

Harvard Referencing:

The why, when and how

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Academic Liaison Librarian



Aims...

- 1 What is referencing?
- 2 Plagiarism
- 3 Creating in-text citations
- 4 Creating your reference list
- 5 Hints and Tips
- 6 Cite Them Right
- 7 Further resources and help

What is referencing?



Why is it important to acknowledge the sources you use in your assignments?

Why we use referencing ...



Reinforce

And lend
credibility to
our
arguments



Acknowledge

The
intellectual
work of others



Clarify

Which ideas
belong to
others by
attribution



Prevent

Plagiarism



Show

Breadth of
reading



Video





Original Thinking

When someone submits assignments that are their own work, composed of original ideas built on attributed sources.



Student Collusion

Working with other students on an assignment meant for individual assessment.



Word-for-Word Plagiarism

Copying and pasting content without proper attribution.



Self Plagiarism

Reusing one's previously published or submitted work without proper attribution.



Mosaic Plagiarism

Weaving phrases and text from several sources into one's own work. Adjusting sentences without quotation marks or attribution.



Software-based Text Modification

Taking content written by another and running it through a software tool (text spinner, translation engine) to evade plagiarism detection.



Contract Cheating

Engaging a third party (for free, for pay, or in-kind) to complete an assignment and representing that as one's own work.



Inadvertent Plagiarism

Forgetting to properly cite or quote a source or unintentional paraphrasing.



Paraphrase Plagiarism

Rephrasing a source's ideas without proper attribution.



Computer Code Plagiarism

Copying or adapting source code without permission from and attribution to the original creator.



Source-based Plagiarism

Providing inaccurate or incomplete information about sources such that they cannot be found.



Manual Text Modification

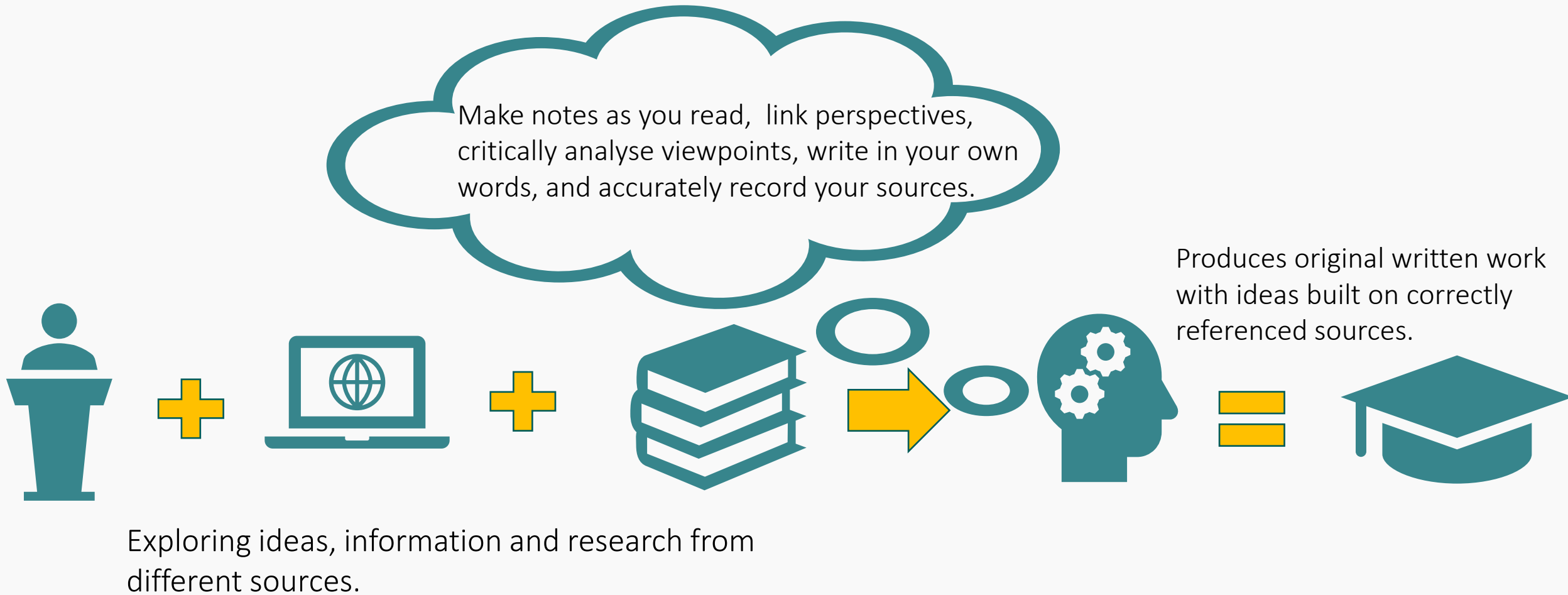
Manipulating text with the intention of misleading plagiarism detection software.



Data Plagiarism

Falsifying or fabricating data or improperly appropriating someone else's work, putting a researcher, institution, or publisher's reputation in jeopardy.

Research Process



Harvard Referencing Style

There are many different styles of referencing.

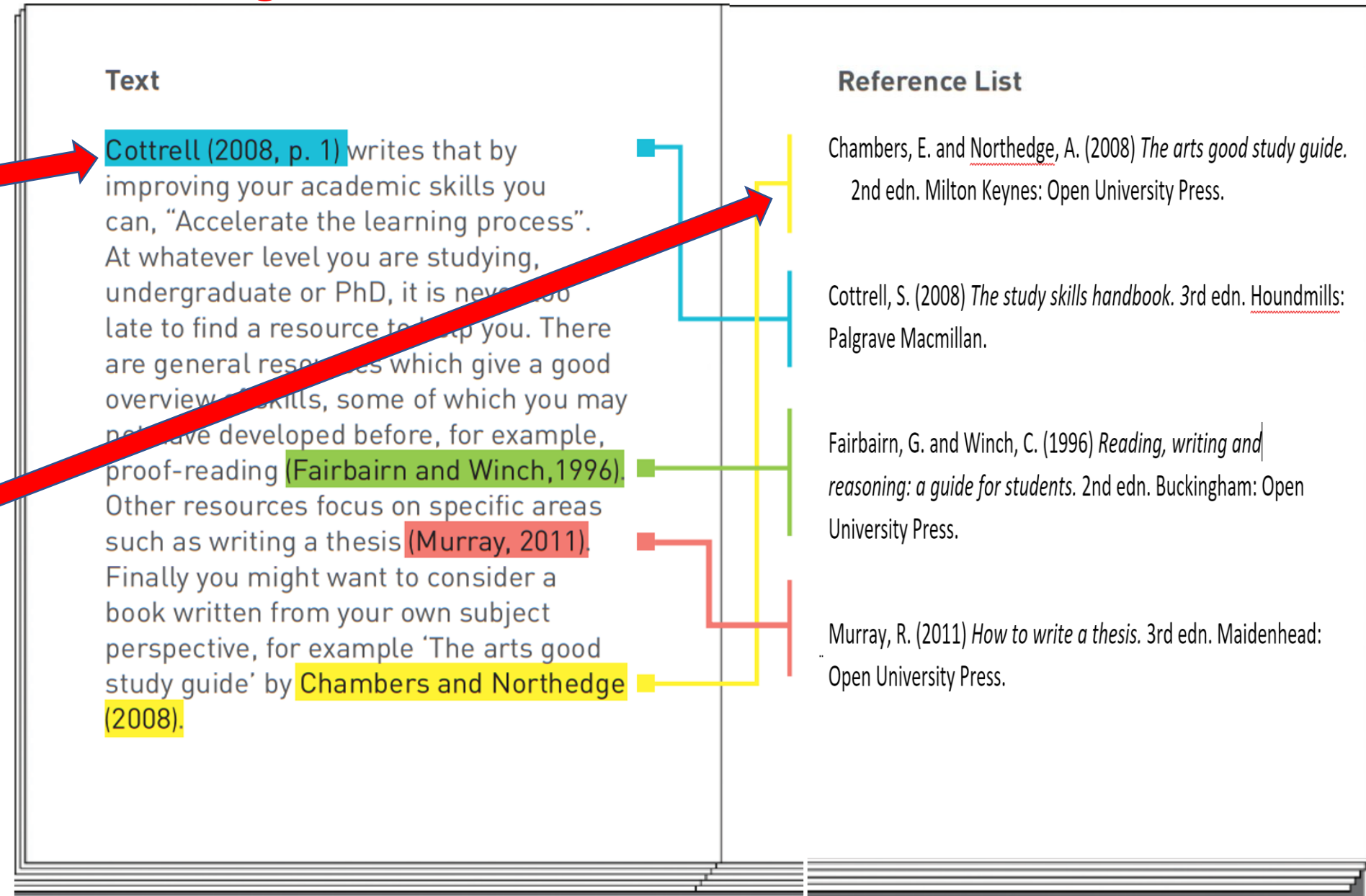
- You must follow UWTSD's version of Harvard Referencing, which currently follows the **12th edition of Cite Them Right**.
- The [Cite Them Right book](#) and [database](#) are available through the library.
- Further support is found via the [library infoskills](#) page and [Moodle](#).



2 parts to Harvard Referencing:

1. In-text citation

2. Full reference list



Citations

Every idea you use from your reading must be acknowledged with an in-text citation and a reference.

This includes, but not limited to:

- Direct quotes
- Paraphrased material
- Summarising
- Images, tables, graphs
- Lecture notes / PowerPoints from Moodle



1. In-text citation

Goes into the body of your writing (at the point you refer to the source you have read) and includes:

- 1. Author(s) or editor(s) family name / surname**
- 2. Year of publication**
- 3. Page number(s) (if quoting or using a specific part of a work)**



Parenthetical In-text citation

Author's **Surname**, **Year** & *page number* (if required) in brackets

Scotland is taking a radical approach to tackling knife crime by treating it as a public health issue (Roberts, 2019).

- The sentence is focusing on the information. The author is not relevant.
- Easy to include multiple sources.

Example: (Roberts, 2019; Blake, 2020; Cornish, 2020)



Examples

1 author

(Stark, 2016, p. 5)

2 or 3 authors

(Wayne, Banner, and Kent, 2012, p. 54)

4 or more authors

(Rogers *et al.*, 2014, p. 37)



Narrative In-text citation

Author's **Surname**, **Year** & *page number* (if required) in brackets

According to Roberts (2019) Scotland is taking a radical approach to tackling knife crime by treating it as a public health issue.

- Used when describing views or opinions, as focus is on author.
- Difficult to include multiple opinions and sources.
- Overuse can disrupt the flow of your writing.



Direct (short) Quotes

- Use "quotation marks"
- Integrate into your writing
- Show page number if available

Example: When writing assignments, the “aim should always be to reference reliable sources of information” **(Pears and Shields, 2016, p. 2).**

- If no pagination details available, use the information you have, such as loc, %, chapter/page/paragraph

Examples: **(Thomas, 2020, 72%), (Fellows, 2021, ch. 4, para. 12).**



Quotations

Avoid excessive quotations:

- They can disrupt the style and flow of your writing
- They form part of your word count
- They do not show your understanding of your reading



How could this look?

Example 1: When writing assignments, the “aim should always be to reference reliable sources of information” (**Pears and Shields, 2016, p. 2**).

- Use "quotation marks"
- **Show page number** if available

Example 2: According to **Pears and Shields (2016, p. 2)** when writing assignments, the “aim should always be to reference reliable sources of information”.

Long Quotations

- Longer quotations are generally classed as a quote **longer than 30 words**.
- They are written as a **separate paragraph** and **indented** from the main text.
- **Quotation marks are not required.**

Note: Excessive use of quotes does not show your tutor you understand what you have read.

Paraphrasing

Your interpretation of someone else's ideas.

- Should be a re-statement of the original text in **your own words**.
- It is **NOT** simply changing some words or sentences around.
- Organising and writing the ideas you have read in your own words shows your understanding of the original material and strongly supports your argument.

Godfrey, J. (2018) *How to use your reading in your essays*. 3rd edn. London: Palgrave.



Re-cap:

In-text citation

Text

Cottrell (2008, p. 1) writes that by improving your academic skills you can, “Accelerate the learning process”. At whatever level you are studying, undergraduate or PhD, it is never too late to find a resource to help you. There are general resources which give a good overview of skills, some of which you may not have developed before, for example, proof-reading (Fairbairn and Winch, 1996). Other resources focus on specific areas such as writing a thesis (Murray, 2011). Finally you might want to consider a book written from your own subject perspective, for example ‘The arts good study guide’ by Chambers and Northedge (2008).



Questions?



When NOT to cite...

Common knowledge

- Not all ideas belong to others
- Facts, dates, events generally known in a particular subject.

Ask yourself:

- Did I know this before I started this course?
- Did this idea come from me, or from something I have heard, read, discussed?

If in doubt – CITE!



Stop and think ...



What details
do you think
we need to
include in our
full reference
list?



2. Creating a reference list



List all sources cited in your writing



Arrange alphabetically by author's surname - or by title if no author

Format each reference according to the type of resource cited.

Include the following:

- **Who** (author)
- **When** (date)
- **What** (title)
- **Where** (location)



Reference List: book

1. Who? Author's surname, initials

2. When? Year of publication in round brackets

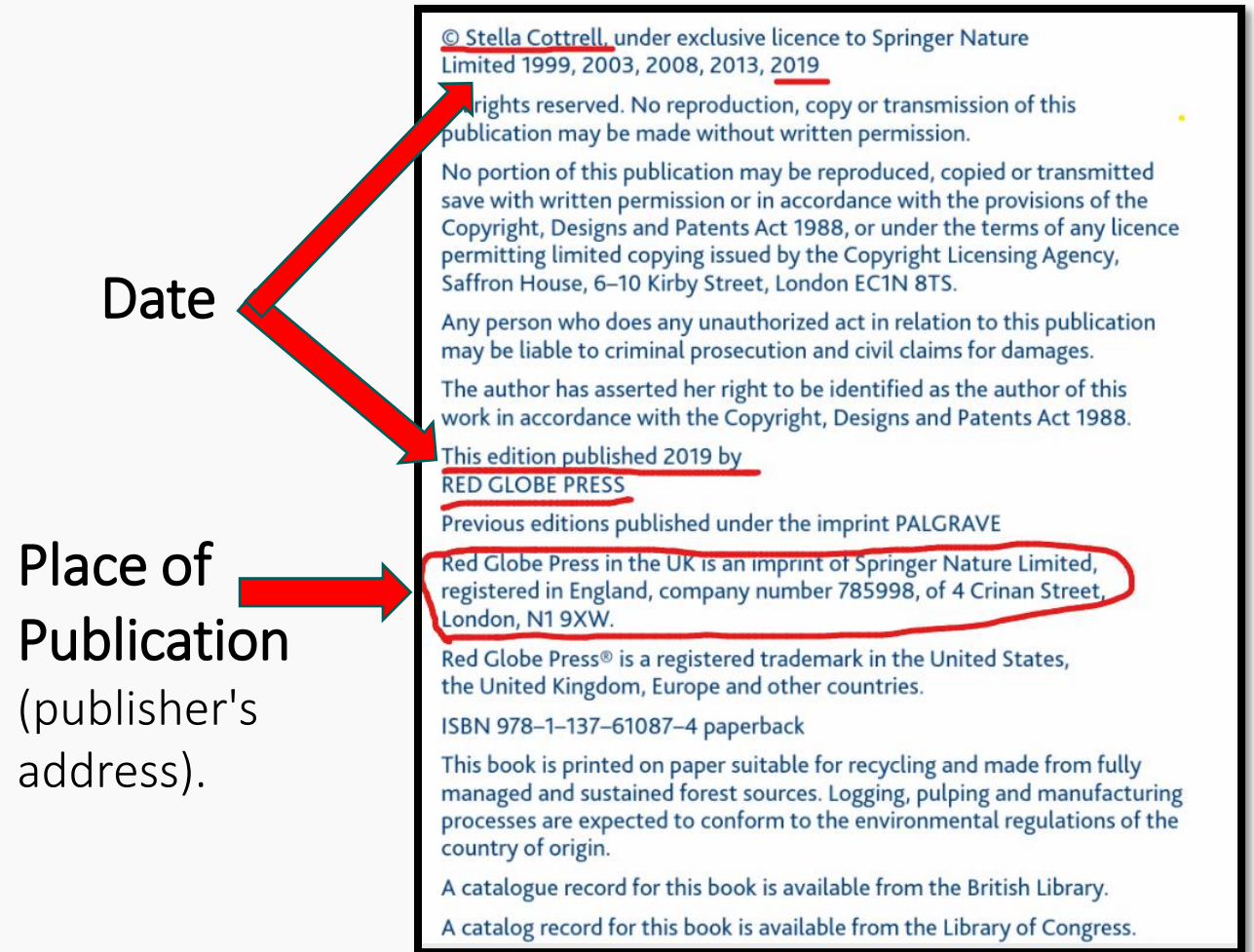
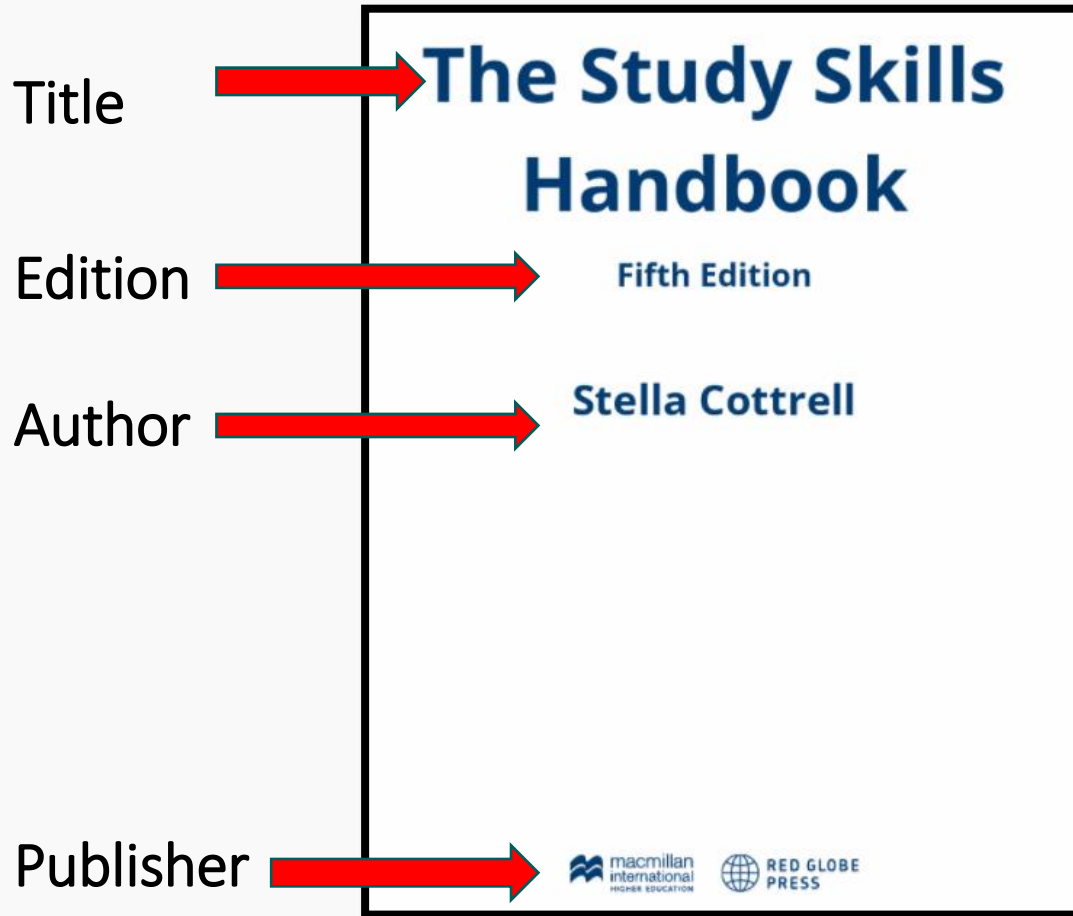
3. What? Title in italics and edition if not the 1st.

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

4. Where? Place of publication:
Publisher



Where to find the information...



Web page

Who? Author's surname and initials

When? Date in round brackets

What? Title of webpage in *italics*

Holford, A. (2022) *Student loans: would a graduate tax be a better option?*
Available at: <https://theconversation.com/student-loans-would-a-graduate-tax-be-a-better-option-179253> (Accessed: 26 May 2022).

Where? URL and date accessed (in round brackets).

N.B. It is the title of the **webpage**, not the name of the website



Webpage

THE CONVERSATION
Academic rigour, journalistic flair

COVID-19Arts + CultureBusiness + EconomyCitiesEducationEnvironmentHealthPolitics + SocietyScience + TechnologyPodcasts

Student loans: would a graduate tax be a better option?

Published: March 30, 2022 2.54pm BST



Author



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Research Fellow in the Institute for Social and Economic Research, University of Essex

Disclosure statement

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Partners



[The Conversation](#)

Reference List: journal article

1. Who? Author's surname, initials

2. When? Year of publication in round brackets

3. What? Title of article in single quotation marks

Thompson, P. (2017) 'Communication technology use and study skills', *Active Learning in Higher Education*, 18(3), pp. 257-270. Available at: doi.org/10.1177/1469787417715204

4. Where? Name of journal in italics, volume, issue/part, page range of whole article. doi if accessed electronically (or URL and date accessed)



Reference List: journal article

Surname, Initial. (Year of publication) 'Title of article', *Title of Journal*, Issue information, Page reference. Available at: DOI / URL (Accessed date).

Pascoe, K.M., Waterhouse-Bradley, B. and McGinn, T. (2021) 'Systematic literature searching in social work: a practical guide with database appraisal', *Research on Social Work Practice*, 31(5), pp. 541-551. Available at:
<https://doi.org/10.1177/1049731520986857>

In-Text Citation:
(Pascoe, Waterhouse-Bradley and McGuinn, 2021)



Finding the information

Article title

The screenshot shows a library database record for an article. The record includes a small thumbnail of a book cover titled 'Social Work Practice'. The article title is 'Systematic Literature Searching in Social Work: A Practical Guide With Database Appraisal'. The authors are 'Pascoe, Katheryn Margaret ; Waterhouse-Bradley, Bethany ; McGinn, Tony'. The publisher is 'Los Angeles, CA: SAGE Publications'. The journal information is 'Research on social work practice, 2021-07, Vol.31 (5), p.541-551'. There are icons for 'PEER REVIEWED' and 'OPEN ACCESS'. There are links for 'Download Article', 'View Issue Contents', and 'Online access'. At the bottom, there are icons for 'READING LIST', 'EXPORT RIS', 'REFWORKS', 'PRINT', 'CITATION' (which is circled in red), 'PERMALINK', and 'E-MAIL'.

1

ARTICLE

Systematic Literature Searching in Social Work: A Practical Guide With Database Appraisal

Pascoe, Katheryn Margaret ; Waterhouse-Bradley, Bethany ; McGinn, Tony

Los Angeles, CA: SAGE Publications

Research on social work practice, 2021-07, Vol.31 (5), p.541-551

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APA (7th edition)

Harvard Cite Them Right
11th Edition

IEEE

MHRA

Pascoe, K.M., Waterhouse-Bradley, B. and McGinn, T. (2021) 'Systematic Literature Searching in Social Work: A Practical Guide With Database Appraisal', *Research on social work practice*, 31(5), pp. 541-551. doi:10.1177/1049731520986857.

 COPY THE CITATION TO CLIPBOARD

Remember to check citations for accuracy before including them in your work

Finding the Information

Research on Social Work Practice

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Systematic Literature Searching in Social Work: A Practical Guide With Database Appraisal

[Katheryn Margaret Pascoe](#) , [Bethany Waterhouse-Bradley](#), [Tony McGinn](#)

First Published January 27, 2021 | Research Article | [Check for updates](#)

<https://doi-org.ezproxy.uwtsd.ac.uk/10.1177/1049731520986857>

[Article information](#)

Article Information

[Volume: 31](#) [issue: 5](#), page(s): 541-551
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Streamed Content

- Title of episode (in single quotation marks) if known; if not, use series title
- Year of original broadcast (in round brackets)
- Title of series/season (in italics)
- Series/season and episode numbers, or day month (if available)
- Production company
- Available at: Name of streaming service / link to homepage site (if available)
- (Accessed: date)

Example:

'Papa' (2022) *Stranger Things*, season 4, episode 8. Netflix.
Available at: <https://www.netflix.com/gb/title/80057281> (Accessed: 20 Oct 2022).



Reference List Example

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

Holford, A. (2022) *Student loans: would a graduate tax be a better option?* Available at: <https://theconversation.com/student-loans-would-a-graduate-tax-be-a-better-option-179253> (Accessed: 26 May 2022).

‘Papa’(2022) *Stranger Things*, season 4, episode 8. Netflix.
Available at: <https://www.netflix.com/gb/title/80057281> (Accessed: 20 Oct 2022).

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Thompson, P. (2017) 'Communication technology use and study skills', *Active Learning in Higher Education*, 18(3), pp. 257-270. Available at: doi: 10.1177/1469787417715204

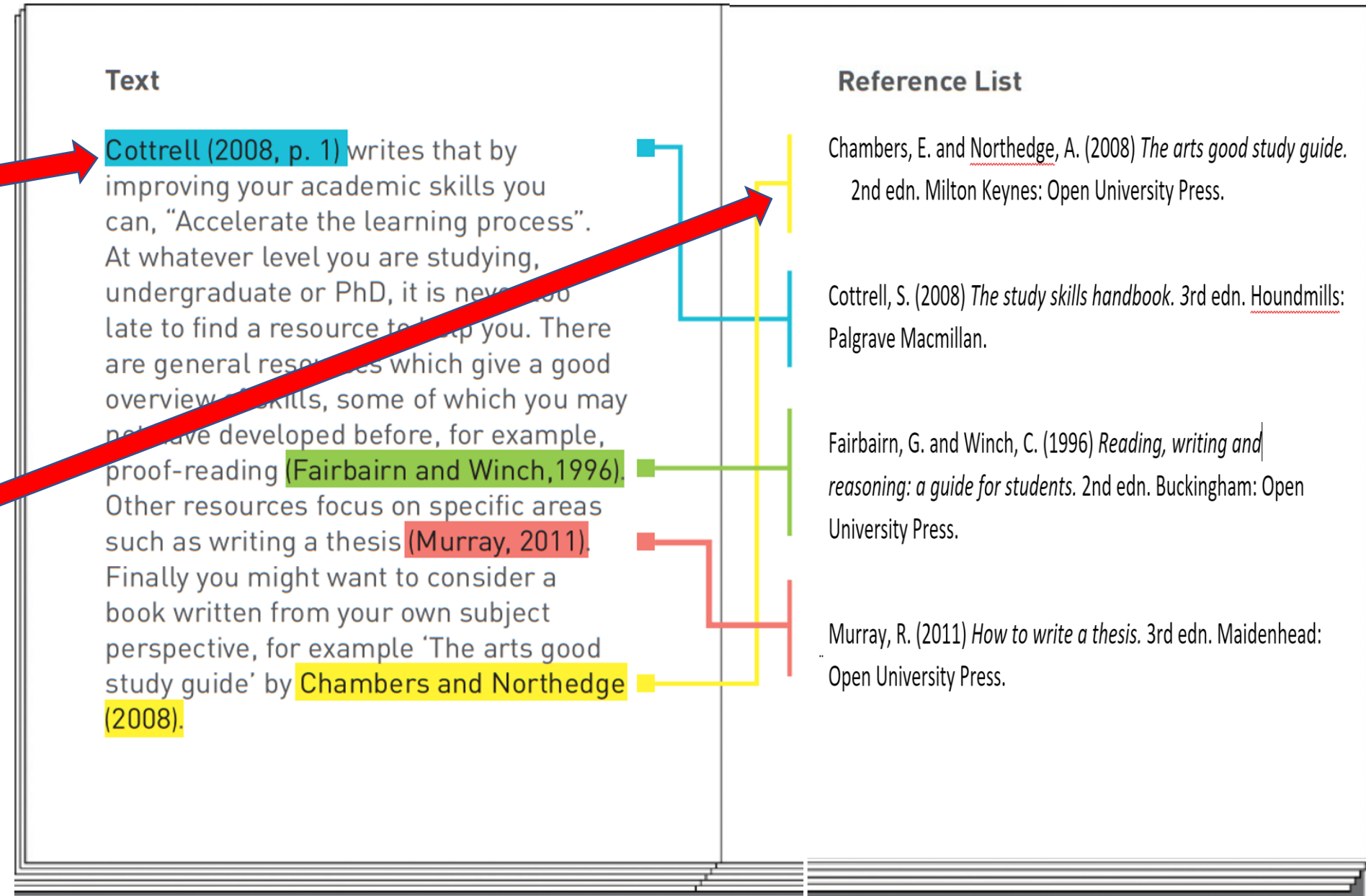
N.B. Alphabetical Order



Re-cap of what it looks like...

1. In-text citation

2. Full reference list



How to cite...

No date available:

Consider if you really want to include this in your work, (refer back to CRAAP test). If you decide to use it, include **(no date)**.

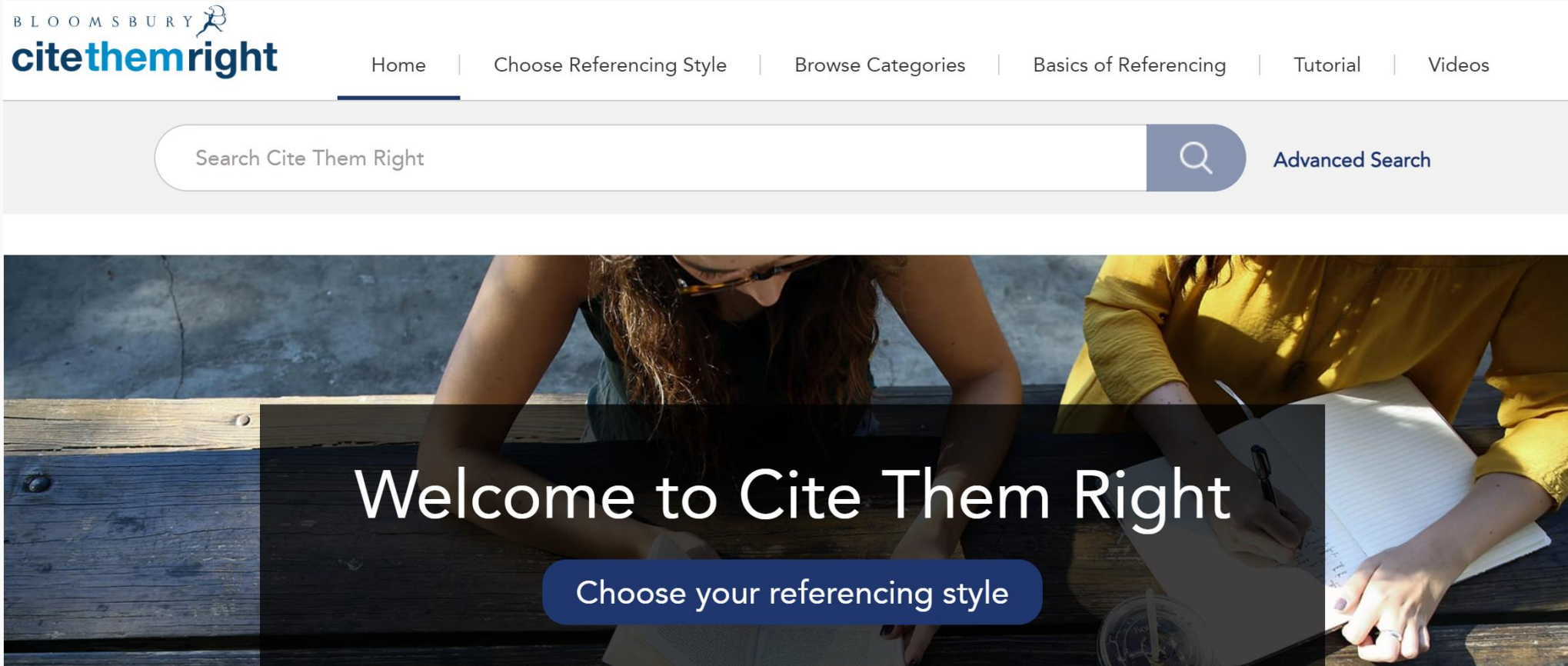
No author:

Use corporate author e.g. **BBC, NHS, CIPD** or title (e.g. ***Health of the nation, 2011***).

Multiple publications, same author in different years:

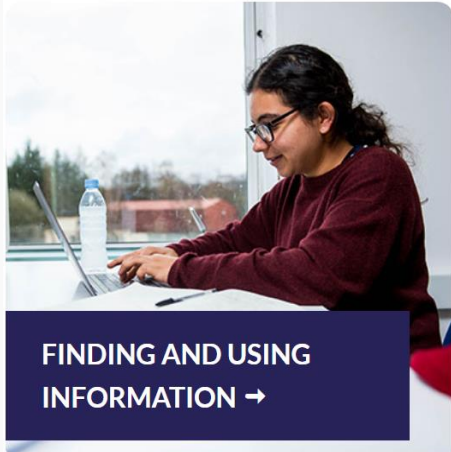
List chronologically.

Cite Them Right Database

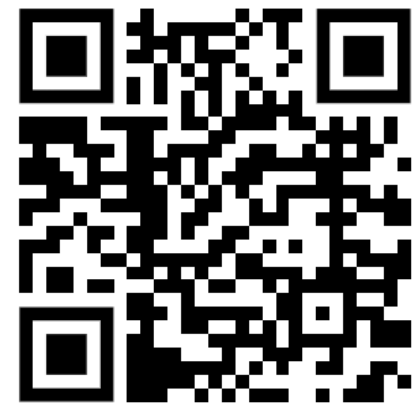


[LINK](#)

Further support



- Available through the [Library infoskills](#) webpage.
- Hosted on [Moodle](#)
- New resources being added throughout the year.

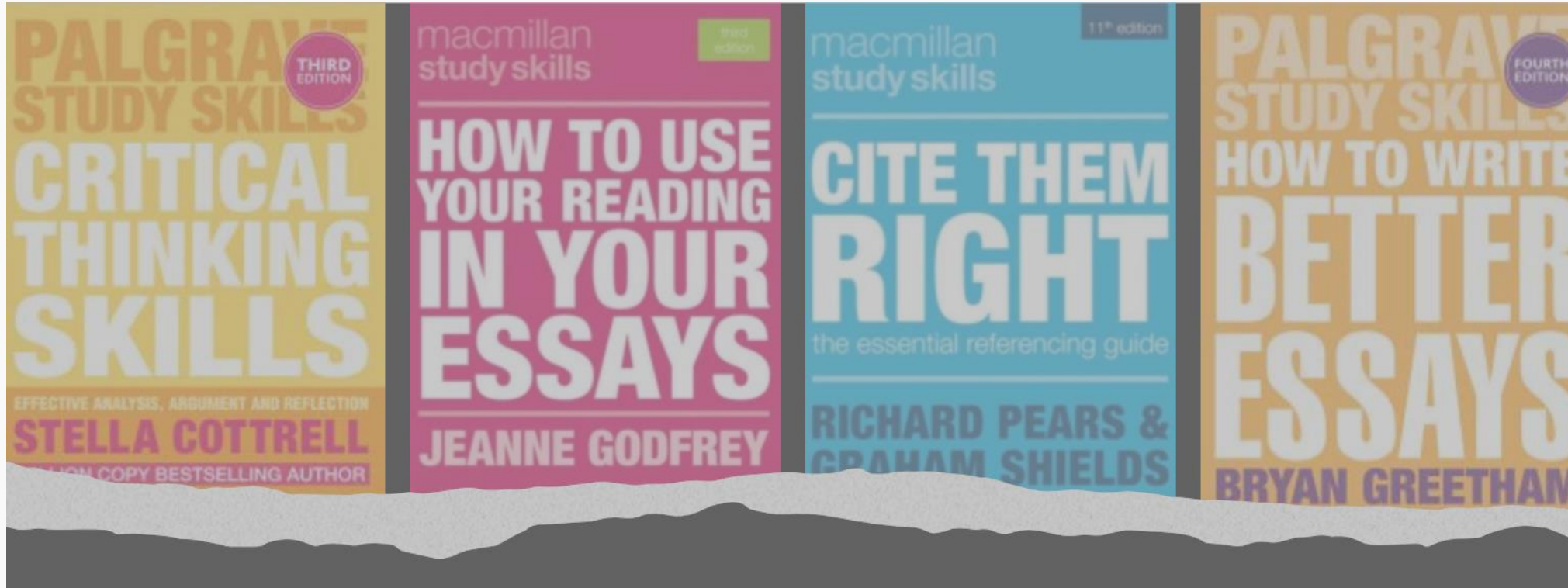




Questions?



Useful Resources



[Critical Thinking](#)

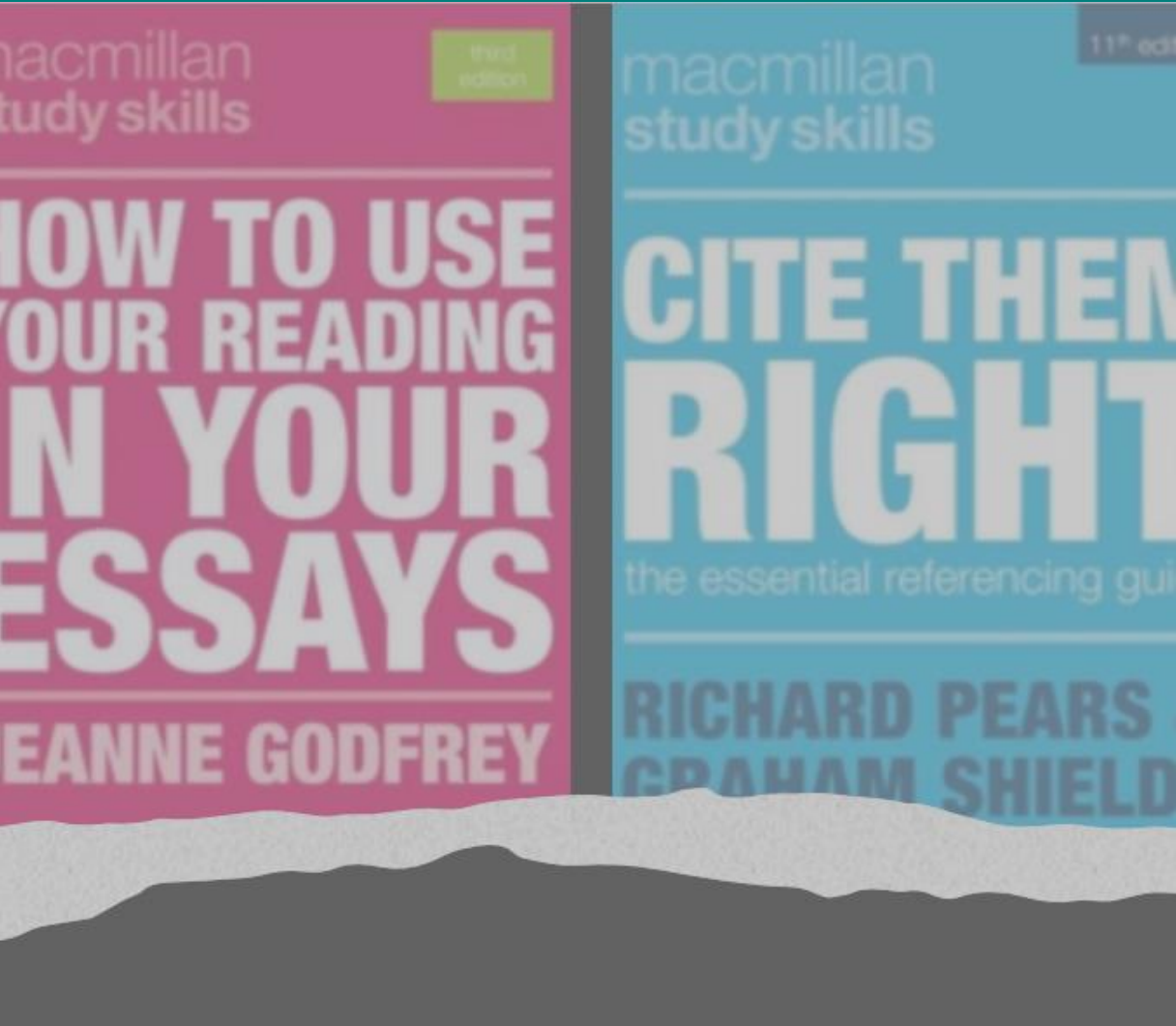
[Use Reading In Your Essays](#)

[Cite Them Right](#)

[Write Better Essays](#)



Online Resource List



Study skills & Referencing Online Resource List

A list of useful resources to help you with your studying and referencing



Contact



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