A Basic Guide to Referencing

The Harvard System

Introduction

What is ‘reference’?

A reference is a detailed description of any document from which you have taken information,

e.g. a complete book,

a chapter from it,

a journal

a newspaper

an internet site

Introduction

What is ‘Citing’?

- ‘Citing’ a reference is the act of recording it.
- Citing is done in two ways:

1) By putting a brief entry for each source in the text of your work

2) By listing all your sources in full, at the end of your work.

Introduction

Why do I need to do it?

It is required academic practice to provide references to guide your reader to the sources you have used for your research, to support the arguments you are making, and to credit the established work of others.

Introduction

What happens if I don't?

- Failure to acknowledge your sources is likely to lead to a suspicion of **PLAGIARISM** – i.e. trying to pass someone else's work as your own
- Incomplete or inaccurate referencing also reflects badly on your work

Adding References to Your Text

How to Put References into the Text of your Project Report

- For each reference you make in the text of your report, you need to provide the surname (family name) of the author(s) and the date it was published.
- If the author's name is part of the sentence statement, only the date needs to be in brackets.
- Example:**…… Lumley (1999) declared that friction losses include the friction of the main connecting rod bearings…….**

How to Put References into the Text of your Project Report

- If the name of the author is not included in the sentence statement, both the name & date must be in brackets, separated by a comma.
- Example:**…..The Honda VTEC-E is designed to run lean only during light load acceleration and cruising below 2,500 rpm…… (Lumley, 1999)**

How to Put References into the Text of your Project Report

- The page number(s) must be added if a specific part needs to be identified.
- Example:**….This effect will be different, depending on the length and configuration of the inlet manifold…… (Lumley, 1999 p.55)**

How to Put References into the Text of your Project Report

- If there are 2 authors:
  - Example:**… much has been documented on the subject of conservation of energy by Johnson & Sherwin (1997)**
- For 3 authors or more, it is usual to use the Latin ***et al*** (meaning 'and others') after the name of the first author. You must put this in italics.
- Example:**….Molloy *et al* (1998) experimented with various manufacturing techniques……** (This particular book is written by three authors: O.Molloy, S.Tilley & E.A.Warman)

Reference Listing
(at the end of your text)

Listing Your References at the End of your Work

Your reference list should only contain the details of documents or sources of the quotes you have referred to within the text of your work. The List should be in alphabetical order of the author's surname.

Where do I find the full details that I need?

- Always take the details of the author, title, etc. from the title page of a book (not the front cover).
- For journals, these details will be on the contents page & usually at the top or bottom of every page of each article.
- Tip – It is good practice to take the full details of each book or article as soon as you have read it, in case it is not available later and your reference is incomplete. Any book you have borrowed from the library will be in your reading history in your library account.

Where do I find the full details that I need?

- Tip – If you are new to referencing, look & see how published authors, especially in academic textbooks, cite their references.
- The Harvard system gives you the option to use *italics* or <u>underlining</u> to emphasise the title.
  - Whatever you decide, you must be consistent throughout. Use lower case for all title words after the first unless there is a proper name.

Where do I find the full details that I need?

The preferred order of presentation of your reference list is:

- Surname of author(s), preferably in capital letters, comma, initial(s), full stop.
- Year of publication (in brackets)
- Title, including the edition (if other than the first), full stop.
- Place of publication (city or town) (followed by a colon)
- Publishers name, (full stop)

A book by a single author: Example

Author's surname & Initial(s)

Title of book in *italics* or <u>underlined</u>

Place of Publication (town or city)

Weatherall, A.(1992) *Computer Integrated Manufacturing* 2nd ed. Oxford: Butterworth-Heinemann

Date of publication

Edition

Publisher

A book by two authors: Example

Johnson,A. and Sherwin,K. (1997) *Foundations of Mechanical Engineering*. London: Chapman & Hall.

A book by a three authors: Example

- It is becoming more usual for the ‘et al’ rule to be used here, as in the text entry. However, some SMU lecturers may prefer you to list all authors in full. You must therefore check with your lecturers first.
- Example:

  Molloy,O. *et al* (1998) *Design for Manufacturing and Assembly : Concepts, Architectures and Implementation*. London: Chapman & Hall.

Or

  Molloy,O.,Tilley,S. and Warman.E.,*Design for Manufacturing and Assembly : Concepts, Architectures and Implementation*. London: Chapman & Hall.

Web Sites

Information obtained from the internet can be referenced by detailing the following information:

a) The web site from which the information was obtained
b) The date on which the information, article or page was first posted
c) The title of the web page or article from which the information was obtained
d) The website address of the page from which the information was obtained (including extensions)
e) The date on which the citation (reference) was taken
f) The time that the citation (reference) was taken. This detail is sometimes omitted from the citation

The following page provides an example of how this information should be presented

Web Sites: Example

- **Citing a Web site:** To cite a Web page within the text of an assignment, give the address of the site e.g.

  (http://www.sae.org).

- To cite a *document* from a Web site you must follow the author/date format. In both cases an entry will still be required in the reference list.

Web Sites: Example

Web Site Owner / Creator

Date of Posting

Title of Article / Web Page (in *italics* or <u>underlined)</u>

SAE International, 2007. *Automotive Engineering International Magazine.* http://www.sae.org/servlets/pressRoom.html. 25/11/07. 15:30

Web Site Address (inc. extensions)

Date of Citation

Time of Citation (if appropriate)