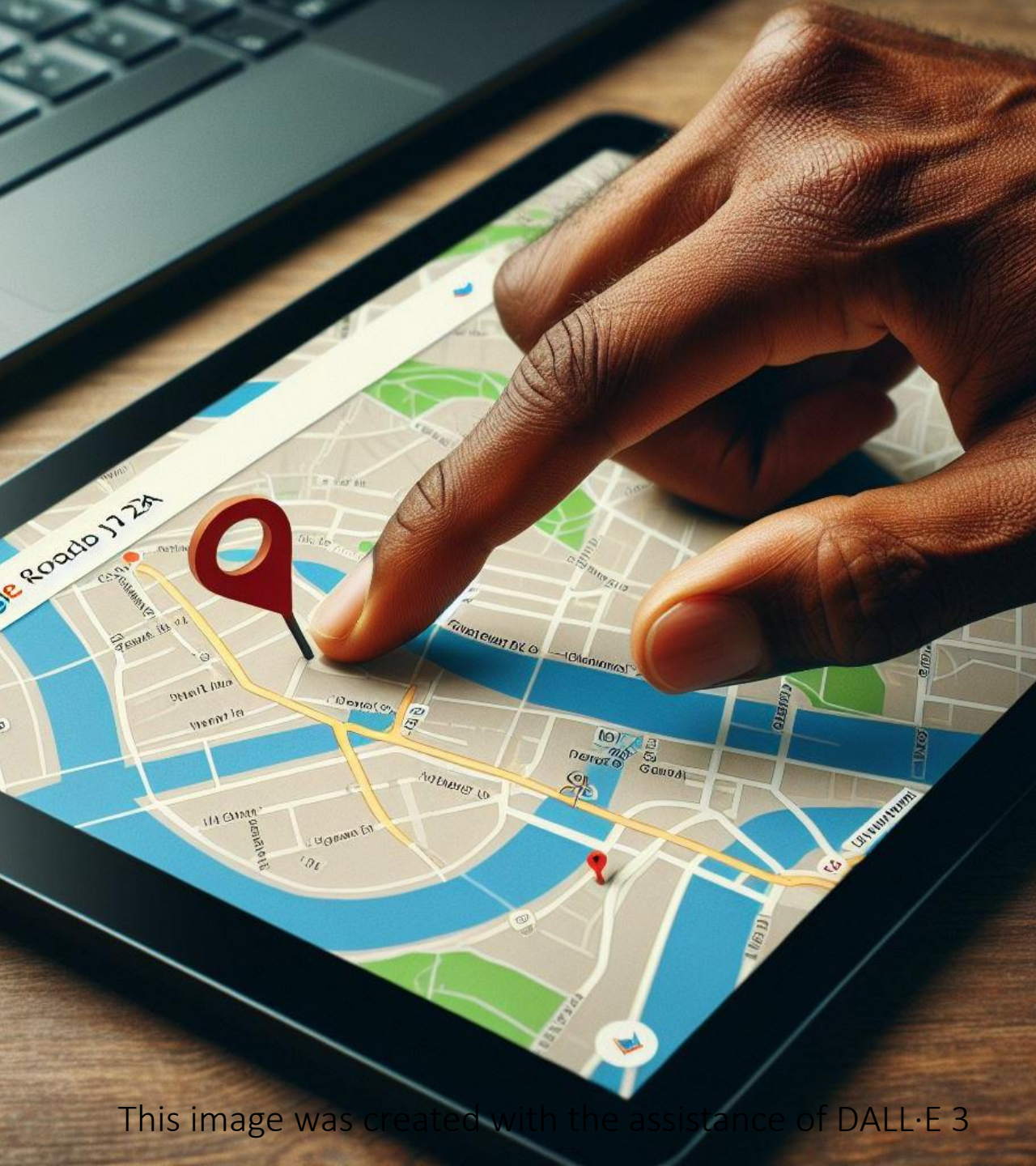




Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David



UWTSD Style Harvard Referencing

Doreen McLeary – Academic Liaison Librarian
February 2025

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



www.uwtsd.ac.uk/library



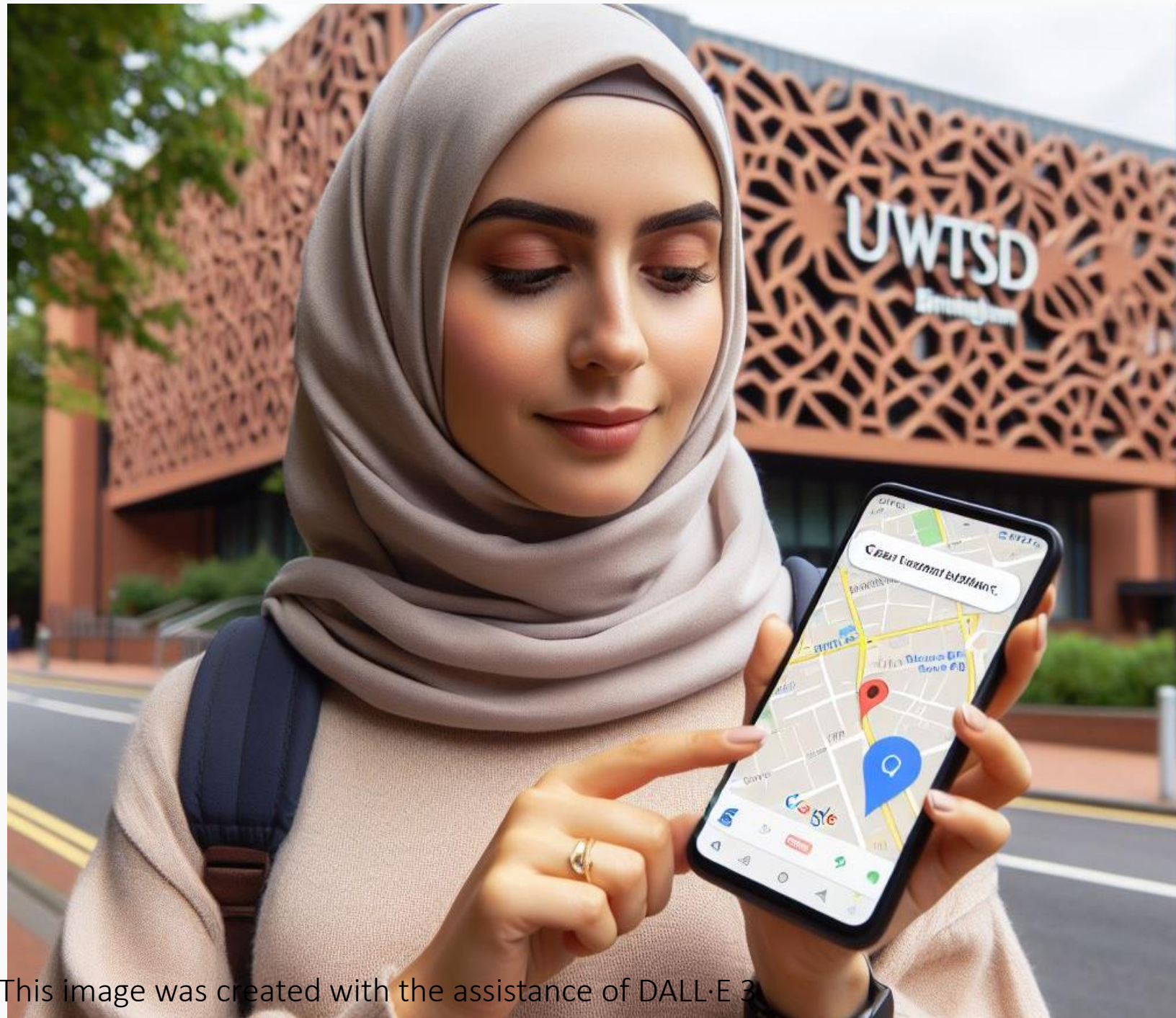
@UWTSDlib



birminghamlibrary@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

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

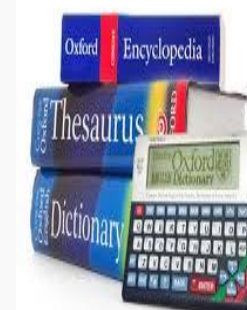
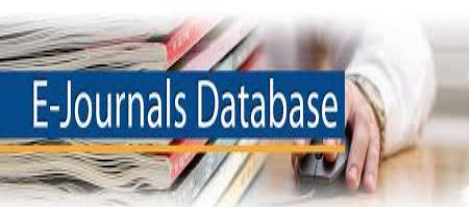


B) Descending date order

C) The order that you cited them in the text



What and where do we find sources?



When do I need to reference?

Every time you use some-one else's work

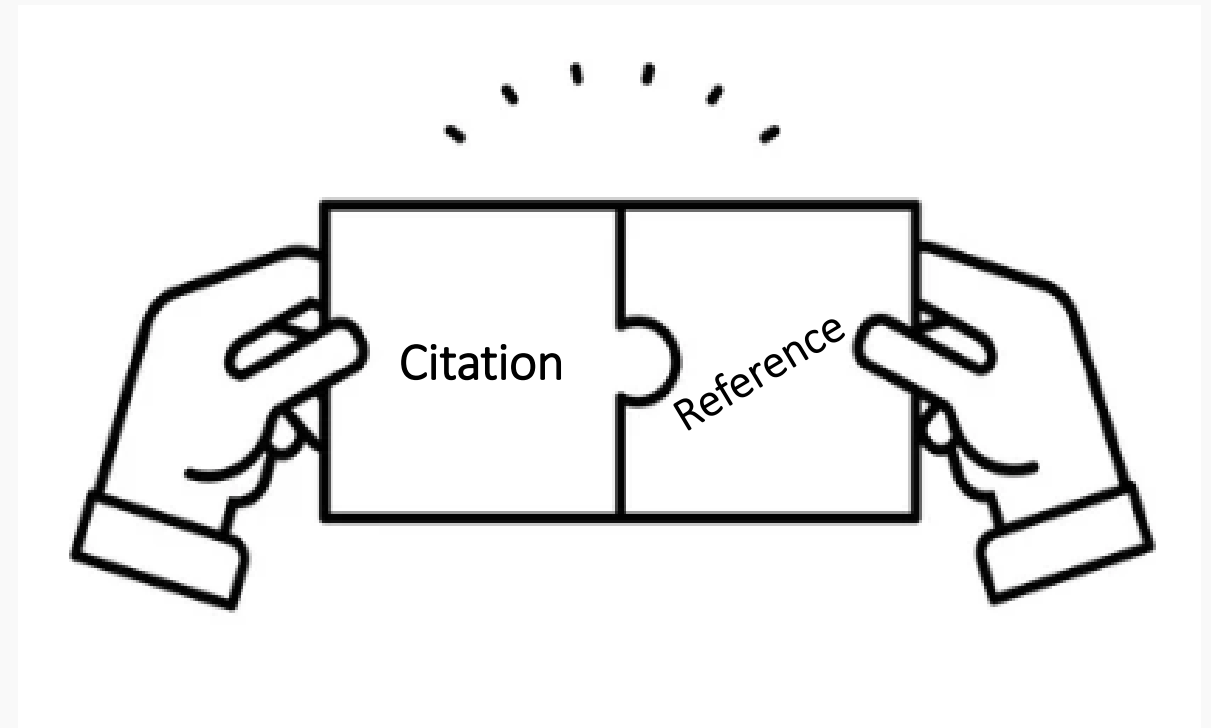
- Direct quote
- Paraphrase
- Summary
- Discussing someone else's work
- All data ...including images, graphs, tables etc.

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



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
- **Bibliography**: a list of ALL the texts read for your assignment, whether you have cited them or not, compiled as an alphabetical list at the end

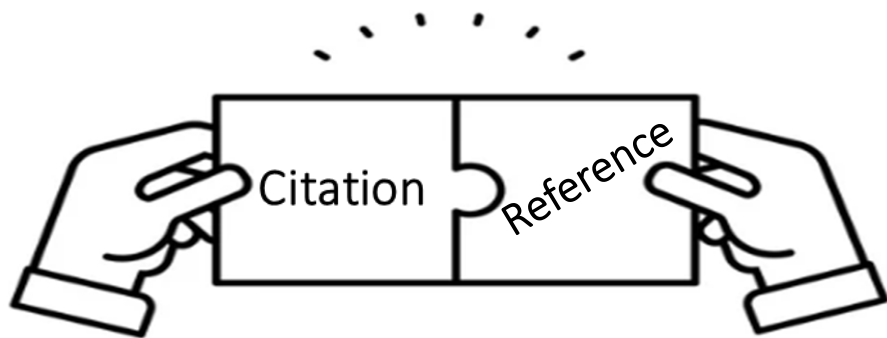


Essential elements

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 - Oxford



In-text citation

(Dawson 2009)

Reference

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

Example student submission

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.

Group researchers have observed that one of the most important features of group communication is the level of centralization. When one or two members do most of the talking and comments are routinely directed toward these members specifically, the group is said to have a centralized communication structure.

References

Brown, T.M., and Miller, C.E. (2000) 'Communication networks in task-performing groups: Effects of task complexity, time pressure, and interpersonal dominance', *Small Group Research*, 31(2), pp. 131–157. Available at:

<https://doi.org/10.1177/104649640003100201>

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: Sep 30, 2023).

Huang S., and Cummings J. N. (2011). 'When critical knowledge is most critical: Centralization in knowledge-intensive teams', *Small Group Research*, 42(6), pp. 669–699.

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



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).

Group researchers have observed that one of the most important features of group communication is the level of centralization (Brown & Miller, 2000). When one or two members do most of the talking and comments are routinely directed toward these members specifically, the group is said to have a centralized communication structure (Huang & Cummings, 2011).

References

Brown, T.M., and Miller, C.E. (2000) 'Communication networks in task-performing groups: Effects of task complexity, time pressure, and interpersonal dominance', *Small Group Research*, 31(2), pp. 131–157. Available at:

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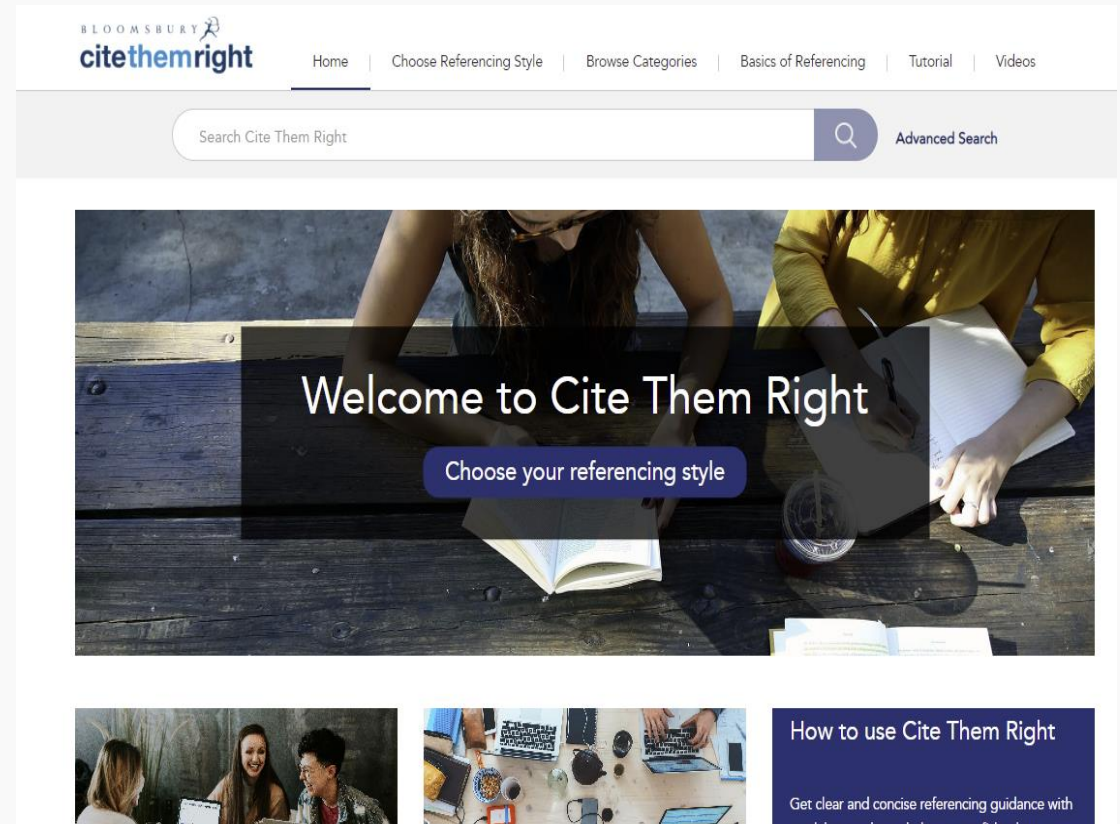
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McKay M., Davis M., & Fanning P. (1995). *Messages: The communication skills book* 2nd edn. Oakland, CA: New Harbinger Publications.



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.



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

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.

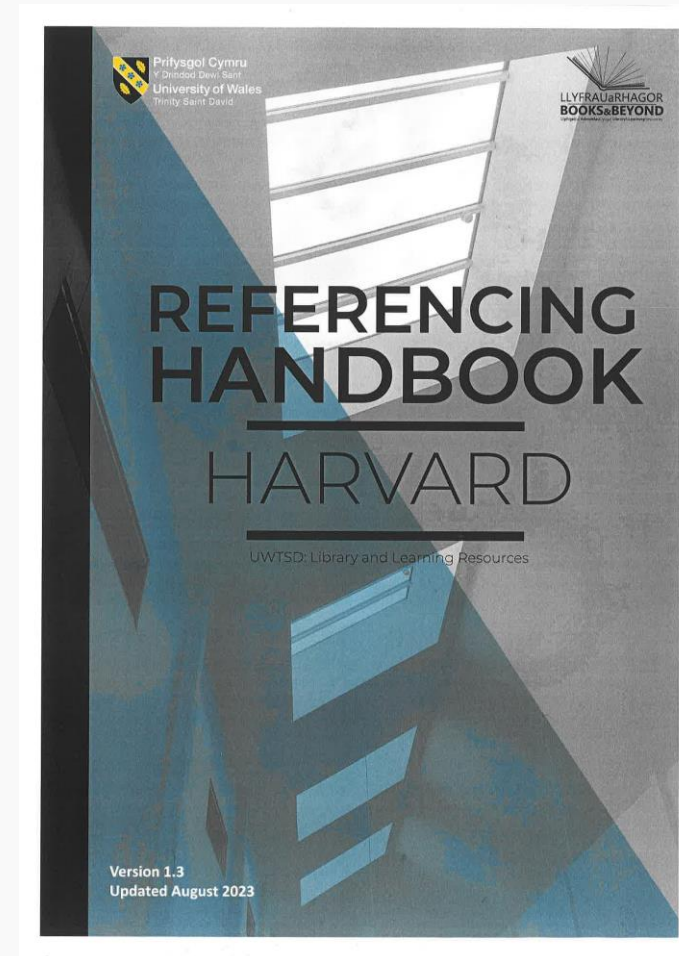
SUGGESTED RESOURCE

RefWorks

RefWorks is a 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*



You use a Harvard online referencing tool to generate your reference list but some of the references aren't formatted like those in CiteThemRight. What do you do?

- A) Trust the tool - it must be right
- B) There are over a hundred different styles of Harvard, double check the guidance and make any necessary changes to your references

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](#)

“

The key to wisdom is this – constant and frequent questioning, for by doubting we are led to question; by questioning we arrive at the truth.” — Peter Abelard

Any
Questions



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Y Drindod Dewi Sant
University of Wales
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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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Ask at reception

