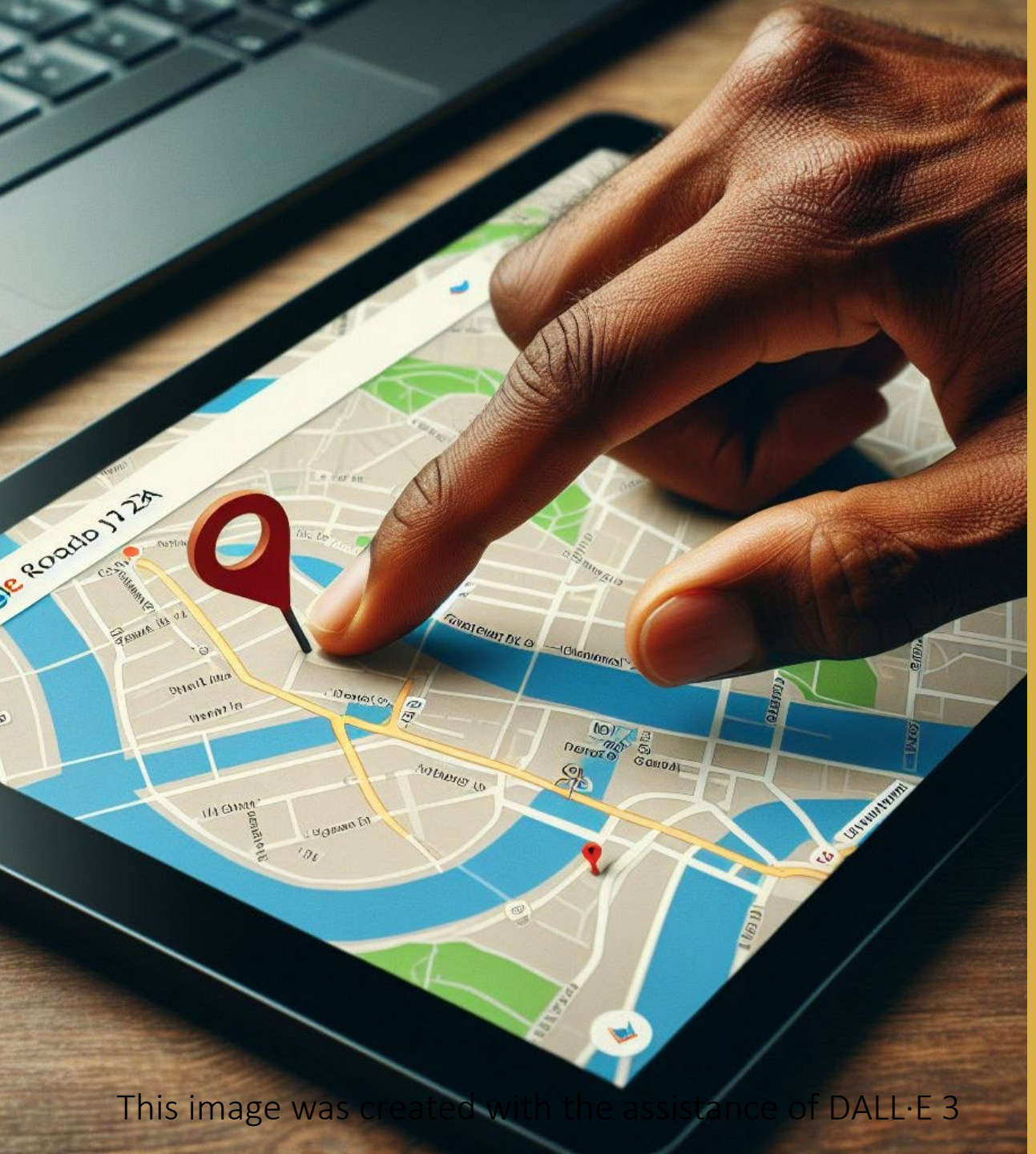


This image was created with the assistance of DALL·E 3

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

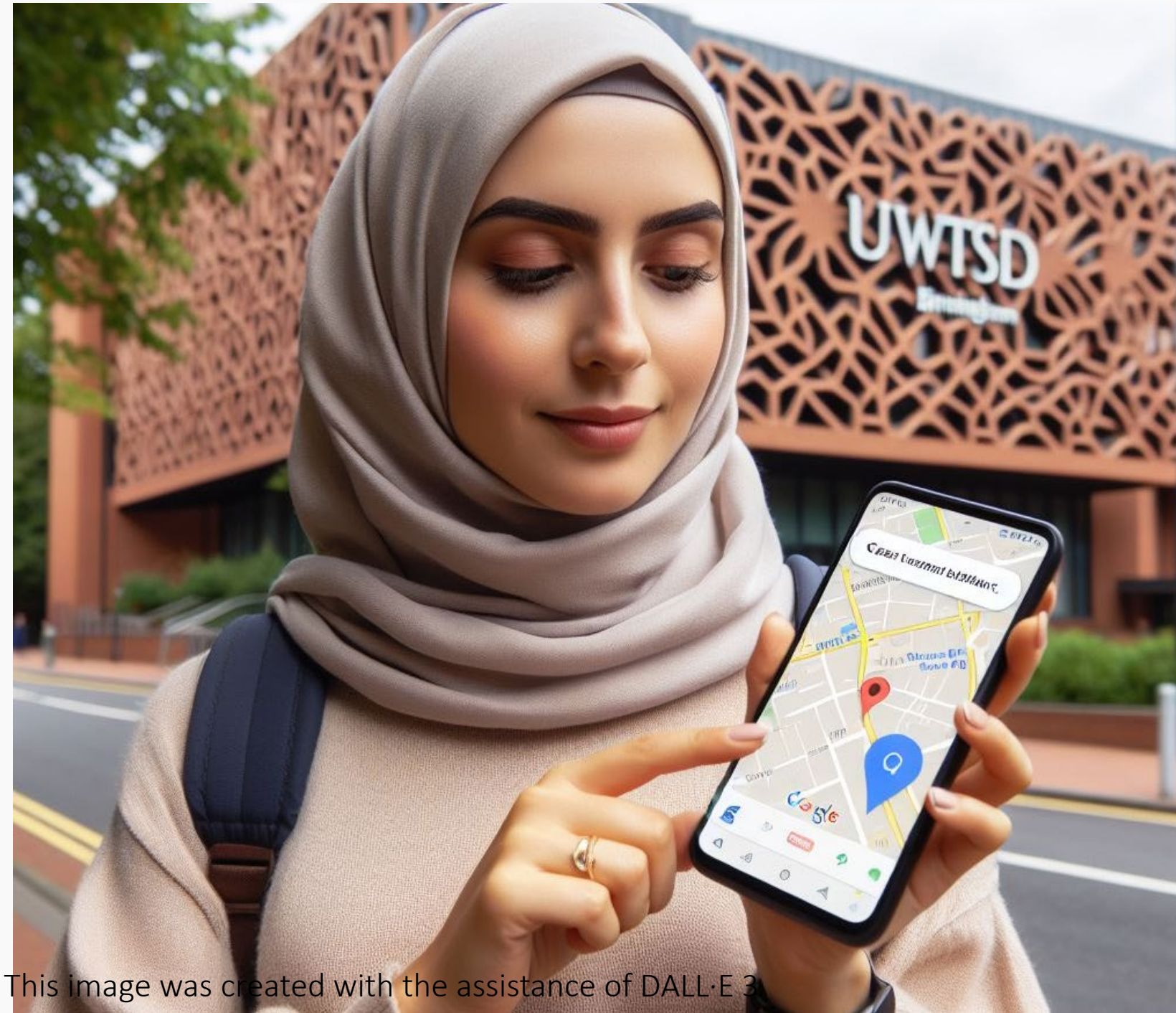
LLYFRAU a RHAGOR
BOOKS & BEYOND

UWTSD Style Harvard Referencing

Doreen McLeary – Academic Liaison Librarian

June 2025

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

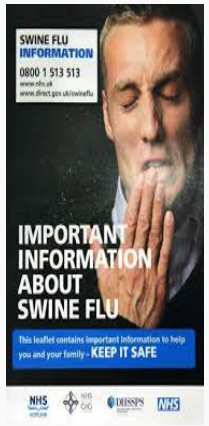
Why do we need to record where we find our sources?

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.

What and where do we find sources?



When do I need to reference?

Every time you use some-one else's work

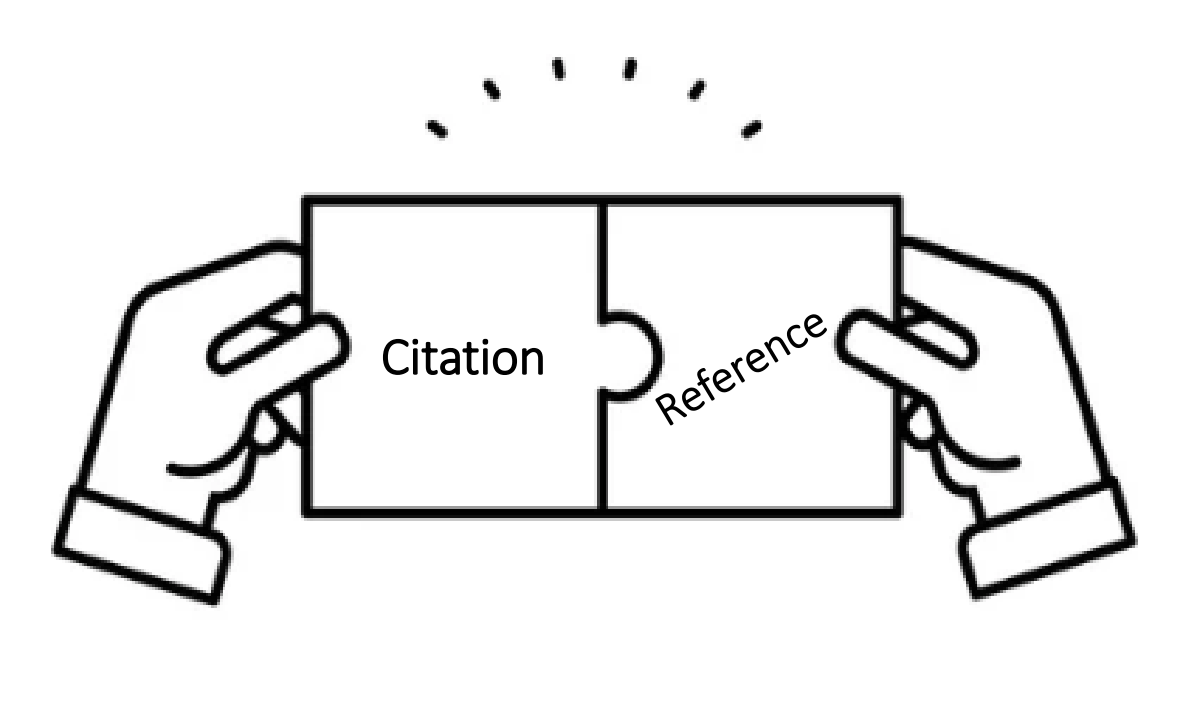
- Direct quote
- Paraphrase
- Summary
- Discussing someone else's work
- All data …including images, graphs, tables etc.

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

(Clear Light Bulb Placed on Chalkboard 2017)

What is a ….

- **<u>Citation</u>** 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.
- **<u>Reference:</u>** full details of the sources used directly within the assignment, compiled as an alphabetical list at the end.

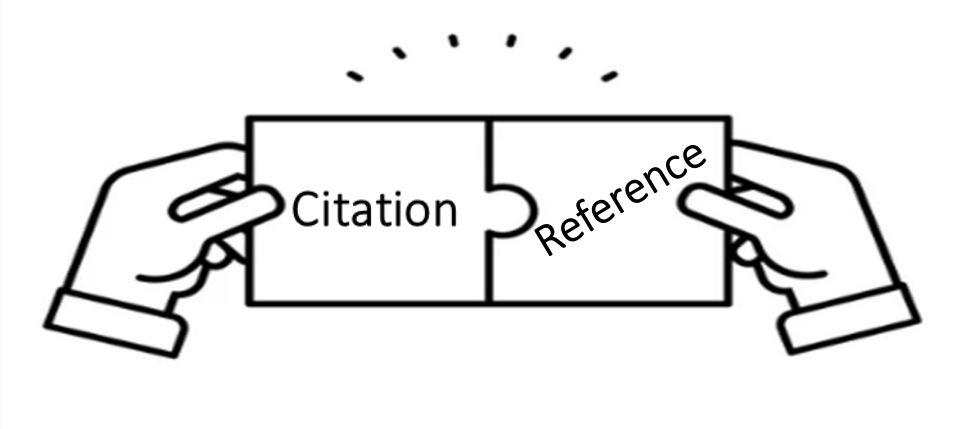


Essential elements

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 - 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: 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).

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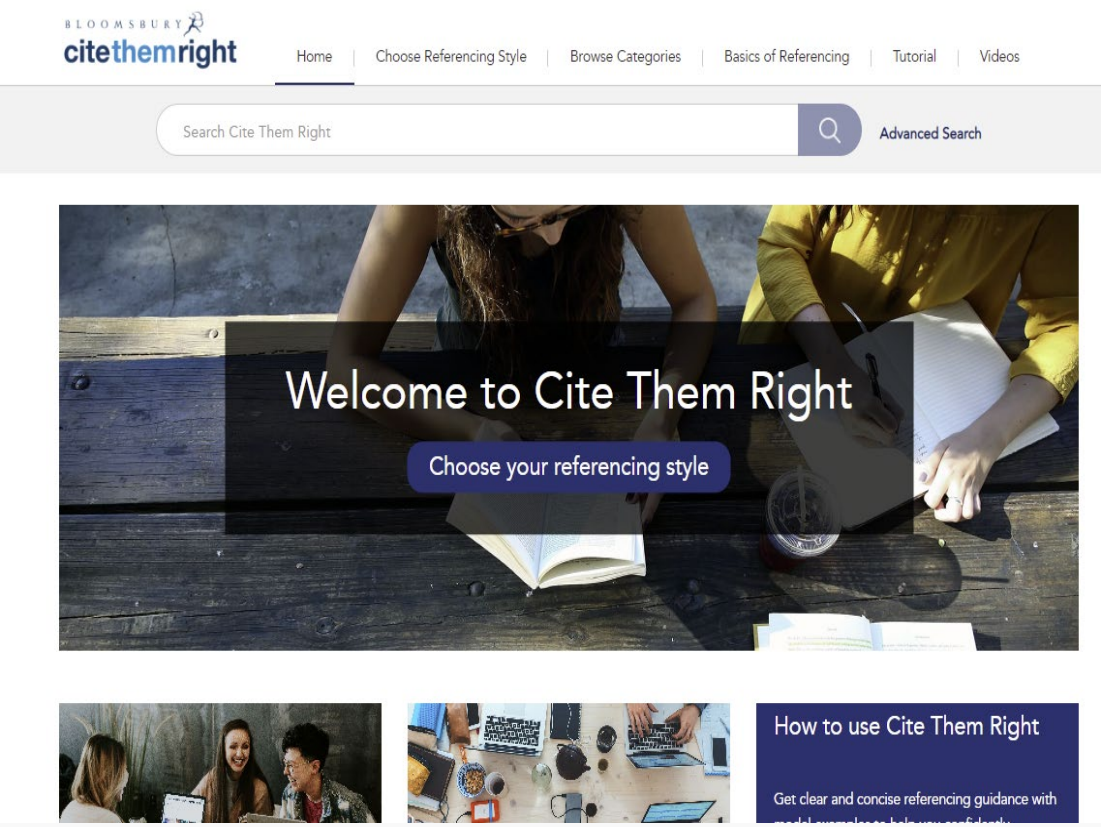
How do I Reference? - Cite them Right Online

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.



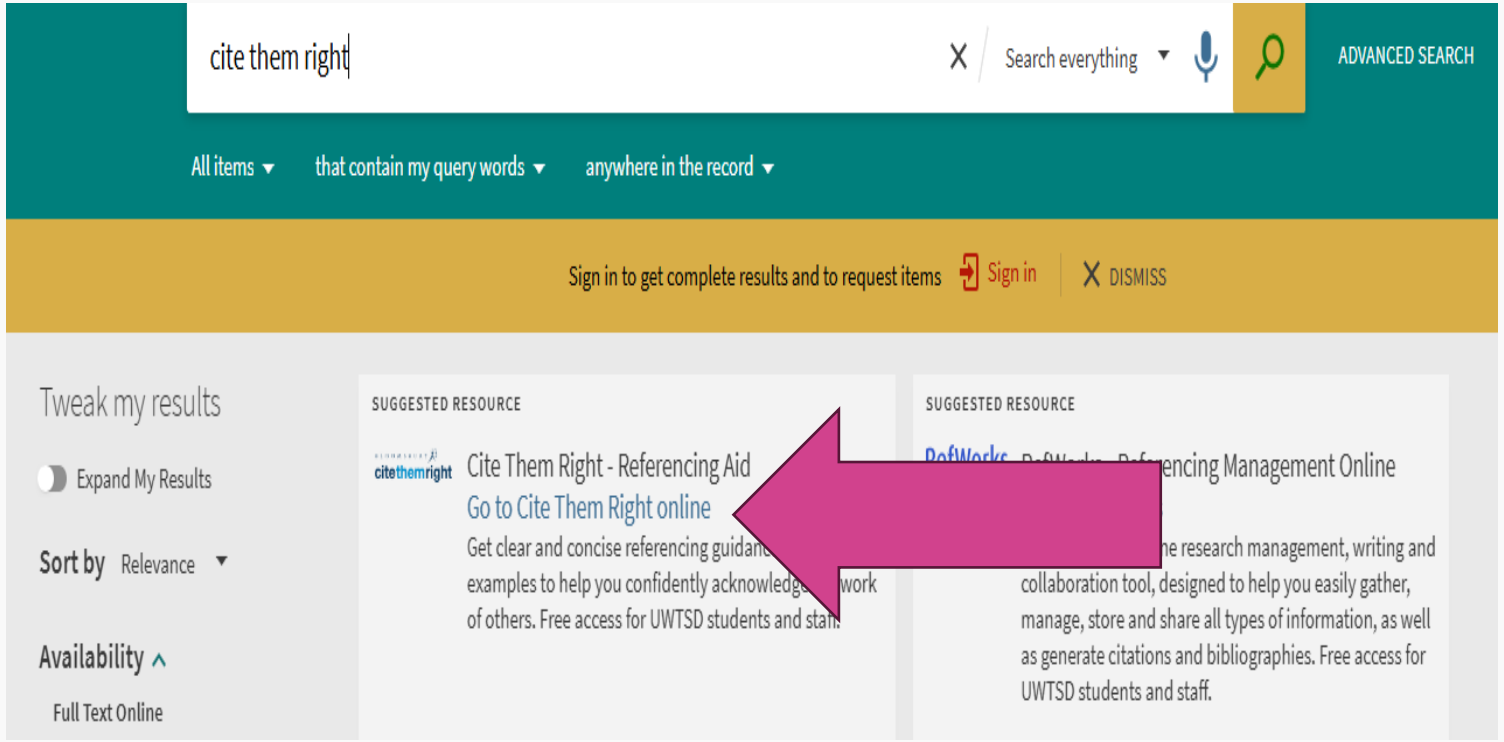
Examples of in-text citations

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

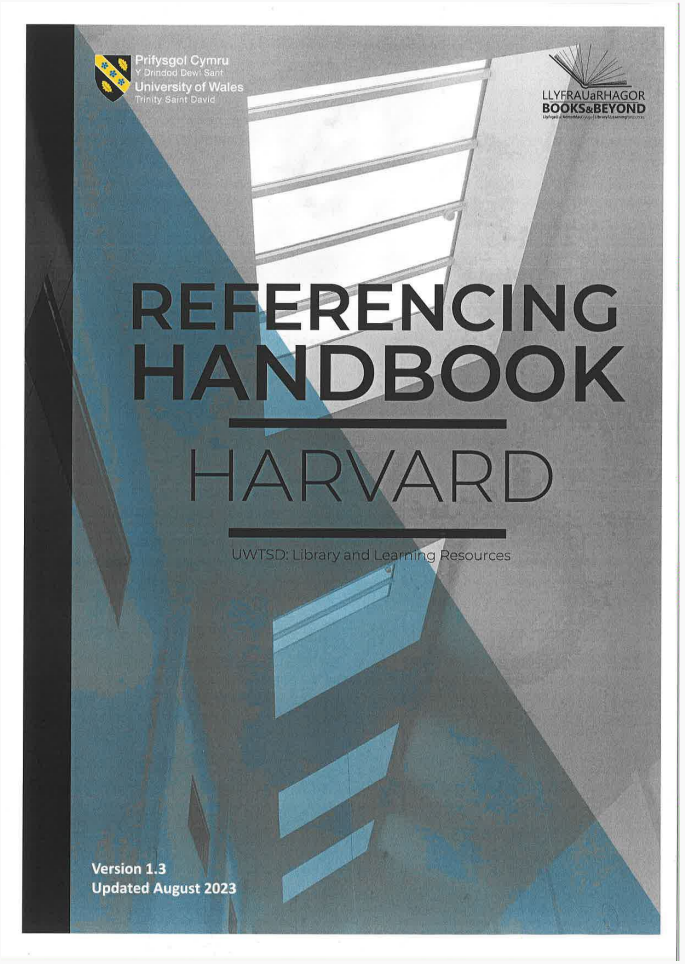
- Via your module on Moodle, you will see this link
- You will need to **sign in** with your **student email** and **password**.

- 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**’



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://hbr.org/2024/06/how-to-vet-information-before-making-a-decision

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

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
Place of publication: 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. London: Macmillian Education/Red Globe Publishing

In-text citation : (Bailey 2011)
Reference: Bailey, S. (2011) *Academic writing for international students of business.* London: 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

1

WHO
Author surname followed by initials

2

WHEN
Year the article was written in round brackets

3

WHAT
Title of the article in single quotations

4

WHERE
Title of journal in italics

5

Issue Information Vol and part bracketed

6

Page/s reference

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

Academic Liaison Librarians

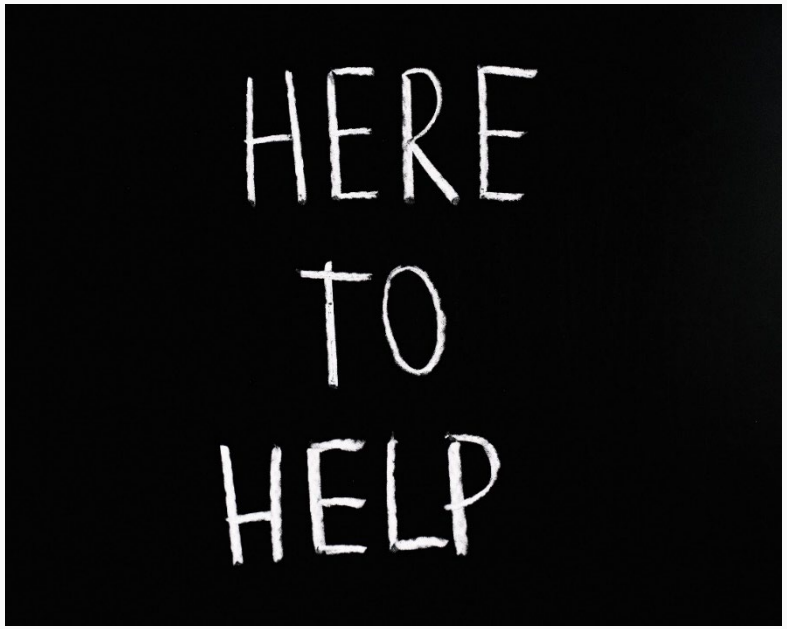
- Doreen McLeary : Quay Place Centre
- Olivia Edmonds: Quay Place Centre
- Sofie Arif: Sparkhill Centre
- Shabina Hassan: Sparkhill Centre

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
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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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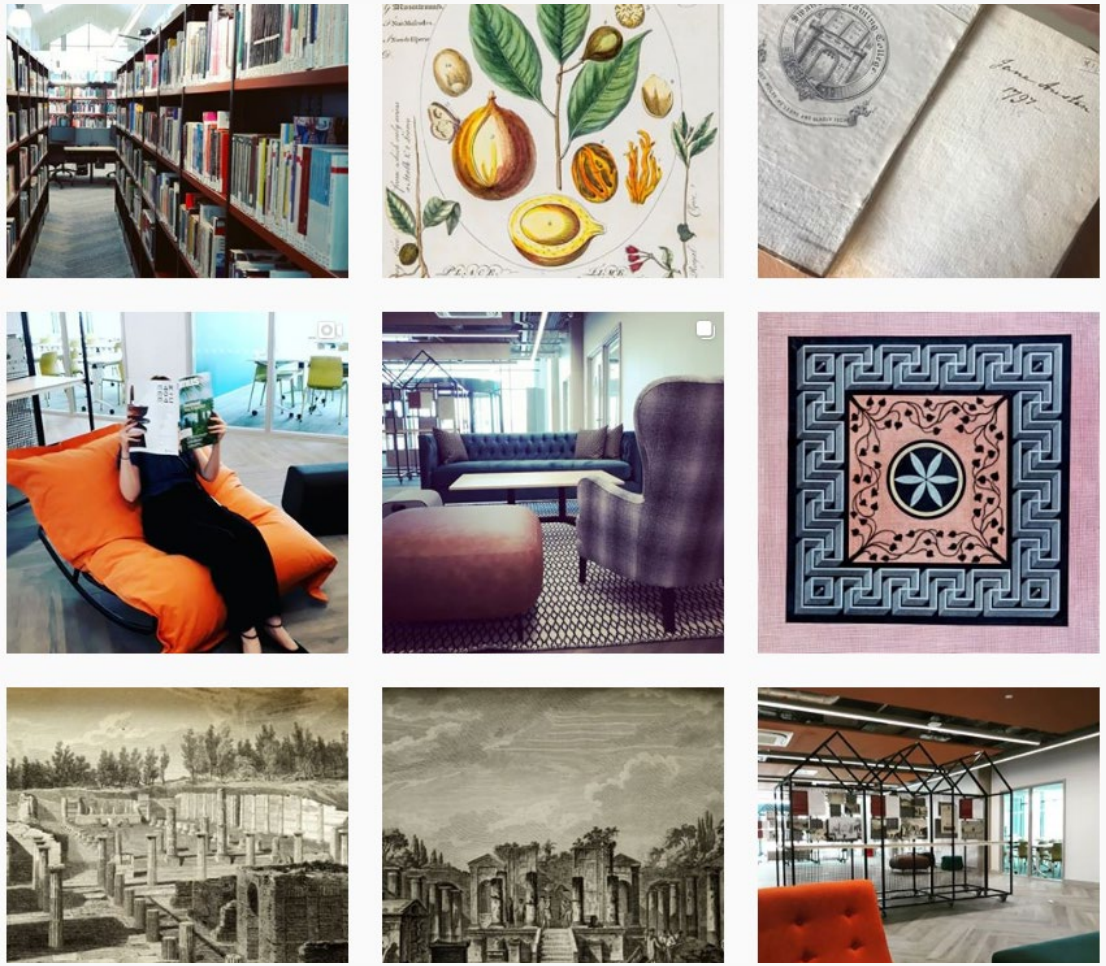
infoskills@uwtsd.ac.uk

Find us on social media!

We are on **Facebook**, **Bluesky** and **Instagram**!

@UWTSDlib

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- Share what you're reading!