



Harvard Referencing Refresher

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Academic Liaison Librarian –
UWTSD Birmingham



Why should you reference?

- To **acknowledge** when someone else's ideas, theories or research have influenced your work
- To demonstrate the **breadth of the research** you have undertaken
- To add **academic credibility** to your arguments by providing the evidence behind them
- To enable your audience to **find the sources** you have used
- To avoid accidental **plagiarism**



What is plagiarism and how do I avoid it?

UWTSD University Regulations Undergraduate Student Guide September 2019 states:

Plagiarism is passing off, or attempting to pass off, another's work as your own. It includes copying the words, ideas, images or research results of another without acknowledgement, whether those words etc. are published or unpublished (p. 15)

Referencing (or citing) such sources is one of the most important skills you need to learn in your academic career (p. 16)

The golden rule is; **'if in doubt, provide references'** ... There are no penalties for asking for advice and guidance; there are severe penalties for plagiarism! (p. 16)



What is a...

In text citation

Reference List



In-text citations look like this:

(Bell, 2018, p.30).

Chakraborti (2010, p.129)

(Schindler, 2008, p.619)

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.



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



There are two different types of in-text citation:

- **When the author's name occurs naturally in your writing**

Smith (2012, p. 47) argued that...

- **When the author's name does not occur naturally in your writing**

In a recent study (Smith, 2012, p.47) it was argued that...

The In-text citation can be:

Direct Quotation

“Thorough referencing is essential to success” (Blaxter, Hughes and Tight, 2012, p.30).

Paraphrasing – author, year, page number

Example:

Harrison (2007, p.48) clearly distinguishes between the historical...

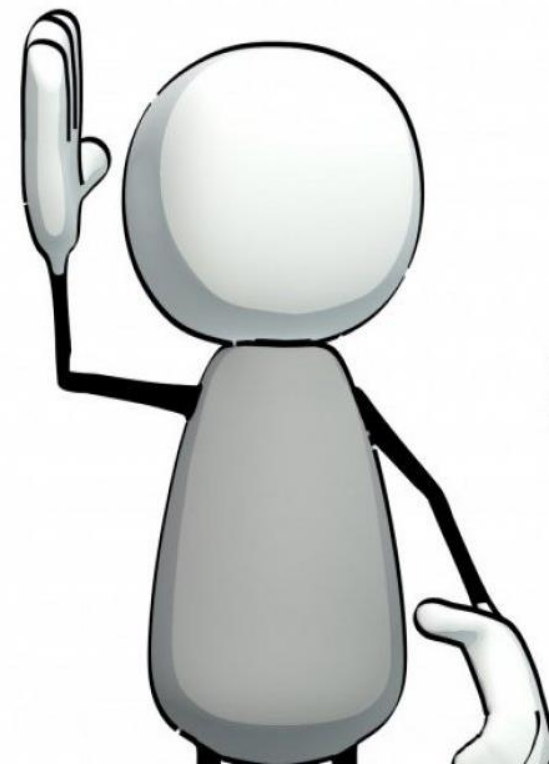
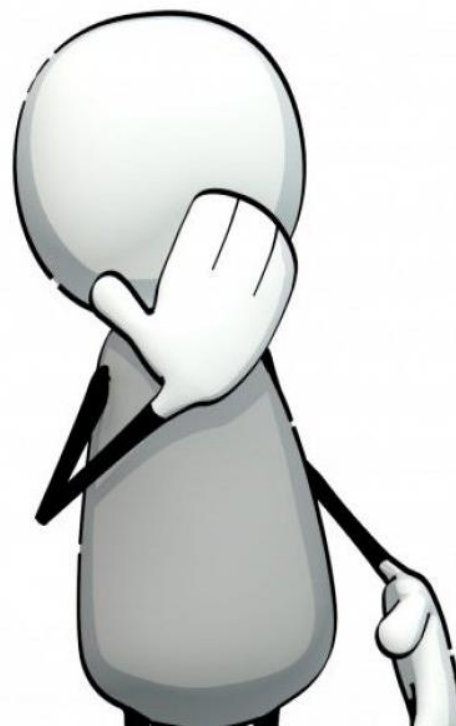
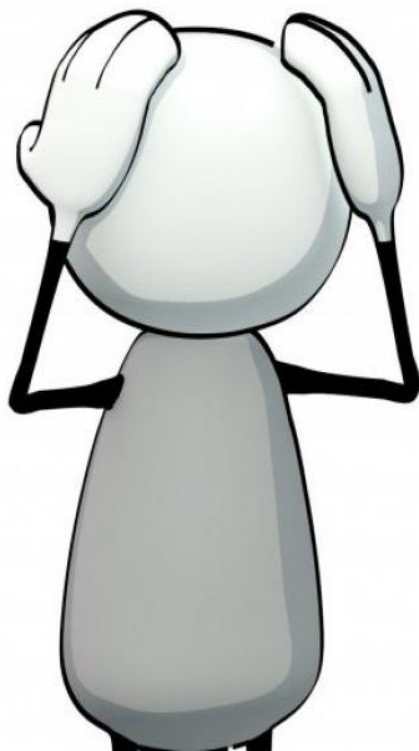
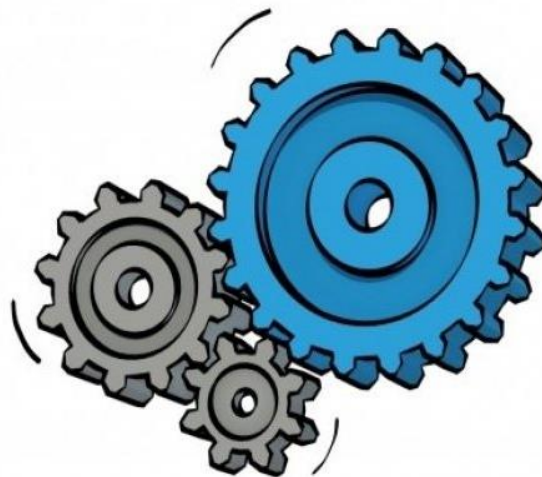
Summarising – only time you do not need a page number

Example:

Nevertheless, one important study (Harrison, 2007) looks closely at...

“

*What
can you
remember?*



Referencing - BOOKS

- Is this book reference correct?

This reference is
CORRECT

Siever, E. (2009)
Linux: In a Nutshell
6th edn. Beijing:
O'Reilly

Referencing - BOOKS

- Is this book reference correct?

This reference is
INCORRECT

Why?

Petit, V. et al. (2020) *The anthropological demography of health*.
Oxford: Oxford University Press.

UWTSD policy – et al can only be used **as an in-text citation** for 4 or more authors NOT in a reference.



Referencing - BOOKS

- Is this book reference correct?

This reference is
CORRECT

Olusoga, D (2016) *Black and British: a forgotten history*. London: Macmillan.



Referencing - WEBSITES

- Is this website reference correct?

CISCO Networking Academy
(2023) *Cisco Networking Academy Builds IT Skills and Education For Future Careers.*
Available at:
www.netacad.com

This reference is
INCORRECT

Why?
No accessed date



Referencing - WEBSITES

- Is this legislation reference correct?

Equality Act 2010. Available at:

www.legislation.gov.uk/ukpga/2010/15/contents

(Accessed: 31st January 2024).

This reference is
CORRECT



Referencing - JOURNALS

- Is this journal reference correct?

Thomas, H. (1999)
'Introduction to TCP/IP
Part 1' *Embedding
Systems Programming*,
12 (13) p.57-61.

This reference is
CORRECT

WHO
WHEN
WHAT
WHERE



Book

Reference list

- Author/editor (Surname, Initial)
- Publication year (in round brackets)
- Title (in italics)
- Edition (if relevant)
- Place of publication: publisher

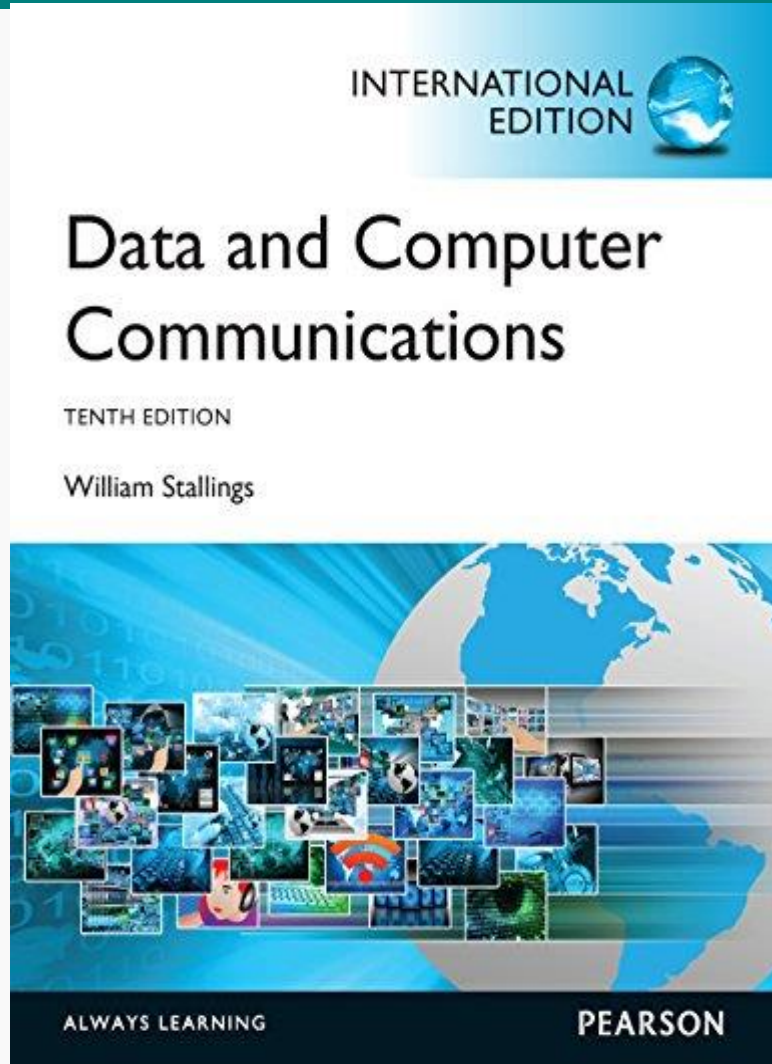


Books

WHO	WHEN	WHAT		WHERE
Author/Editor	Year of publication (in brackets)	Title (in italics)	Edition (if relevant)	Place of publication Publisher
Belbin, M	(2010)	<i>Team roles at work.</i>		Oxford: Routledge



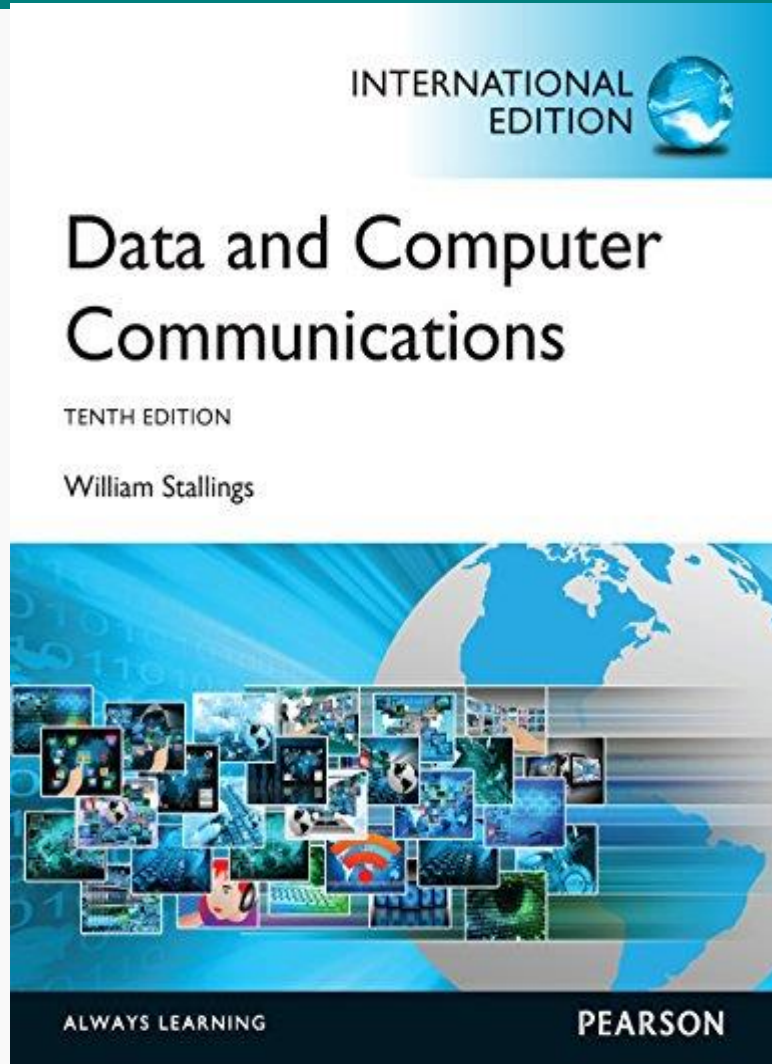
Put it into practice



- Pearson
- 2014
- Data and computer communications Tenth Edition
- Boston
- Moumita Mitra Manna and William Stallings



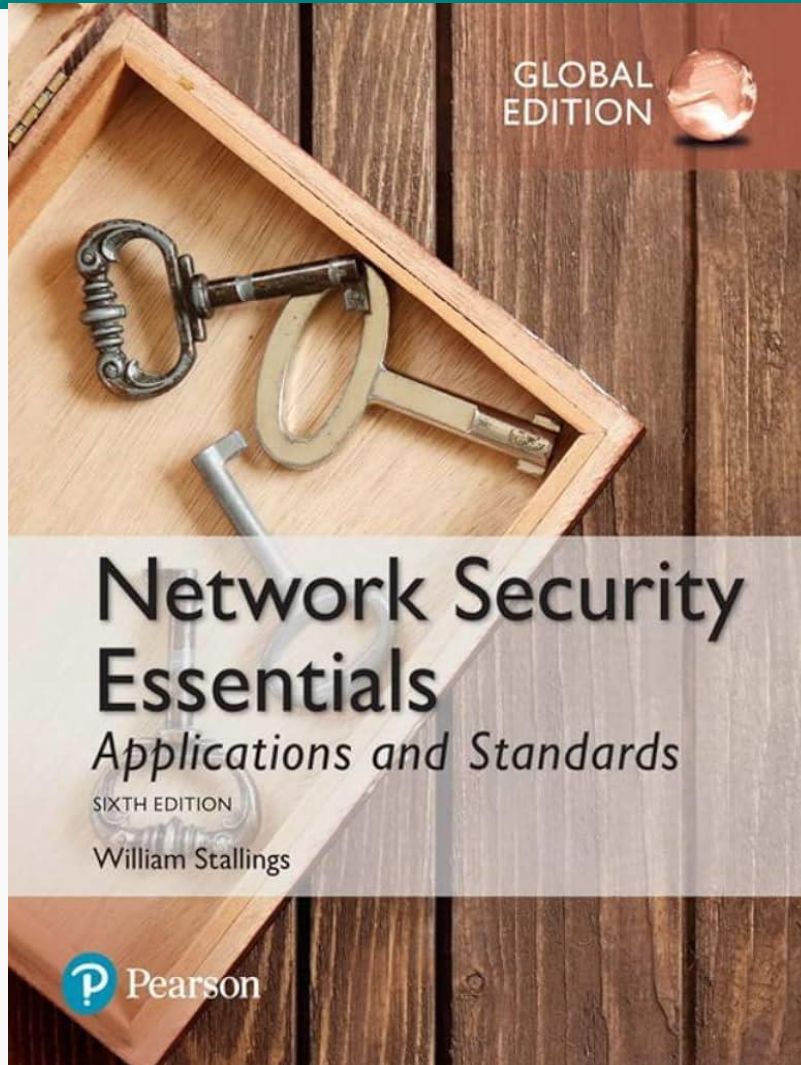
Put it into practice



Manna, M.M and
Stallings, W. (2014)
*Data and computer
communications* 10th
edn. Boston: Pearson.



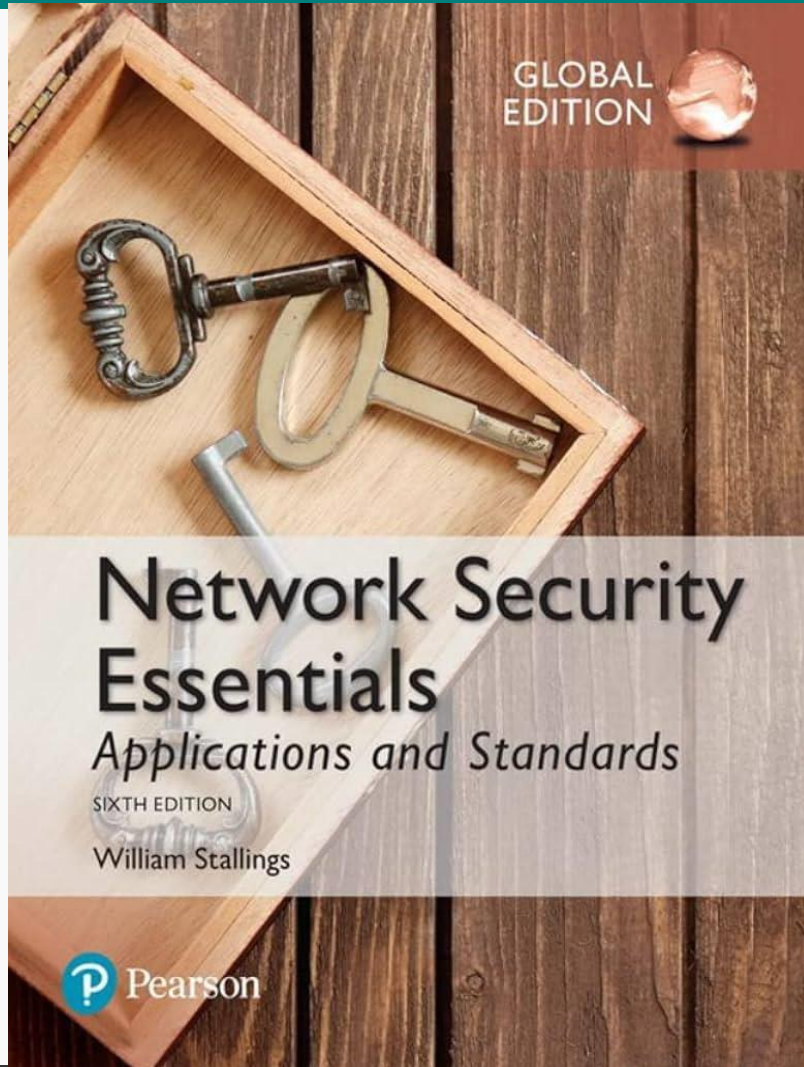
Put it into practice



- 2017
- Pearson
- William Stallings
- Network Security Essentials, Applications and Standards Sixth Edition
- Harlow



Put it into practice



Stallings, W. (2017)
*Network Security
Essentials,
Applications and
Standards 6th edn.*
Harlow: Pearson.



Websites

Reference List:

- Author/organisation
- Publication year (in round brackets)
- Website title in italics
- Available at: URL
- (Accessed: date)



Websites

WHO Author/Organisation	WHEN Year of publication (in brackets)	WHAT website title (in italics)	WHERE Available at	Accessed date
<u>SkillsYouNeed</u>	(2017)	<i>Barriers to Effective Communication.</i>	https://www.skillsyouneed.com/ips/barriers-communication.html	(Accessed: 13 October 2020)



Put it into practice

BBC Your account LIVE Home News Sport Weather iPlayer Sounds Bitesize Search BBC

NEWS

Home | Israel-Gaza war | Cost of Living | War in Ukraine | Climate | UK | World | Business | Politics | Culture | More

Technology

Technology



BBC iPlayer to end downloads for PCs and Macs

Mobile and tablet apps are unaffected, meaning users can still download BBC shows to watch later.



Three apologises again as some still without service

Technology · 3h



UK chip designer Arm sees shares almost double

Business · 9h



Ring doorbell customers angry at 43% price hike

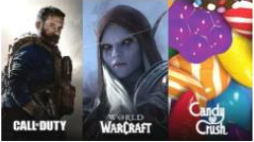
Technology · 4d · 1706



Virgin Media probed over digital switchover rules



US makes AI-generated robocalls illegal



Microsoft denies it went back on its word over layoffs

- 2024
- BBC
- 1st February 2024
- www.bbc.co.uk/news/technology
- BBC News – Technology Homepage

Put it into practice

The screenshot shows the BBC News website's Technology section. At the top is the BBC logo and navigation links for Home, News, Sport, Weather, iPlayer, Sounds, and Bitesize. A red banner below the navigation bar contains the word "NEWS" and a list of topics: Home, Israel-Gaza war, Cost of Living, War in Ukraine, Climate, UK, World, Business, Politics, and Culture. The "Technology" link is underlined. Below this, the heading "Technology" is displayed. The main content area features a large article on the left titled "BBC iPlayer to end downloads for PCs and Macs" with a sub-headline stating that mobile and tablet apps are unaffected. To the right of this are six smaller article thumbnails, each with a headline and a timestamp: "Three apologises again as some still without service" (3h), "UK chip designer Arm sees shares almost double" (9h), "Ring doorbell customers angry at 43% price hike" (4d, 1706 comments), "Virgin Media probed over digital switchover rules", "US makes AI-generated robocalls illegal", and "Microsoft denies it went back on its word over layoffs".

NEWS

Home | Israel-Gaza war | Cost of Living | War in Ukraine | Climate | UK | World | Business | Politics | Culture | More

Technology

Technology

BBC iPlayer to end downloads for PCs and Macs
Mobile and tablet apps are unaffected, meaning users can still download BBC shows to watch later.

Three apologises again as some still without service
Technology · 3h

UK chip designer Arm sees shares almost double
Business · 9h

Ring doorbell customers angry at 43% price hike
Technology · 4d · 1706

Virgin Media probed over digital switchover rules

US makes AI-generated robocalls illegal

Microsoft denies it went back on its word over layoffs

BBC (2024) *BBC News – Technology Homepage*. Available at: www.bbc.co.uk/news/technology (Accessed 1st February 2024)

Put it into practice



ABOUT NCSC CISP REPORT AN INCIDENT CONTACT US

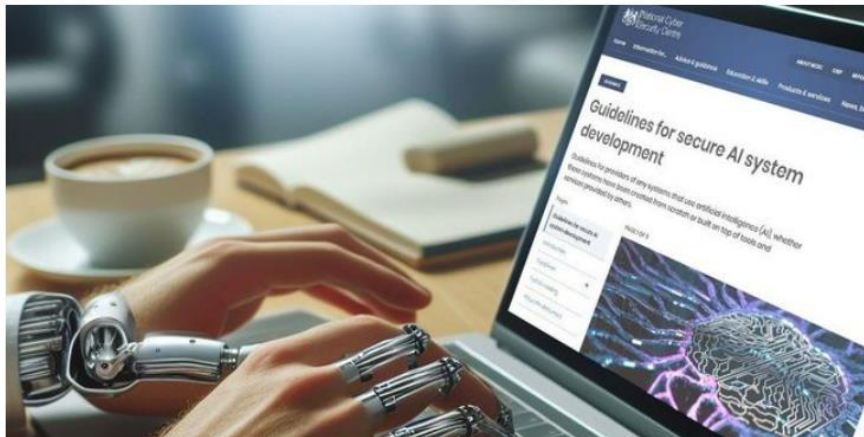


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GUIDANCE

AI and cyber security: what you need to know

Understanding the risks – and benefits – of using AI tools.



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PUBLISHED

13 February 2024

REVIEWED

13 February 2024

VERSION

1.0

- 2024
- National Cyber Security Centre
- 13th February 2024
- www.ncsc.gov.uk/guidance/ai-and-cyber-security-what-do-you-need-to-know
- AI and cyber security: what you need to know.



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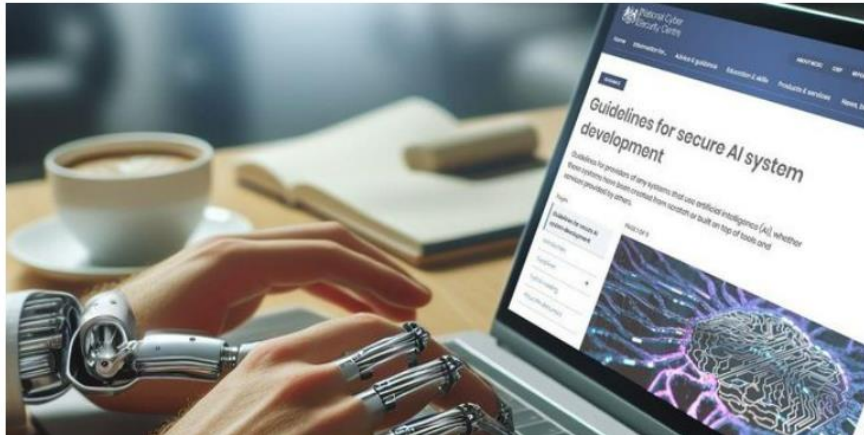
Put it into practice



GUIDANCE

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Understanding the risks – and benefits – of using AI tools.



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National Cyber Security Centre. (2024) *AI and cyber security: what do you need to know.*

Available at:

www.ncsc.gov.uk/guidance/ai-and-cyber-security-what-do-you-need-to-know (Accessed 14th February 2024)

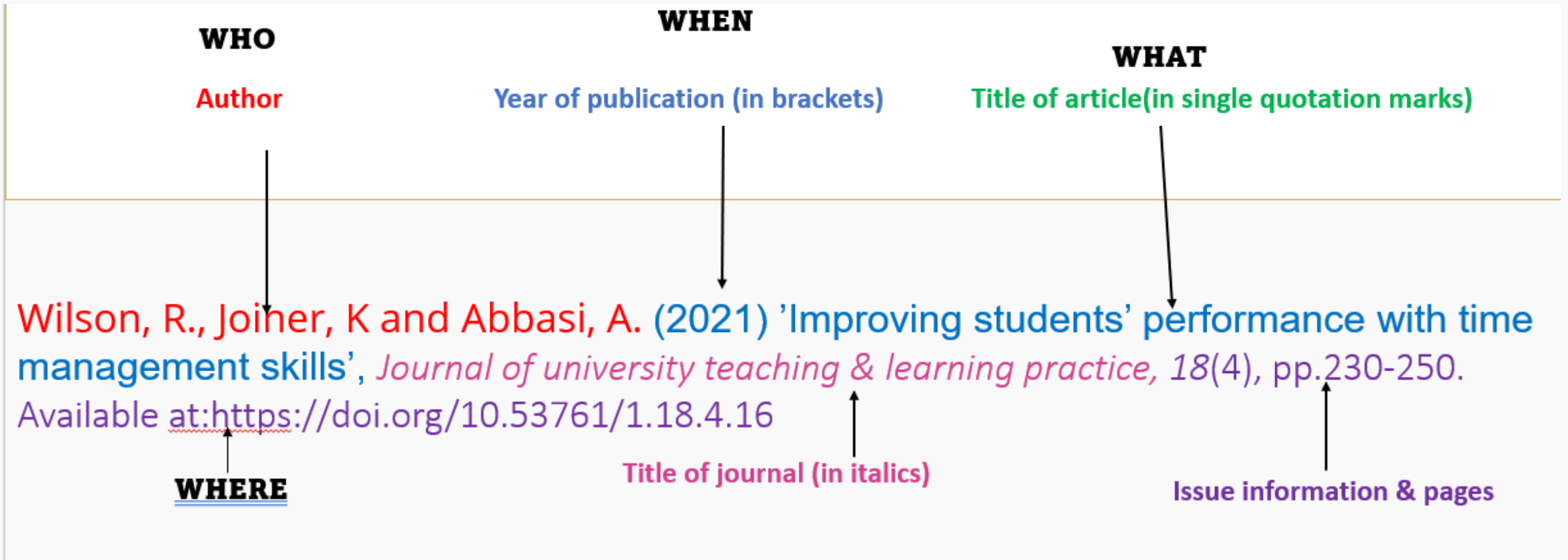
Journal and newspaper articles

Reference List

- Author
- Publication year (in round brackets)
- Article title (enclosed in single quotation marks)
- Journal title (in italics)
- Volume, issue/part
- Page number range of whole article.
- Available at: URL (Accessed: date)



Journal and Newspaper Articles



Put it into practice



- 'Using Distributed Reinforcement Learning for Resource Orchestration in a Network Slicing Scenario'
- 2023
- Federico Mason, Gianfranco Nencioni and Andrea Zanella
- *IEEE/ACM Transactions on Networking* 31 (1) p.88-102



Put it into practice



Mason, F, Nencioni, G and Zanella, A. (2023) 'Using Distributed Reinforcement Learning for Resource Orchestration in a Network Slicing Scenario' *IEEE/ACM Transactions on Networking* 31 (1) p.88-102



Put it into practice.



- 'Internet: An Introduction to Protocols and Sites.'
- 1997
- Karen Forcht, Jay Colavita and William Penberthy.
- 37 (2), p.62-69
- The Journal of Computer Information Systems.



Put it into practice.



Forcht, K, Colavita, J
and Penberthy, W.
(1997) 'Internet: An
Introduction to Protocols
and Sites.' *The Journal
of Computer Information
Systems*. 37 (2), p.62-69



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Next Steps

- Contact the Library Team for a one-to-one appointment.
- Refresh your memory on Cite Them Right: [Cite Them Right - Home \(uwtsd.ac.uk\)](http://uwtsd.ac.uk)
- Infoskills Online Modules on Referencing - [Course: Infoskills Moodle site , Tile: Referencing \(uwtsd.ac.uk\)](#)
- Referencing Handbook - [Referencing handbooks | UWTSD Intranet](#) (Scroll down and click on Harvard)

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Quay Place campus

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**we can
help**





STUDENTS

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“

Any
Questions