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

LLYFRAU a RHAGOR
BOOKS & BEYOND

Harvard Referencing

Olivia Edmonds

Academic Liaison Librarian – UWTSD Birmingham

What is the difference between these two terms?

In text citation

Reference List

What is a...

In text citation: brief details of the sources being used, within the text of the assignment. The purpose is to refer the reader to a full reference at the end of the work

Reference List: full details of the sources used directly within the assignment, compiled as an alphabetical list at the end

In-text citations look like this:

(Bell, 2018, p.30).

Chakraborti (2010, p.129)

(Schindler, 2008, p.620)

The Reference List may look like this:

Bell, J. (2018) *Doing your research project*. 7th edn. London: Open University Press.

Chakraborti, R. (2010) ‘Constructing character’, in Cavanagh, D., Gillis, A., Keown, M., Loxley, J. and Stevenson, R. (eds.) *The Edinburgh introduction to studying English literature.* Edinburgh: Edinburgh University Press, pp. 129-138.

Schindler, S. (2008) 'Model, theory, and evidence in the discovery of the DNA structure', *The British Journal for the Philosophy of Science*, 59(4), pp. 619-658.

In text citations – what is included?

<u>Books.</u>

- Author surname, year of publication (Page number if a direct quote)
- Barnard, 2021 (p.43)

<u>Articles</u>

- Author surname, year of publication, page number (Page number if a direct quote)
- Khan, 2024 (p. 159)

<u>Websites</u>

- Author surname/organisation name, year of publication.
- Smith, 2021
- BBC, 2024

WHO
WHEN
WHAT
WHERE

Books

WHO
Author/Editor

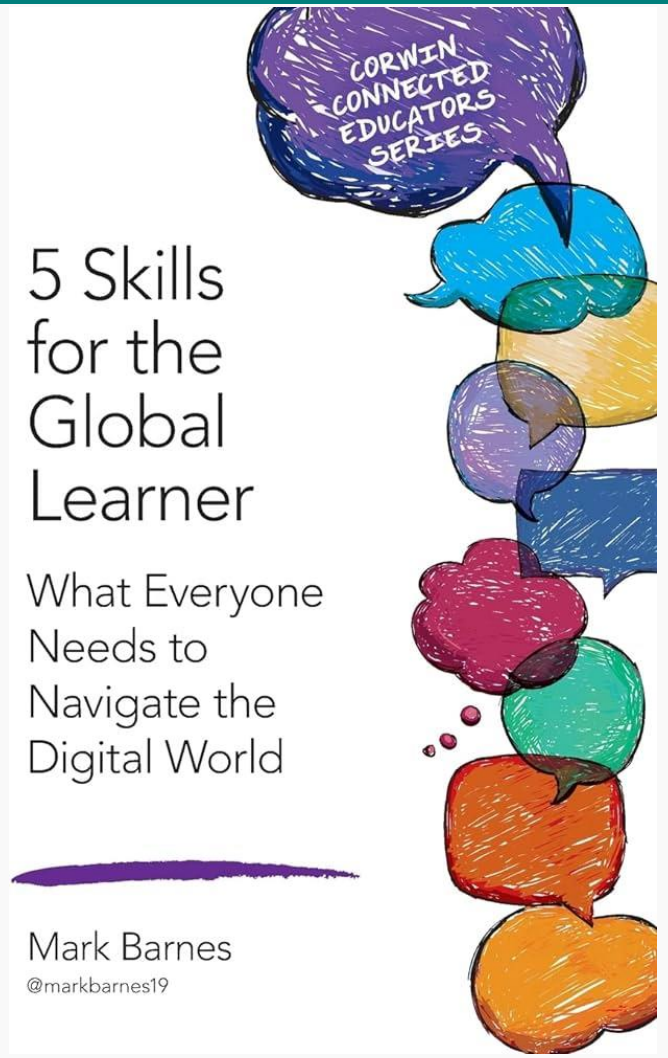
WHEN
Year of publication (in brackets)

WHAT
Title (in italics)

WHERE
(Publisher)

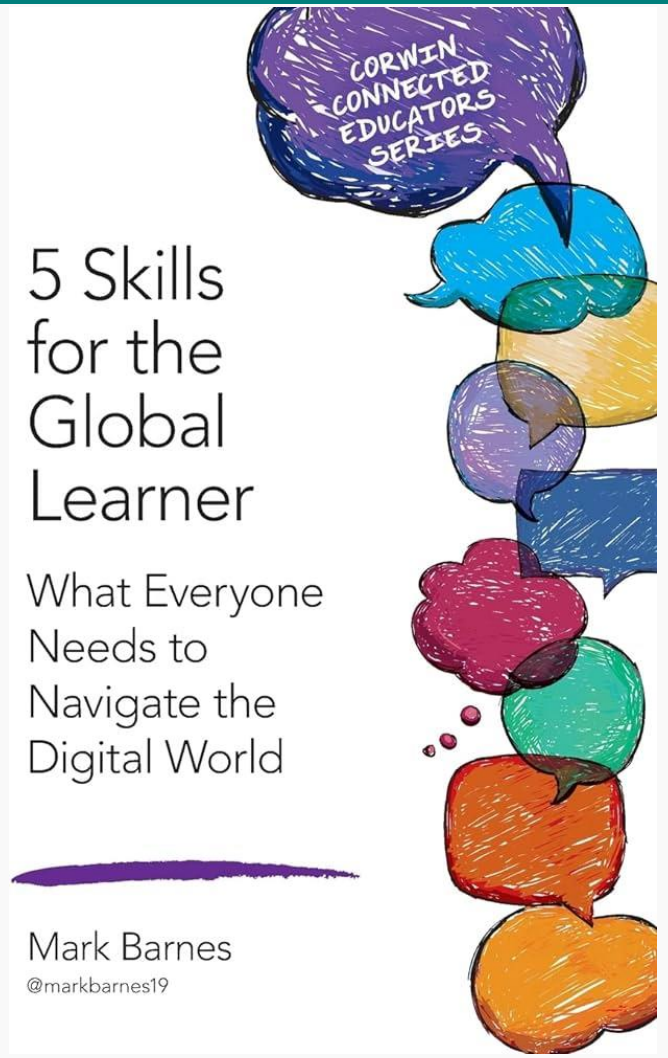
Belbin, M (2010) *Team roles at work.* Routledge

Put it into practice



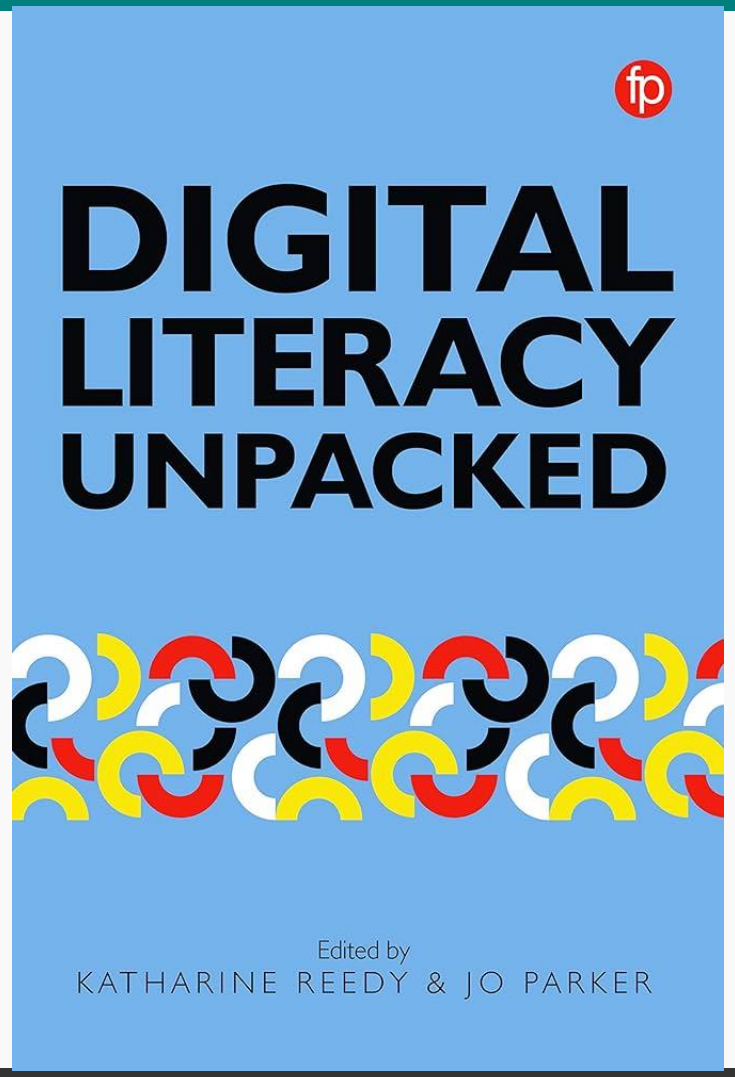
- 2018
- Corwin – A SAGE Company
- Mark Barnes
- 5 Skills for the Global Learner: What Everyone Needs to Navigate the Digital World

Put it into practice



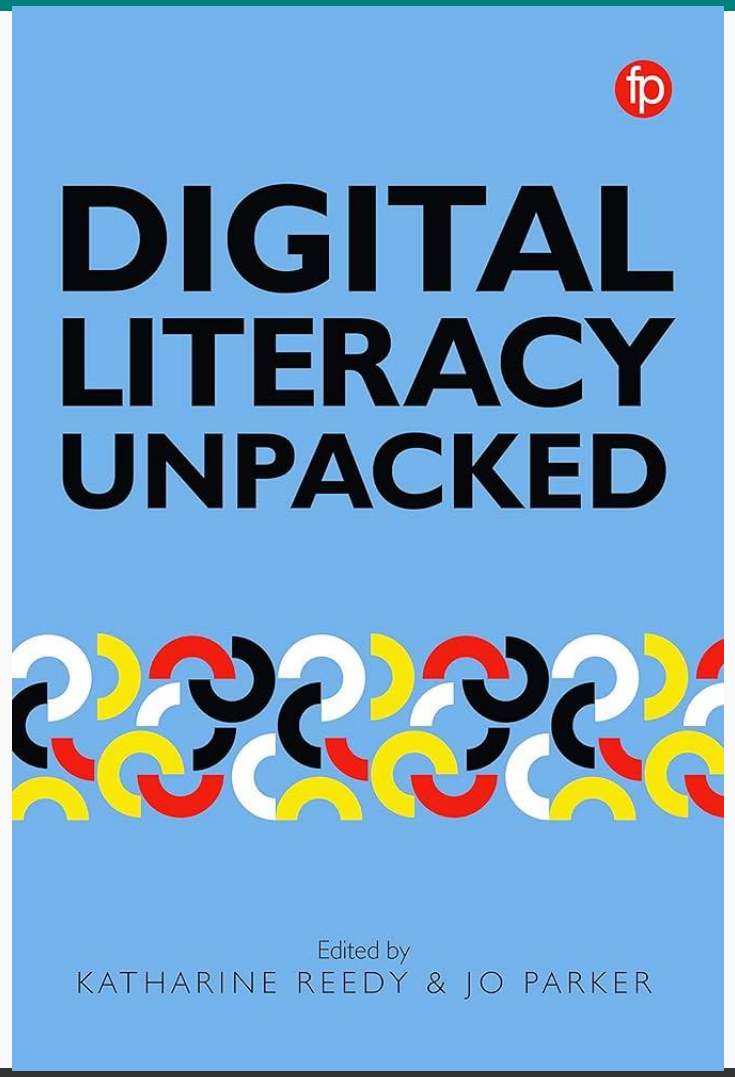
Barnes, M. (2018) *5 Skills for the Global Learner: What Everyone Needs to Navigate the Digital World*. Corwin – A SAGE Company.

Put it into practice



- Facet
- 2018
- Digital Literacy Unpacked
- Katherine Reedy and Jo Parker

Put it into practice



Reedy, K and Parker, J. (eds.) (2018) *Digital Literacy Unpacked*. Facet.

Websites

WHO
Author/Organisation

WHEN
Year of publication (in brackets)

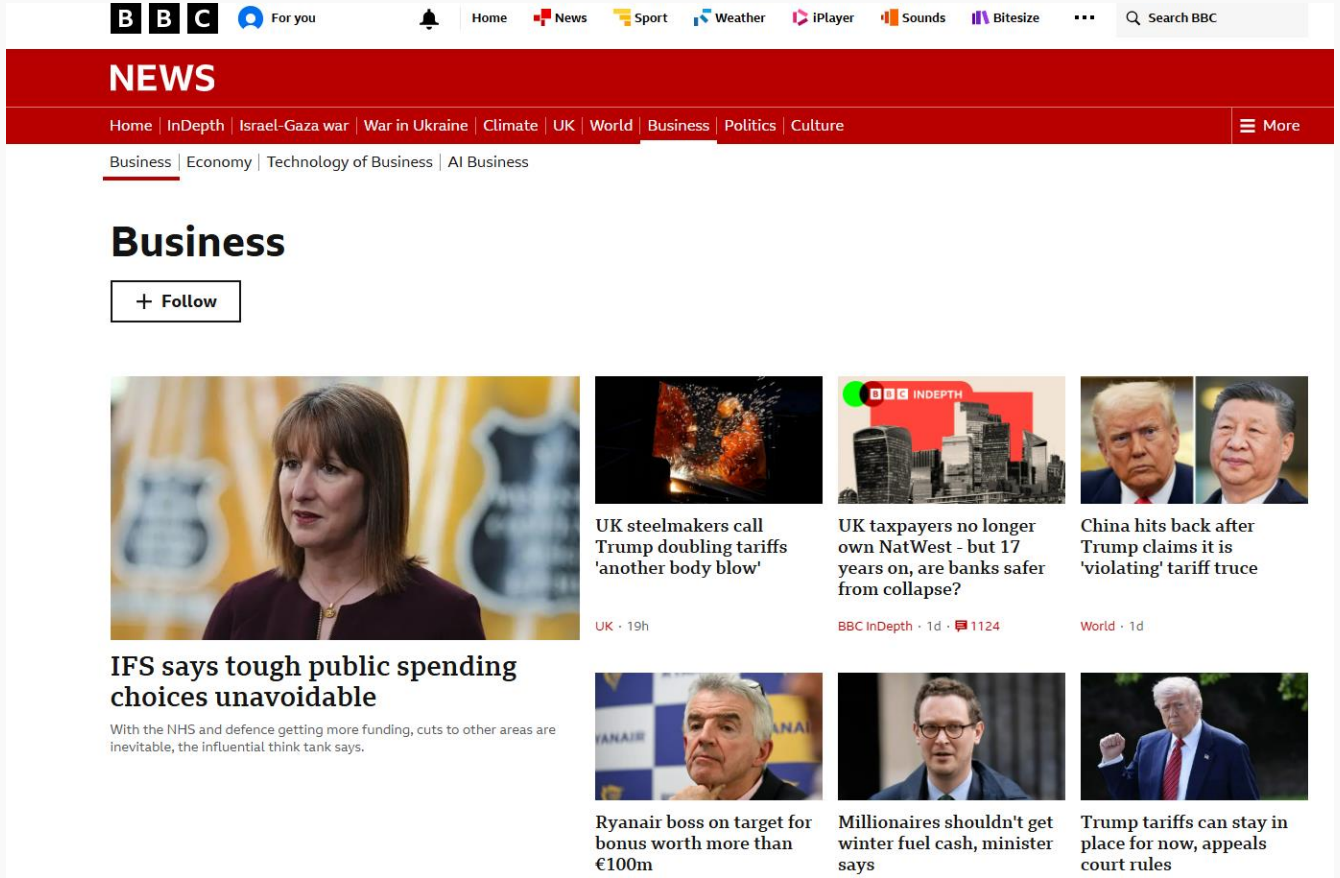
WHAT
website title (in italics)

WHERE
Available at

Accessed date

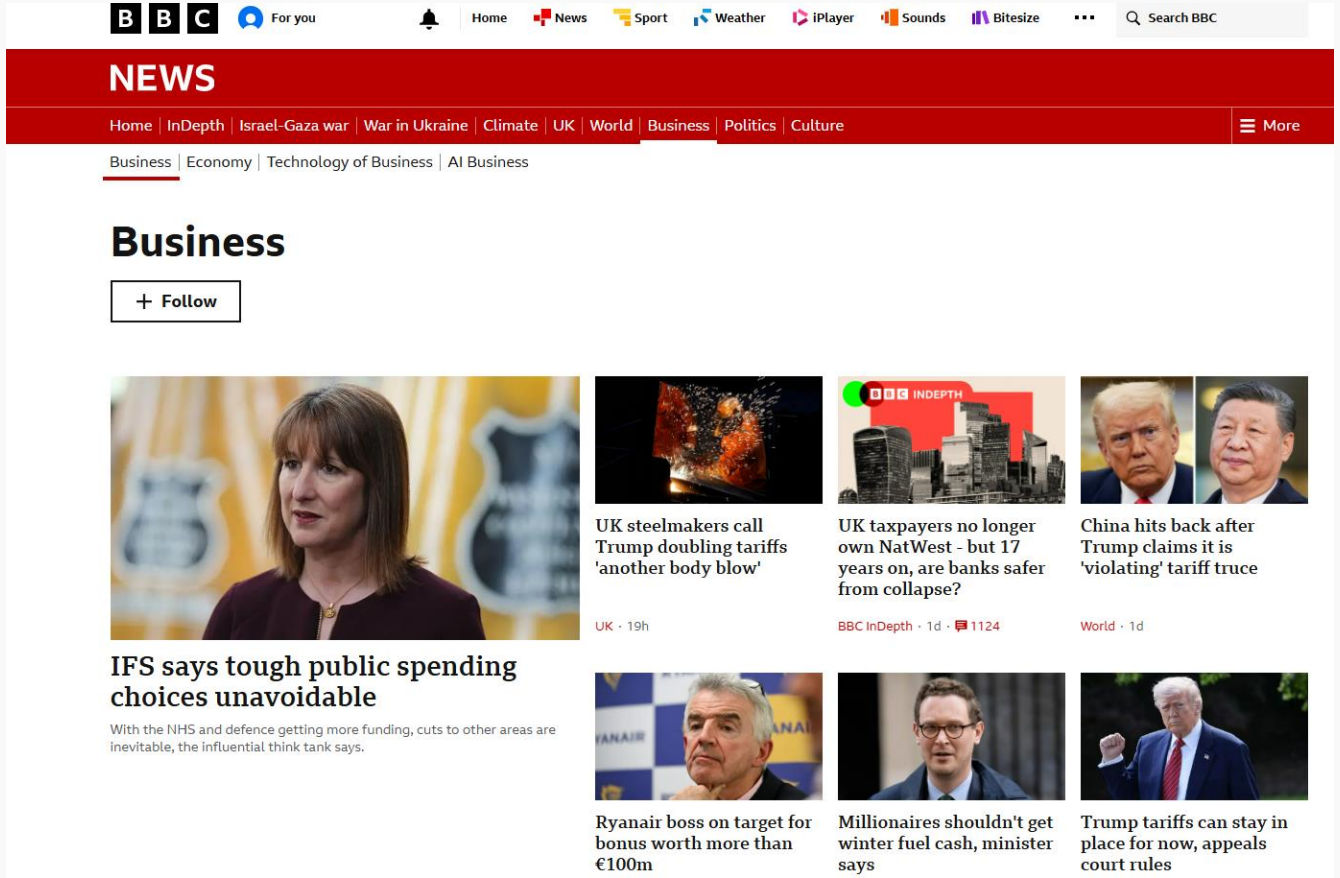
SkillsYouNeed (2017) *Barriers to Effective Communication.*
Available at: https://www.skillsyouneed.com/ips/barriers-communication.html
(Accessed: 13 October 2020)

Put it into practice



- 2025
- BBC
- 2nd June 2025.
- www.bbc.co.uk/news/business
- BBC News – Business Homepage

Put it into practice



BBC (2025) *BBC News – Business Home Page*. Available at: www.bbc.co.uk/news/business (Accessed 2nd June 2025)

Put it into practice

18 effective strategies to improve your communication skills

By Nicolas Gattig

April 27, 2023 - 18 MIN READ

SHARE THIS ARTICLE

- 2024
- 11th May 2025
- 18 Effective strategies to improve your communication skills.
- Nicolas Gattig
- www.betterup.com/blog/effective-strategies-to-improve-communication-skills

Put it into practice

18 effective strategies to improve your communication skills

By Nicolas Gattig

April 27, 2023 - 18 MIN READ

SHARE THIS ARTICLE

Gattig, N. (2024) *18 effective strategies to improve your communication skills.* Available at www.betterup.com/blog/effective-strategies-to-improve-communication-skills (Accessed on 11th May 2025)

Journal Articles

WHO

Author

WHEN

Year of publication (in brackets)

WHAT

Title of article(in single quotation marks)

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. Available at:https://doi.org/10.53761/1.18.4.16

WHERE

Title of journal (in italics)

Issue information & pages

Put it into practice

- Aydin Ozkan, Huseyin Temiz and Yilmaz Yildiz
- *British Journal of Management*
- 34: 1791-1810.
- https://doi.org/10.1111/1467-8551.12665
- Climate Risk, Corporate Social Responsibility, and Firm Performance
- 2023

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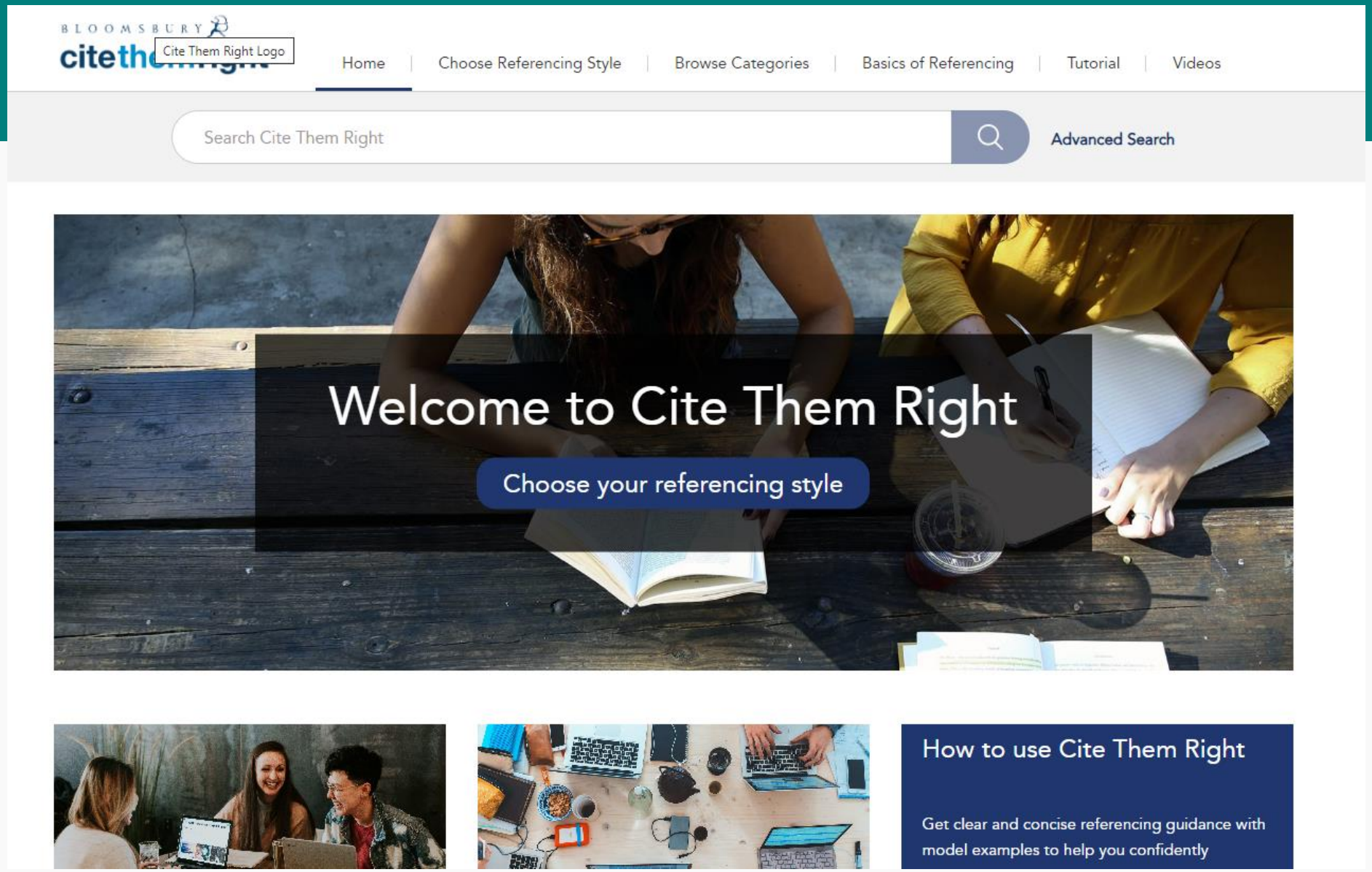
- Ozkan, A., Temiz, H. and Yildiz, Y. (2023), Climate Risk, Corporate Social Responsibility, and Firm Performance. *British Journal of Management*, 34: 1791-1810. Available at: https://doi.org/10.1111/1467-8551.12665 (Accessed 21st April 2025)

Put it into practice

- https://doi.org/10.1108/DLO-05-2017-0045 (Accessed 31st May 2025)
- 2017
- Development and Learning in Organizations.
- 31 (4), pp. 36-39
- Development and Learning in Organizations.
- Improving Performance Appraisal.

Put it into practice

Development and Learning in Organizations (2017) ‘Improving Performance Appraisal. *Development and Learning in Organizations*, 31 (4), pp. 36-39. Available at: https://doi.org/10.1108/DLO-05-2017-0045 (Accessed 31st May 2025)



Cite Them Right – Home (Via UWTSD Library)

Online InfoSkills Programme

- Available to all students at UWTSD via Moodle (**You should have been introduced to this already!)**
- Online and free to access.

- ***Has a very useful section about Referencing!!***

UWTSD Moodle

Contact us!

infoskills@uwtsd.ac.uk

- E-mails responded to within 24 hours maximum.
- 121 Appointments available face to face and online via Microsoft Teams.

we can help

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More support available!

Academic Skills Tutors

- I don't understand the assignment brief?
- I need help writing introductions & conclusions?
- How do I paraphrase/summarise?
- Can you check my assignment?
- I need help with academic writing

Digital Skills Advisor

- I need help using PowerPoint?
- How do I put my portfolio together as one document?
- How do I create a mindmap?
- How do I use Office 365 - Word, PowerPoint, Excel?
- How do I copy & paste?

ACADEMIC SKILLS AND ENGLISH LANGUAGE SUPPORT

- Talk to your lecturers who can give you details.

DIGITAL SKILLS

Tarandeep Johal

t.johal@uwtsd.ac.uk

Any
Questions

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

LLYFRAU a RHAGOR
BOOKS & BEYOND

STUDENTS
Let us know how we did.

Please scan the QR code and fill out our feedback form – your comments are greatly appreciated.

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