



**The School of Sport, Health
& Outdoor Education**

Student Guide to Referencing

Referencing - The Harvard System

Why reference?

“Passing Off”: If you fail to reference cited work, it is possible – even probable – that you will face allegations of passing-off others’ work as your own. It is thus important that you make it clear when you are using the words or ideas of another author. In our School, the standard referencing system (as it is for many other educational institutions) is the Harvard system.

The following guide shows you the two key skills of referencing: **How to insert references** in the text of your assignments, and **how to compile a reference list**. There are many variations on the ‘Harvard’ system, but we use the most simple – and popular – variant. It does away with most usages of ‘p’ and ‘pp’ to signify page numbers and it replaces some of the commas with colons.

This is not an exhaustive guide to all the referencing conventions that you will need in academic life.

Plagiarism

Failure to properly reference using Harvard may make readers think that you are cheating – claiming someone else’s work as your own. This is plagiarism and is treated very seriously. As well as through direct copying, Plagiarism also occurs when you present someone else’s ideas as your own work or without giving credit to the original source. Either of these can have very serious consequences, even contributing to decisions to terminate studentships.

On a more positive note, referencing is important for reasons other than avoiding plagiarism. When you reference correctly you are demonstrating that you have read widely on a topic. You are supporting your themes with comments from experts, adding credibility to your own work. You are also giving your supervisor or marker a chance to check the foundations of your work.

Accurate referencing

So that you have accurate records of what you have researched, it is important that you write down the details of your sources as you study. When taking notes, use a separate page for each new book, journal article, or electronic source. At the top of each page, clearly record the following information:

For Books you need to record:

- The author’s or editor’s name (or names)
- The year the book was published
- The title of the book
- The Edition number (if it’s not the first edition)
- The city the book was published in
- The name of the publisher

For journal articles you need to record:

- The author's name or names, with initials.
- The year in which the journal was published
- The title of the article
- The title of the journal
- The page number/s of the article in the journal
- As much other information as you can find about the journal, for example the volume and issue numbers

For **electronic resources**, try to collect the information as above and also record:-

- The date you accessed the source
- The electronic address or email
- The type of electronic resource (email, discussion forum, WWW page, etc)

In addition to that, if you copy direct quotations or put the author's ideas in your own words, write down the page number(s) of the original information directly after.

Referencing in the Assignment

When you are writing your assignments, type in reference information as you go along. This will save you time later (there's nothing more frustrating, tedious and tiring than trying to find a reference three weeks after you incorporated it into a piece of work)

- **Always reference direct quotations:** This is when you copy another author's material word-for-word. You should show the reader that it is a direct quote by placing the material in inverted commas. Traditionally, double inverted commas have been used (“”) but it is now preferable to use single inverted commas (‘’). It is difficult to totally avoid direct quotations - the author's words may perfectly describe the point you are trying to make. Nevertheless, try to avoid the overuse of direct quotations - paraphrase the author's work where possible.
- **Accuracy:** When you do use direct quotations, reproduce the author's words *exactly*, including all spelling and other errors. Show the reader that you recognise an error by placing the term 'sic' in brackets after the error.
- **Paraphrasing:** when you take another author's ideas and put them into your own words, you are still copying someone else's work, so you must reference it. You do not use inverted commas when you paraphrase, but you must clearly show the reader the original source of your information.

In-Text Referencing

When in-text referencing, you should show the author or editors' name/s and the year of publication.. Wherever possible you must also list the source page number(s). The only type of reference where this is not required is when you paraphrase an entire piece of work

in summary, for example, if Dave Gardner wrote a book in 2006 about changes in the generations, you could in-text cite it as:

Gardner (2006) suggests that generational change is inevitable and continuous.

Direct quote from a book or journal article with one author

In all other circumstances, always include the author, date and page number(s). Note use of punctuation, spacing and the order of information. In these hypothetical examples, 'Smith' is the author, '1988' is the year of publication and '151' is the page number where the direct quote can be found.

*Direct quote from a book or journal article with **one** author*

When managing a group, Smith (1988: 151) states that 'there is no effective teamwork without clear task-objectives'.

OR

When organising groups 'there is no effective teamwork without clear task-objectives' (Smith, 1988: 51).

*Direct quote from a book or journal article with **two** authors*

Pegg and Nicol (2002: 69-70) insist that with presentations 'leaving some space for improvisation is important'.

OR

With presentations, 'leaving some space for improvisation is important' (Pegg and Nicol, 2002: 69-70)

In these examples, the quote went over two pages therefore the page numbers were represented as 69-70, rather than as a single number. Also notice that when the quote ends the sentence, the full stop comes after the inverted comma.

If hypothetical authors Emanuel, Harvey, Beynon and Connaughton wrote a book published in 2000, a direct quote would look like this.

Direct quote from a book or journal article with more than three authors

Emanuel et al (2000: 48) state that 'echoes of the Poor Law are still found in some parts of the care system'.

Note that, ‘et al’ is preferred academic shorthand for ‘and others’.

When you paraphrase, it will look much the same as the direct quotation examples, but without the inverted commas. Thus:

It is said that attitudes dating from the Eighteenth Century
Poor Laws still hold sway among some groups of
care workers (Emanuel et al, 2000:48)

When paraphrasing, use the same referencing style and conventions as you would for direct quotes, but with the material from the source put into your own words, and the inverted commas omitted.

When you are researching, you may come across a situation where the same author has written two books in the same year. To distinguish one title from another in your referencing, place a lower -case letter after the publication date, with ‘a’ designating the first, ‘b’ designating the second, and so on.

Often, an author will quote another author, in the same way that you do when writing assignments. If you want to use the same quote as the author, use the format below:

Mossman (in Krouwel, 2002:56) sets out an
‘alternative to programmed learning’

In the case above Krouwel, in his 2002 book (available from the LRC) has quoted Mossman’s opinion to strengthen a point he was making about open-outcomes programmes.

If the author of a source is anonymous, replace the author’s surname with the book / paper / etc. title in the brackets containing the reference.

Reference newspaper and magazine articles in the same way you would for other books and journals. However, when the author is anonymous, use the system below (adapted from Lewis, 1999: 26).

The Daily Telegraph reported that Gaddafi loyalists were offering strong resistance to the advancing rebel forces (‘Tripoli under fire’, 2011: 21).

When you paraphrase, sometimes you might be rephrasing words and ideas from more than one book or journal article. If you find that a number of sources say similar things about a topic, an example of the correct referencing style is demonstrated below. Notice how the listed sources are separated by a semicolon.

The idea of step-models of learning persists (Tuckman, 1976: 56; Piaget, 1957:169)

Sometimes you may wish to use material from lectures, discussions, interviews, or distance learning courses to supplement your assignments. Use the following conventions to ensure that your referencing is correct (adapted from Lewis, 1999: 26).

Mr N.S. Loppy, Managing Director of BJC Construction, stated in an interview on 5 September 2007 that 'customers were increasingly asking for traditional methods in construction projects'.

Dr Tamara Gregsakova stated in her lecture on 5 December 2010 that in her country, 'the developmental use of theatre has roots goes as far back as 1966'.

If the author is unknown ...

It is said that the developmental use of theatre skills has roots going as far back as 1966 (School of Sport, Health and Outdoor Education, 2011: 3).

Electronic sources such as WWW pages, electronic databases and electronic journals are cited in the text in much the same way as traditional print sources, with the exception of page numbers. The author's name is followed only by a publication date. If no publication date is available, as might be the case for web pages, insert (n.d.) - which stands for 'no date' where the date should go. Similarly, if no author is listed, use the title of the publication just as you would for any other anonymous source.

Creating a reference list

All of the sources you refer to in the main body of your assignment need to be listed at the end of the assignment in a reference list – in which **you only need to list those sources from which you have either quoted or paraphrased**. For example, you do not have to list books you used for background reading purposes.

When creating a reference list:

- the sources should be listed alphabetically by author's surname,
- should be left justified,

- references should never be preceded by a bullet-point or number.
- where the author is anonymous or unknown insert the source in the alphabetical list using the title instead of the author's name.
- all sources should be listed together.
- the reference list should be on separate pages from the rest of the assignment and should be titled 'References' or 'Literature Cited',
- the title should be in the same font and size as the other headings in your assignment.

Bibliographies

You are usually only required to produce a reference list. However, some lecturers and tutors may want you to produce a bibliography instead. In this case you list *all* the sources you have consulted, regardless of whether you cited from them.

Rarely, some lecturers may ask you to produce an annotated bibliography or reference list. This simply means that after each source listed, you write a couple of sentences that appraise the book's usefulness in relation to the topic.

The following is a guide to how to list citations in a reference list. If you come across anything that is not covered, please check for correct technique with the appropriate lecturer.

See below for a comprehensive list of examples.

Books with one author

Adair, J. (1988) *Effective time management: How to save time and spend it wisely*, London: Pan Books.

Books with two authors

McCarthy, P. and Hatcher, C. (1996) *Speaking persuasively: Making the most of your presentations*, Sydney: Allen and Unwin.

Books with three or more authors

Fisher, R., Ury, W. and Patton, B. (1991) *Getting to yes: Negotiating an agreement without giving in*, 2nd edition, London: Century Business.

Books – second or later edition

Barnes, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Books by same author in the same year

Napier, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin. Page 7

Napier, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Books with an editor

Danaher, P. (ed.) (1998) *Beyond the ferris wheel*, Rockhampton: CQU Press.

If you have used a chapter in a book written by someone other than the editor

Byrne, J. (1995) 'Disabilities in tertiary education', in Rowan, L. and McNamee, J. (ed.) *Voices of a Margin*, Rockhampton: CQU Press.

Books with an anonymous or unknown author

The University Encyclopaedia (1985) London: Roydon.

Unpublished, verbal sources such as interviews and lectures **are not reproduced** in the reference list. However, you must put any published course materials that you have used in the reference list, using the conventions below.

Journal Articles

Muller, V. (1994) 'Trapped in the body: Transsexualism, the law, sexual identity', *The Australian Feminist Law Journal*, vol. 3, August, pp. 103-107.

In this example, Muller has written the journal article 'Trapped in the body: Transsexualism, the law, sexual identity' and it has appeared in the journal '*Australian Feminist Law Journal*', in its 3rd volume, published in August of 1994. The article appears on pages 103 to 107 of the journal. Please note that sometimes, instead of 'volume' there may be an 'issue' number, and instead of a month of publication, there may be a season. Sometimes there will be a volume number and an issue number. In those cases, list both the volume and issue numbers. Electronic and web based references can be listed in the following ways.

[Electronic] in a reference refers to the type of media that you found the source on. If you found the source on a CD-ROM, you would put [CD-ROM] in the square brackets. As with paper journals, the volume number, issue number and page numbers should be listed, as should the name of the database, the identification/access number of the article, and an access date (in square brackets) – see below for an example:-

Skargren, E.I. & Oberg, B. (1998) 'Predictive factors for 1-year outcome of low back and neck pain in patients treated in primary care: Comparison between the treatment strategies chiropractic and physiotherapy', *Pain* [Electronic], vol. 77, no. 2, pp. 201-208, Available: Elsevier/ScienceDirect/ O304-3959(98)00101-8, [8 Feb 1999].

Electronic mail (e-mail)

Johnston, R. (2001) *Access courses for women*, e-mail to NIACE Lifelong Learning Mailing List (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2001].

Or

Charles, J. (2011) *Re: Use of RPA forms in Clearing*, e-mail to W. Krouwel (w.krouwel@tsd.ac.uk), 25 August. [25 August 2011].

Discussion list

Berkowitz, P. (1995) April 3, 'Sussy's gravestone', *Mark Twain Forum* [Online], 3 Apr, Available e-mail: TWAIN-L@yorkvm2.bitnet [3 Apr 1995].

World Wide Web (WWW) page

Young, C. (2001) *English Heritage position statement on the Valletta Convention*, [Online], Available: <http://www.archaeol.freeuk.com/EHPositionStatement.htm> [24 Aug 2001]. In some WWW pages, the author's details or the date of original publication/update may be missing. When the author's name is missing, use the name of the web page to list the reference, as you would with any other anonymous source. If the date of publication or update is missing, omit this information, but still include [in square brackets] the date of access.

Conclusion

It is vital that you correctly reference all paraphrasing and direct quotations and paraphrases.

It is unforgivable not to show a reader the author's name, date of publication and page numbers of the original source **in the text** of an assignment.

The reference list should contain the author's name, year of publication, relevant titles, and other access information. The referencing system may seem time-consuming and fussy but soon becomes second nature to you and is one of the many skills you will gain as a university student.

Acknowledgement

We freely acknowledge (with thanks) that this paper is adapted from the Exeter University guide to Harvard referencing:-

http://education.exeter.ac.uk/dll/studyskills/harvard_referencing.htm.

This, in its turn, takes some citation and reference examples from:

Central Queensland University ESLS Unit (2001) *Referencing: The Harvard referencing system*, [Online], Available: <http://www.cqu.edu.au/edserv/undergrad/clc/content/resources.htm> [14 Aug 2001]

Lewis, D. (ed.) (1999) *The written assignment*, Brisbane: QUT Publications.

Wells, D. (2001) *Harvard referencing*, [Online], Available: <http://lisweb.curtin.edu.au/guides/handouts/harvard.html> [14 Aug 2001].