

REFERENCING HANDBOOK

HARVARD

UWTSD: Library and Learning Resources

Harvard Referencing

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What this session will cover

Why referencing is important.

When you need to reference.

How to construct references.



Background

You should already have a basic understanding of referencing and its importance if you have completed the following [Library Infoskills](#) Units:

- [Academic Integrity & Plagiarism](#)
- [Referencing: The Basics](#)

It is strongly advised you complete both these units if you have not done so already. These will help you develop the academic skills required in identifying sources and referencing correctly.

“

Why do we
reference?



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



When do you need to reference?

Every time you use some-one else's work or ideas in your own work. There are no exceptions. This includes:

- Quotations.
- Paraphrasing and summarising.
- Reflective writing.
- Illustrations.

Reference the version of the information source that you have used.



What can you reference?

As well as books and journal articles you can reference anything that informs your work, these can include:

Images, exhibitions, photographs

Dance performances, theatre shows

Video games, computer programs, mobile apps

Lectures, personal communications, emails, conversations... etc.

Check '[Cite them right](#)' or the [UWTSD Referencing Guide](#) for more guidance.



“

Analogy:

You are a project manager (PM), tasked with launching a new product for your company.

What steps do you need to take to ensure a successful launch?



Referencing analogy

Project Manager

Would need to find experts with unique skills and knowledge to help them successfully take a product to market.

E.g. Product development specialist, market research analyst, supply chain manager, financial analyst, etc.

Student

You are expected to find expert knowledge from academic sources on your topic to successfully complete your assignments.



Finding specialists (sources)

Project

Sourcing experts at each key stage is crucial to bring specialist knowledge and expertise to a project.

Assignment

Similarly, sourcing relevant, specific articles, chapters, data, etc. for your assignment enables you to include specialist knowledge and expertise in your assignment.



Team meetings (citations)

Project

During team meetings, a project manager will **acknowledge** each expert's contribution to the overall project.

Assignment

In your essay, you will be expected to **cite** your sources to acknowledge the ideas, words, theories, data etc., of the authors whose work you have read.



Project report (reference list)

Project

The final project report includes a section where all team members and their contributions are listed.

Assignment

Your reference list is where you provide the **full** details of all the sources you have cited in your essay.



Note...

You cannot try and find references **after** you have written your essay, in the same way a project manager would not bring in experts after the product launch.

Harvard referencing can be broken into 2 parts

In-text Citation: brief details of a resource in your work.

- Indicates when you use another person's work.
- Refers to the full reference at the end of the work.
- Located within the text of an assignment.

Reference List: full details of an in-text citation.

- To enable readers to locate the resource used.
- References are generally compiled as an alphabetical list (by author or title).
- Located the end of the work, in the **Reference List**.



Harvard uses the author - date format

1. In-text citations



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).

1. Author.
2. Year.
3. Page Number (if quote or specific part).

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1. 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).

2 Reference List

- Chambers, E. and Northedge, A. (2008) *The arts good study guide*. 2nd edn. Open University Press.
- Cottrell, S. (2008) *The study skills handbook*. 3rd edn. Palgrave Macmillan.
- Fairbairn, G. and Winch, C. (1996) *Reading, writing and reasoning: a guide for students*. 2nd edn. Open University Press.
- Murray, R. (2011) *How to write a thesis*. 3rd edn. Open University Press.

2. Full reference list



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Integrating sources into your work

In-text citation...

- Used to let you reader know **when** you have used the ideas, theories, words or data of another.
- Forms part of your **word count**, therefore, is brief.
- Allows you to **acknowledge and discuss** their work in your text, by **quoting, paraphrasing, or summarising**

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).



Quoting v paraphrasing

- **Quoting**: copying someone else's words exactly as they appear in the original text.
- **Paraphrasing**: using someone else's words or ideas and writing in your own words.
- **Summarising**: writing a brief overview of someone else's idea in your own words. **Example**: writing the findings of a research article in a journal in a few sentences.



Example



A recent study (Hughes, 2023) suggests students struggle to correctly reference their work. To ensure they do not accidentally plagiarise, 'students should record their sources as they use them' (Williams, 2024, p. 17).



Parenthetical and narrative citations

Effective communication is crucial for team success.

Lack of a citation indicates to your reader that it is your idea or opinion.



Parenthetical citation

The whole in-text citation **(Surname, year)** is placed in brackets.

Example1:

Effective communication is crucial for team success **(Smith and Jones, 2020)**.

Example 2:

Recent research **(Smith and Jones, 2020)**, suggests effective communication is crucial for team success.



Parenthetical citation

The sentence is focusing on the idea, or information given.

- Easy to integrate into your writing and include **multiple sources** using a **semi-colon**.

Example 1:

Leadership behaviour is a significant influence on employee motivation (**Hardy, 2020; Miller, 2020; Davies, 2023**).

Example 2:

Recent research (**Hardy, 2020; Miller, 2020; Davies, 2023**) demonstrates that motivation of employees is significantly influenced by leadership behaviour.

Note: Chronological order in first instance. Alphabetical if in same year.



Narrative citation

Emphasis is on the author's view or opinion.

- The author is incorporated and referred to by **surname** in the sentence.
- Only the **(year)** is placed in brackets

Franklin (2020) however, suggests effective communication is crucial for team success.

Lack of quotation marks show your reader you have paraphrased the ideas of the author cited in the sentence.



Further narrative examples

Example from: [Godfrey, J. \(2018\) *How to use your reading in your essays*. 3rd edn. Bloomsbury Academic.](#)

Barazzone, Cavanagh and Richards (2012) conducted an experiment to test the effectiveness of cognitive behavioural therapy delivered online.

The 2017 World Happiness Report investigates and attempts to measure levels of happiness and well-being across different societies.

Djelic and Etchanchu (2017) examine whether globalisation has affected the interdependence of business and politics.

(Godfrey, 2018, p. 98)



Quoting

Quoting is acceptable (if referenced correctly) but **does not show your understanding** of what you have read.

Wherever possible, you should paraphrase. Whichever you do, you must **give appropriate acknowledgement**.

If using a short quote (less than 30 words), ensure you:

- Use 'quotation marks'.
- Show page number, (location, or paragraph number, if not possible).

For longer quotations, please refer to the referencing handbook.

Paraphrased example:

Parenthetical citation.

When writing assignments, the aim should always be to reference reliable sources of information (Pears and Shields, 2016).

Narrative citation.

Pears and Shields (2016) note, when writing assignments, the aim should always be to reference reliable sources of information.

Lack of quotation marks and page numbers indicate to your reader you have paraphrased, not quoted the ideas of the author cited in the sentence.

Quote example:

Parenthetical citation.

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

Narrative citation.

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



Spot the in-text citations

The mediating effect of team building Team-building plays a crucial role as a mediating mechanism between project managers' leadership style and project success (Kastrup, 2019). Earlier studies have noted that transformational leadership (Aga et al., 2016; Nauman et al., 2021) and humble leadership (Ali et al., 2020a, 2020b) influence project success via the mediating mechanism of project team building. Public leadership is viewed as a public sector-specific transformational leadership behavior, which influences employees' behavioral and organizational outcomes via influencing employees' attitudes and behaviors (Tummers and Knies, 2016). For example, Schwarz et al. (2020) demonstrate that public leadership influences employees' job performance by altering their public service motivations. Kocak and Bostanci (2020) argued that public leadership influences public schools' effectiveness by engendering teachers' professionalism.

Khan, N.U., Zhongyi, P., Han, H., and Ariza-Montes, A. (2023) 'Linking public leadership and public project success: the mediating role of team building', *Humanities & social sciences communications*, 10(1), pp. 286–10. Available at: <https://doi.org/10.1057/s41599-023-01791-y>.



Spot the citations – 8 altogether

- If referring to different articles by the same author, in the same year, you can use a,b,c, etc. In your in-text citation to show your reader which one you are referring to.
- If your source has 4 or more authors listed, you can use *et.al.* in the **in-text citation only**.

The mediating effect of team building Team-building plays a crucial role as a mediating mechanism between project managers' leadership style and project success (Kastrup, 2019). Earlier studies have noted that transformational leadership (Aga et al., 2016; Nauman et al., 2021) and humble leadership (Ali et al., 2020a, 2020b) influence project success via the mediating mechanism of project team building. Public leadership is viewed as a public sector-specific transformational leadership behavior, which influences employees' behavioral and organizational outcomes via influencing employees' attitudes and behaviors (Tummers and Knies, 2016). For example, Schwarz et al. (2020) demonstrate that public leadership influences employees' job performance by altering their public service motivations. Kocak and Bostanci (2020) argued that public leadership influences public schools' effectiveness by engendering teachers' professionalism.

Khan, N.U., Zhongyi, P., Han, H., and Ariza-Montes, A. (2023) 'Linking public leadership and public project success: the mediating role of team building', *Humanities & social sciences communications*, 10(1), pp. 286–10. Available at: <https://doi.org/10.1057/s41599-023-01791-y>.



Which citations are correct?

1. (Laura Smith, 2020)
2. Smith, L. (2020, p.21)
3. Laura Smith (2020)
4. (Smith, 2020)
5. Smith (2020)
6. (Smith, L. 2020)
7. (How to write an essay by Smith, 2020)
8. (Smith, 2020, p.19).



Which citations are correct?

✗ 1. (Laura Smith, 2020)

We do not use first names in the in-text citation.

✗ 2. Smith, L. (2020, p.21)

We do not include initials.

✗ 3. Laura Smith (2020)

We do not use first names in the in-text citation.

✓ 4. (Smith, 2020)

This is an example of a parenthetical citation.

✓ 5. Smith (2020)

This is an example of a narrative citation.

✗ 6. (Smith, L. 2020)

We do not include initials.

✗ 7. (How to write an essay by Smith, 2020)

We do not include titles, unless no author.

✓ 8. (Smith, 2020, p.19).

This is an example of a parenthetical citation.



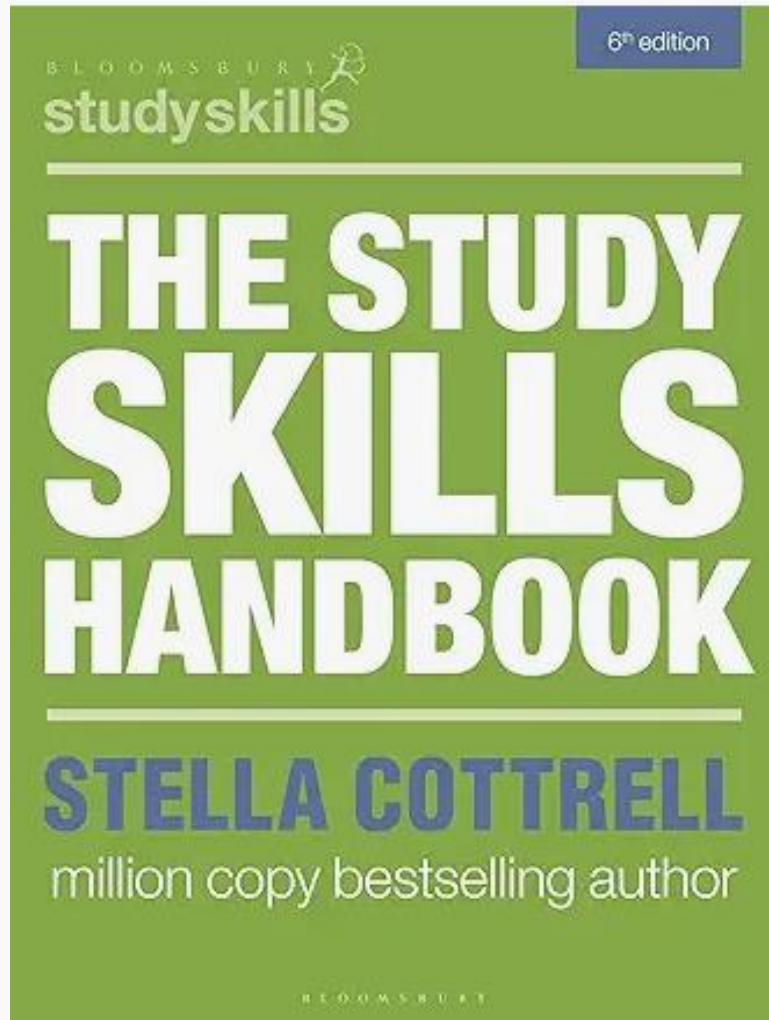
The reference list...

- Is listed **alphabetically** (by surname of author).
- Is **formatted according to the type of source** you have cited. **E.g.** a journal, book, report, website, etc.
- Provides **full bibliographic details** of the sources referred to in your text.
- Is comprehensive enough to enable your reader to locate the information and contains the following:

- **Who?**
- **When?**
- **What?**
- **Where?**



Referencing a book



- **Who?** - Author.
- **When?** - (Date published).
- **What?** - *Title* & edition.
- **Where?** - Place and publisher.



Copyright page

Title → **The Study Skills Handbook**

Edition → **Sixth Edition**

Author → **Stella Cottrell**

Publisher → **BLOOMSBURY ACADEMIC**
LONDON • NEW YORK • OXFORD • NEW DELHI • SYDNEY

Date → This electronic edition published in 2024 by Bloomsbury Publishing Plc
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ISBN: PB: 978-1-3504-2127-1
ePDF: 978-1-3504-2128-8
eBook: 978-1-3504-2129-5

Typeset by Integra Software Services Pvt. Ltd.

Series: Bloomsbury Study Skills

To find out more about our authors and books visit www.bloomsbury.com and sign up for our newsletters.



Reference List: Book

WHO? Author's surname and initial.

WHEN? Date in round brackets.

WHAT? Title of book (in italics) and edition.

Cottrell, S. (2024) *The study skills handbook*. 6th edn.
Bloomsbury Academic.

WHERE? Publisher

In-text citation: (Cottrell, 2024)



Edited book: chapter

1.3 Chapter within an edited book, reference sources, encyclopedias, or dictionaries

Title of chapter / entry is given 'in' author / editor and title of book.

(Neyround, 2019, p.16.)

Neyround, P. (2019) 'Ethical leadership in policing: towards a new evidence-based, ethical professionalism?', in P. Ramshaw, M. Simpson and M. Silverstri (eds) *Police leadership: changing landscapes*. Basingstoke: Palgrave Macmillan, pp. 3-22.

UWTSD Harvard Referencing Guide



Referencing a journal article



- **Who?** - Author(s) of article.
- **When?** - (Date published).
- **What?** - 'Title of article'.
- **Where?** - *Journal Title*, issue information, doi /url.

Finding the information



**Journal
Title**



Active Learning in Higher Education

Volume 18, Issue 3, November 2017, Pages 257-270

© The Author(s) 2017, Article Reuse Guidelines

<https://doi-org.ezproxy.uwtsd.ac.uk/10.1177/1469787417715204>

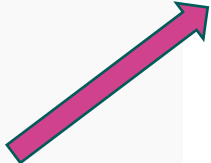
Issue information



Doi



Date



Article

Communication technology use and study skills



'Article title'

Penny Thompson



Author

Abstract

Research suggests a negative relationship between frequent use of communication technologies, such as



Reference List: journal article

WHO? Author's surname and initial.

WHEN? Date published in round brackets.

WHAT? Title of article in single quotations.

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

WHERE?

- Journal Title *in italics*.
- Volume, Issue and page range.
- Doi or url (Accessed: date)

In-text citation: (Thompson, 2017)



Referencing a webpage

THE CONVERSATION
Academic rigour, journalistic flair

COVID-19 Arts + Culture Business + Economy Cities Education Environment Health Politics + Society Science + Technology Podcasts

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

Published: March 30, 2022 2.54pm BST



Author

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

Disclosure statement

Angus Holford received funding for the work cited in this article from the University of Essex and the Economic and Social Research Council (ES/M008622/1). This work has also been supported by MiSoC, the ESRC-funded Centre for Micro Social Change (ES/S012406/1). No statements expressed here are the opinion or policy of the University of Essex or the Economic and Social Research Council. Angus Holford is a member of the Labour Party but is writing in a personal capacity.

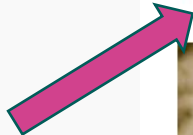
Partners

 University of Essex

Title of
webpage



Publication date



[The Conversation](#)

Author



TIP: Explore: [Referencing: The Basics in Moodle](#) to help identify different online resources.



www.uwtsd.ac.uk/library

   @UWTSdlib



library@uwtsd.ac.uk

Web page

WHO? Author's surname or corporate author.

WHEN? Date of publication

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 accessed date.

In-text citation: (Holford, 2022)



Alphabetical reference list example

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

← Book

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).

← Website

Neyround, P. (2019) 'Ethical leadership in policing: towards a new evidence-based, ethical professionalism?', in P. Ramshaw, M. Simpson and M. Silverstri (eds) *Police leadership: changing landscapes*. Palgrave Macmillan, pp. 3-22.

← Chapter in an edited book

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

← Journal article

N.B. Alphabetical Order



Secondary referencing

What is it?

- You may want to use a quotation or an idea from a source referenced in a work you have read
- You haven't read the original, but have discovered it through a secondary source
- This is known as 'secondary referencing'

How do I do it?

- In-text citation: Bloggs (2004), cited in Smith (2007), loves chocolate.
- Full reference: Smith, J. (2007). *Musings from Chocolate Lovers*. JFJ Press.



How to cite...

No date available:

Consider if you really want to include this in your work. 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

Same author, same year

To cite multiple works by the same author in the same year, **use lower-case letters after the publication date in your in-text citations**. This applies to *any type* of source including books, journal articles, tweets etc.

In-text-citation examples:

Research has previously focused on whether high-density housing, in city centres, is one solution to mitigate against homelessness (Wilmot, 2020a). However, further intense research, concluded that high-density, city centre housing is not the answer (Wilmot, 2020b).

Reference list:

Wilmot M. (2020a) *Inclusion: when will we have a home for life?* Dublin: Pearson.

Wilmot M. (2020b) *Solutions and barriers to homelessness*. Dublin: Pearson.

Adapted from: <https://libguides.ucd.ie/harvardstyle/sameauthorameyear>

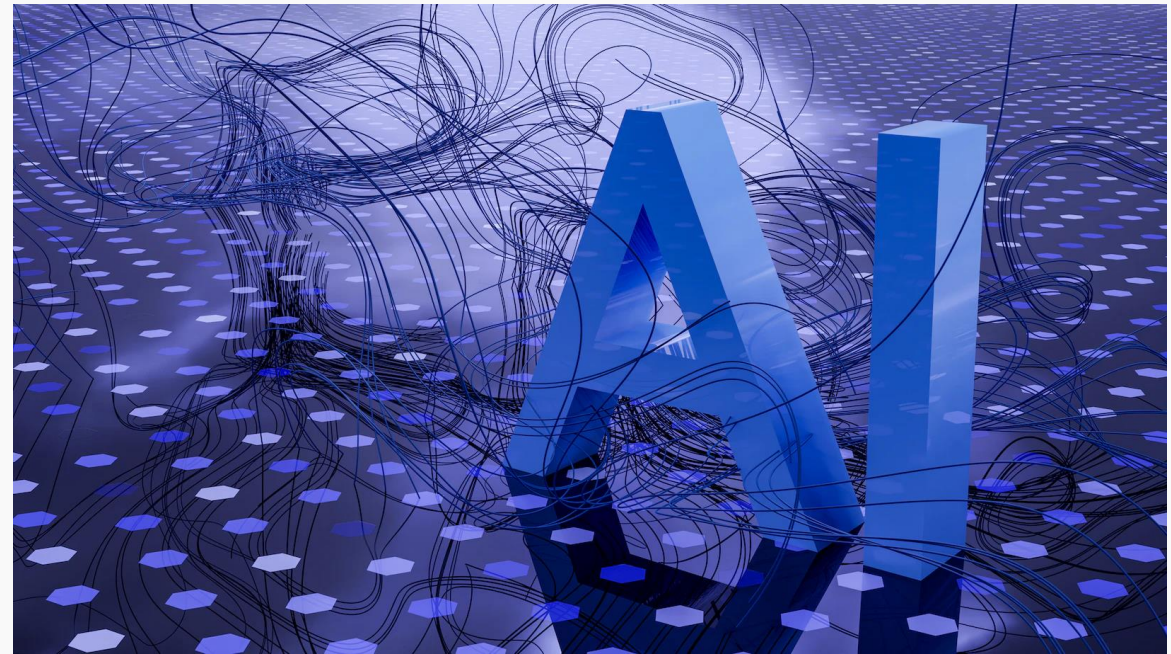


Artificial Intelligence (AI)

Check your assessment specification or with your tutor to confirm if the use of AI is permitted. If so, use AI tools effectively, critically and ethically, demonstrating good academic practice.

Acknowledge the use of all AI appropriately, at the beginning of your assessment. Keep all drafts and notes of work before and after the use of an AI tool. You may be expected to produce them.

Remember: AI can help summarise or evaluate a text. If you then plan to use this text in your work, you must read it yourself. After you have read it, you can **reference** the text itself.



If AI generated content is only available to you

Treat it as a **personal communication**. In the place of an author, use the name of the company which produced the software which generated the AI content.

Citation: include a description of the material. Check if you are required to include a copy in an appendix.

When prompted by the author to define “academic integrity”, ChatGPT (OpenAI, 2014) responded with this definition ... A copy of this response is in Appendix 1.

Reference:

OpenAI (2024) ChatGPT response to John Stephens, 2 April.



If AI generated content is available online

Format according to the type of source cited – e.g. if it is digital art, use the citation order for digital art.

Citation:

The AI-generated flower
(Shutterstock AI, 2023) ...

Reference:

Shutterstock AI (2023) *Photo of pond with lotus flower* [Digital art]. Available at: <https://www.shutterstock.co/image-generated/photo-pond-lotus-flower-2252080005> (Accessed: 31 May 2024).



Tips to improve your referencing

When used properly, references strengthen and enhance your work.

- Understand the basics before you begin.
- Keep a record of all sources as you use them.
- Be consistent in the records you keep and in the way you reference.
- Check your references before submitting your assignment.



Ask for help if you need it – your librarian, course tutor or student services can advise.



Useful resources

Citation tool in the item record on the library catalogue.

[Link to Catalogue record](#)

BOOK
6 versions of this record exist. [See all versions >](#)
The study skills handbook
Stella Cottrell.
6th ed.; 2024; Bloomsbury Publishing Plc
COURSE
[Online access >](#)

Send to

READING LIST EXPORT RIS REFWORKS PRINT CITATION PERMALINK E-MAIL

APA (7th edition)
Harvard Cite Them Right
IEEE
MHRA

Cottrell, S. (2024) *The study skills handbook*. 6th ed. London: Bloomsbury Publishing Plc.

[COPY THE CITATION TO CLIPBOARD](#)

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



Cite Them Right Database

Search Cite Them Right



[Advanced Search](#)



Welcome to Cite Them Right

[Choose your referencing style](#)

[Cite Them Right](#)



www.uwtsd.ac.uk/library



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library@uwtsd.ac.uk

Cite Them Right – you try

'You try' option in the [Cite Them Right Database](#).

 Not sure what to do?

Example

In-text citation

In their analysis, Hremiak and Hudson (2011, pp. 36–39)

...

Reference list

Hremiak, A. and Hudson, T. (2011) *Understanding learning and teaching in secondary schools*. Harlow: Pearson Longman.

You try

Surname, Initial. (Year of publication) *Title of book*.
Place of publication: Publisher.

Italicise

Copy

Email



Citation manager tools

- Many citation tools available, but they are **not 100% accurate** all of the time.

Some you may wish to explore:

- [MyBib.](#)
- [ZoteroBib.](#)
- [RefWorks](#) (Supported by UWTSD).
- [Mendeley.](#)

TIP:

Explore Library Infoskills:

Referencing: [Managing Information](#)
to find out more.



Useful resource links

- [Library Infoskills](#)
- [Cite Them Right Database](#)
- [UWTSD's Harvard Referencing Handbook](#)
- [Turnitin: Evaluating Sources Playlist](#)



Contact



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Source: Pixabay: image by Geralt





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Y Drindod Dewi Sant
University of Wales
Trinity Saint David



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