



Prifysgol Cymru
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University of Wales
Trinity Saint David

Trawsnewid Addysg, Trawsnewid Bywydau
Transforming Education, Transforming Lives

The why, what & how, of Harvard Referencing

September 2026

Aims of today's session



- Why we reference
- What does it look like?
- How to cite
- How to format a full reference
- AI
- Useful resources
- Contact details

Links in presentation

- Our online information literacy skills content is linked (via the orange infoskills buttons) at key points throughout the presentation.

[Library infoskills Link](#)

- Use these infoskills to support, expand, and refresh your academic skills during your studies.

Background & purpose

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

[Academic Integrity & Plagiarism](#)

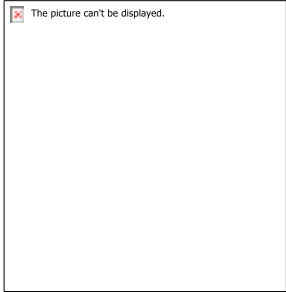
[Referencing: The Basics](#)

- It is strongly advised you complete both these units (if you have not done so already) to help you develop the academic skills required in:

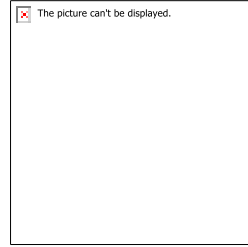
Identifying sources

Referencing correctly.

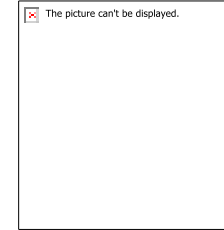
Re-cap: Why must we reference?



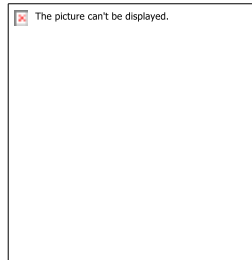
The accepted standard of research; a reference list helps identify academic work.



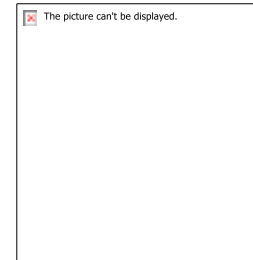
Must credit those whose work we are using.



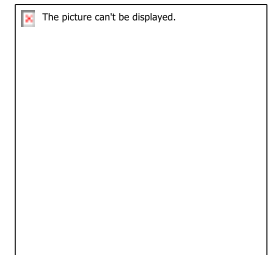
Show our breadth of reading & understanding: not rely on 1 or 2 sources.



Strengthens and gives credibility to our writing.

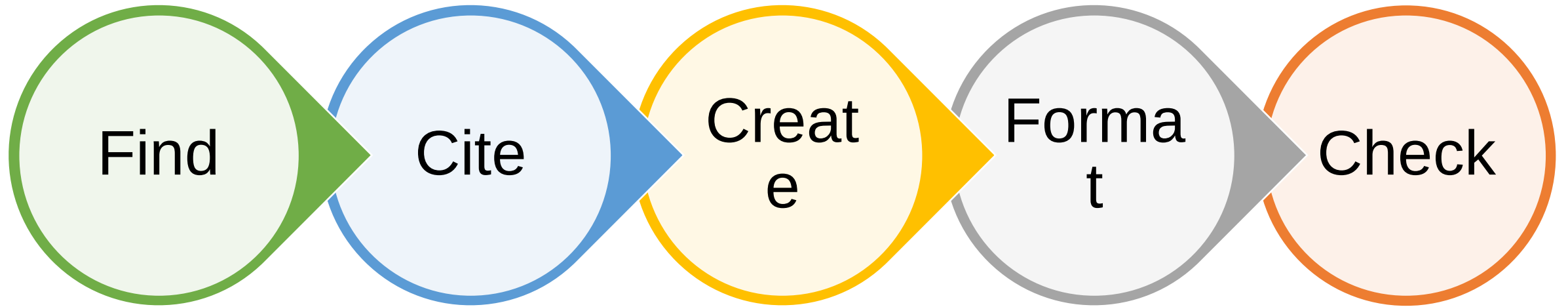


Highlights to reader which ideas are ours and which come from our reading.



Avoid plagiarism

Referencing process in 5 simple steps...

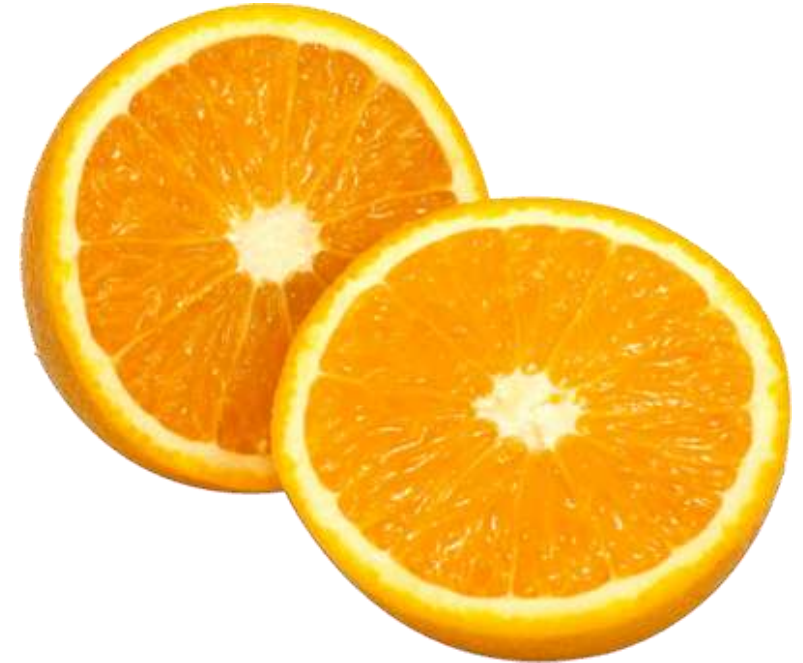


Citing information in your work

[Referencing: The Mechanics](#)

There are 2 parts to Harvard Referencing:

1. **The in-text citation:** A brief acknowledgement of your source in the body of your work.
2. **The reference list:** Providing your reader with the full reference details at the end of your work, to allow your reader to find and follow up.



[This Photo](#) by Unknown Author is licensed under [CC BY-NC](#)

Harvard uses the **author - date** format in the in-text citation.

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).

1. In-text citations



2. Full reference list



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.

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 & Summarising

- **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.

The picture can't be displayed.

Example...

[Referencing: The Mechanics](#)

Lack of an in-text citation indicates to your reader that it is your idea or opinion.

Paraphrased sentence:

Effective communication is crucial for team success.

Source read:

Teamworking (book authored by Aaron Smith and Gareth Jones).

1. Parenthetical in-text citation

Paraphrased sentence with in-text citation:

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

Reference:

Smith, A. and Jones, G. (2020) *Teamworking*. 2nd edn. Loki Press.

Note the full stop appears after the in-text citation and not at the end of your sentence!

1. Parenthetical in-text citation

[Referencing: The Mechanics](#)

Use this when:

- Your focus is on the **idea** being discussed or, you are documenting a **fact**.
- You **do not want to disrupt the flow** of your writing or argument.
- You want to include **multiple sources** to show breadth of reading.

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

Note:

- Chronological order in first instance in in-text citation.
- Alphabetical order if in same year.
- Semi-colon between each source.

Reference List

Davies, B. (2023) *Leadership uncovered*. Kilburn Press.

Hardy, T. (2020) *How to excel as a leader*. BaneBooks.

Miller, S. (2020) *Leadership today*. Birdy Press.

2. Narrative in-text citation

Use this to **emphasise** the **author's findings, view, or opinion**.

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

Franklin (2024) 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.

Quoting in your text

- Quoting is acceptable (if referenced correctly) but **does not show your understanding** of what you have read.
- Wherever possible, you should **paraphrase**.

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](#).

Quote Examples:

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”.

In-text example



Research suggests, students struggle to correctly reference their work. To ensure they do not accidentally plagiarise, students should record their sources as they use them.

Source 1: Pearson, 2023 (Paraphrased)

Source 2: Williams, Armstrong and Wang, 2024 (quotation)

Example: Parenthetical in-text citation



Students struggle to correctly reference their work (Pearson, 2023). To ensure they do not accidentally plagiarise, “students should record their sources as they use them” (Williams, Armstrong and Wang, 2024, p. 17).

Example: narrative & parenthetical



Pearson (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, Armstrong and Wang, 2024, p. 17**).

Example 1: Parenthetical

Team building plays a pivotal role in team-based research and carries significant implications across many disciplines, including the field of project management (Kastrup, 2019). However, there lack of sufficient research regarding teams in public management (Chin, 2015), the success of a public manager is dependent on his/her ability to form an efficient team (Banovetz, 1990). Team leadership is considered a significant factor in team building (Aga et al., 2016). Effective team leadership creates a conducive work environment where members are working together efficiently for the achievement of common goals (Grynchenko et al., 2018). The existing literature lack of empirical investigation into the association between public leadership and team building. Earlier research has identified that the perceptions of leadership have a dual impact on project success, both directly and by influencing team-building processes (Fareed and Su, 2021).

[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\(1\), article 286. Available at: <https://doi.org/10.1057/s41599-023-01791-y>](#)

Example 1: Parenthetical

is considered a significant factor in team building (Aga *et al.*, 2016). Effective team leadership creates a conducive work environment where members are working together efficiently for the achievement of common goals (Grynchenko *et al.*, 2018). The existing literature lack of empirical

- *et al.*, is used for a **single source** with **4 or more authors**.
- Only the first author is written, followed by *et al.*
- We use it for the in-text citation only.
- All authors are named in the full reference list.

Example 2: Narrative & Parenthetical

Beauchamp *et al.* (2017) showed that team building plays a key role in improving the overall performance of teams as well as the psychological climate in which they operate. Mandal (2022) evaluated the extent to which training, team building and appreciative inquiry influenced group communication, decision-making, teamwork performance and satisfaction among group members in an organized experiment scenario. The study concluded that teamwork is very important and pivotal.

Improving problem solving, building good relationships and being fair can make teams more effective and sustainable. Fairness in the organization had a greater impact on goal setting and role clarification, but the direct effects were not very strong (Demir and Ergün, 2023).

Alkhaldeh, K. (2025) 'The impact of team building excellence on creating a culture of quality: a quality managers' perspective', *Measuring Business Excellence*, 29(1), pp. 42–54. Available at: <https://doi.org/10.1108/MBE-05-2024-0062>

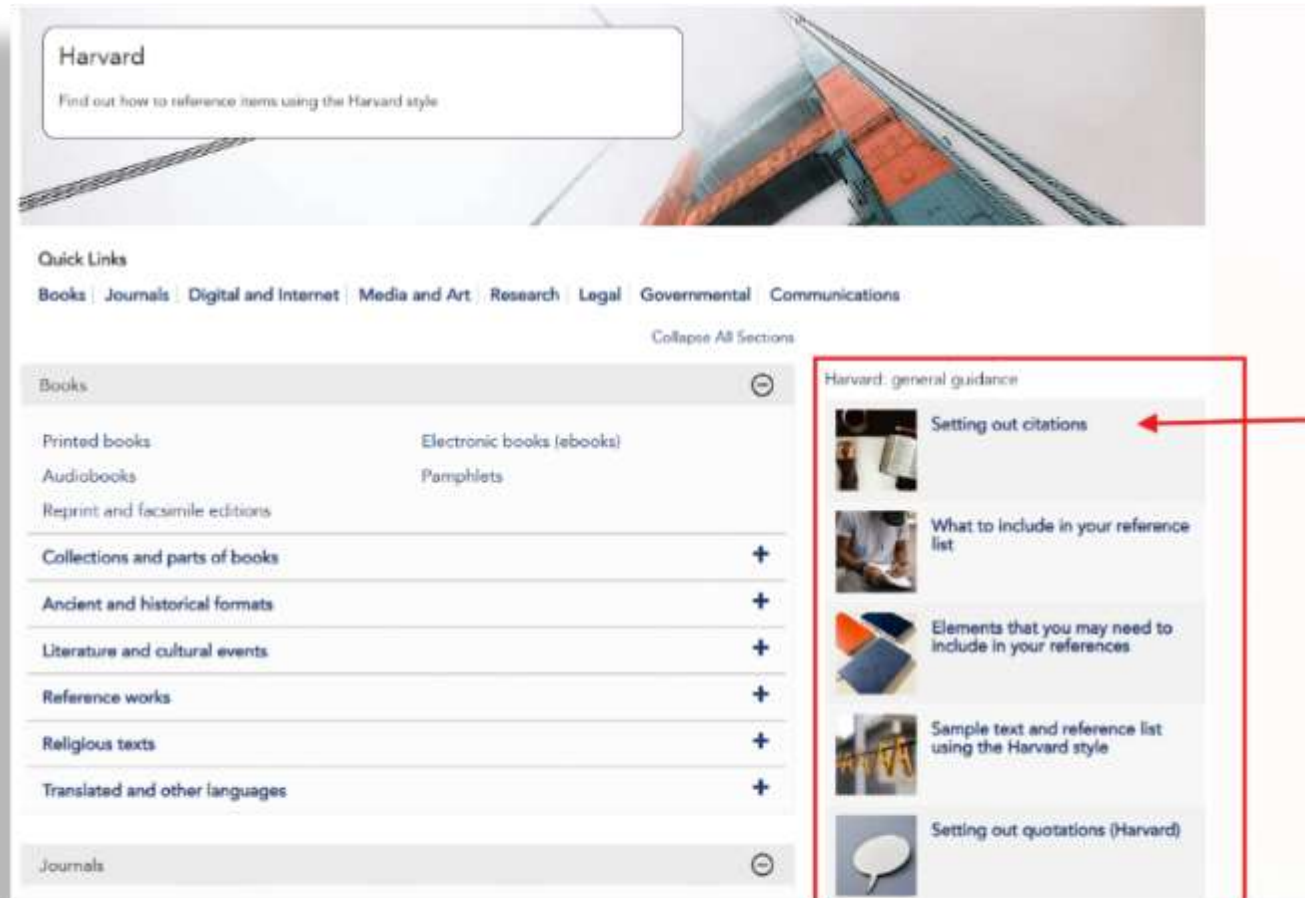
Example 2: Narrative & Parenthetical

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Alkhaldeh, K. (2025) 'The impact of team building excellence on creating a culture of quality: a quality managers' perspective', *Measuring Business Excellence*, 29(1), pp. 42–54. Available at: <https://doi.org/10.1108/MBE-05-2024-0062>

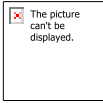
More examples...



- [Cite Them Right database](#)
- [Setting out citations](#)

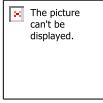
1. (Laura Smith, 2020)
2. Smith (2020, p.21)
3. Laura Smith (2020 p. 19)
4. (Smith, 2020)
5. Smith (2020)
6. (Smith, L. 2020)
7. (How to write an essay by Smith, 2020)
8. (Smith, 2020, p.19).

**Which in-text
citation are correct?**



1. (Laura Smith, 2020)

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



2. Smith (2020, p.21)

This is an example of a **narrative** citation.



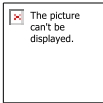
3. Laura Smith (2020 p. 19)

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



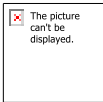
4. (Smith, 2020)

This is an example of a **parenthetical** citation.



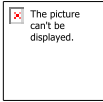
5. Smith (2020)

This is an example of a **narrative** citation.



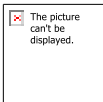
6. (Smith, L. 2020)

We do not (*generally*) include initials.



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

We do not include titles (unless no given author).

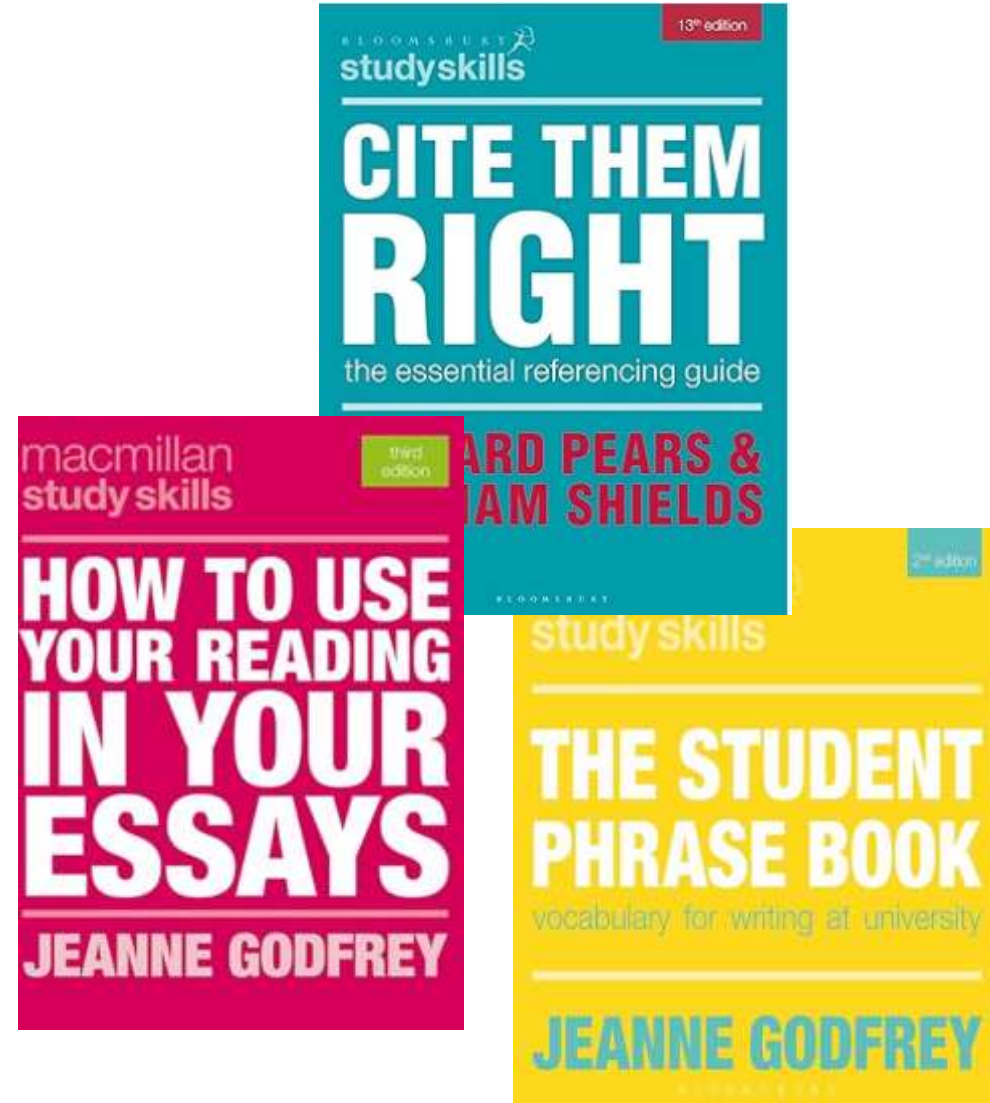


8. (Smith, 2020, p.19).

This is an example of a **parenthetical** citation.

Useful Resources

- [How to use your reading in your essays.](#)
- Cite Them Right: [Setting out citations.](#)
- Harvard Referencing: [The Mechanics](#) (infoskills).
- [The Student Phrasebook](#)
- [Manchester University Phrasebank.](#)
- All available in your [LIB02 Reading list.](#)



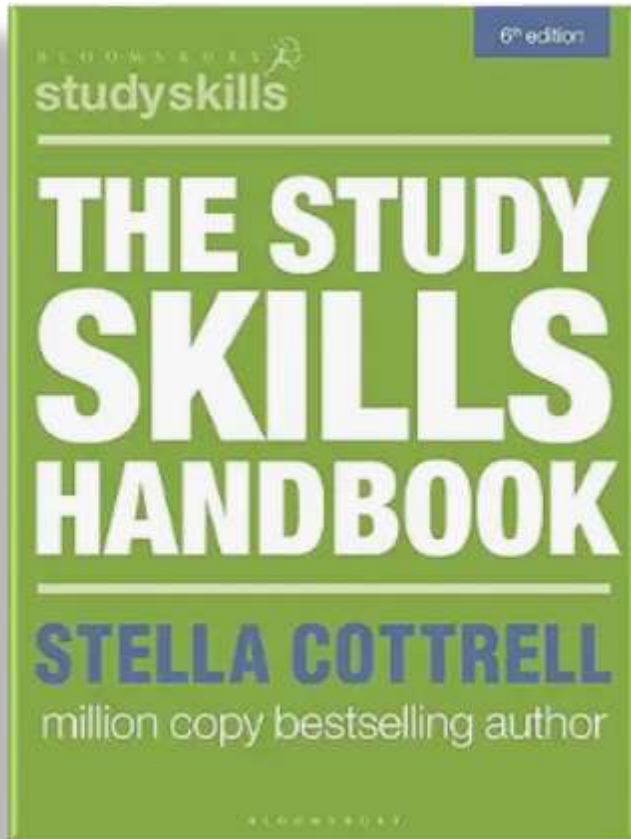
Formatting your reference list...

[Referencing: The Mechanics](#)

- Listed **alphabetically** (by surname of author).
- **Formatted according to the type of source** you have cited. **E.g.** a journal, book, report, website, etc.
- Provides **full 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?**

Punctuation, CAPITALISATION and *italicisation* are important in Harvard!

Referencing a book



- **Who?** - Author.
- **When?** - (Year published).
- **What?** - *Title* & edition.
- **Where?** - Publisher.



Copyright page...

Title → **The Study Skills Handbook**

Edition → **Sixth Edition**

Author → **Stella Cottrell**

Publisher → **BLOOMSBURY ACADEMIC**

Date

BLOOMSBURY ACADEMIC
Bloomsbury Publishing Plc
50 Bedford Square, London, WC1B 3DP, UK
1385 Broadway, New York, NY 10018, USA
29 Earlsfort Terrace, Dublin 2, Ireland

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First published in Great Britain 1999
This edition published 2024

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)

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

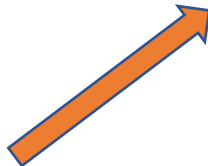
[Library Catalogue](#)



**Journal
Title**



Date



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



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>

In-text citation: (Thompson, 2017)

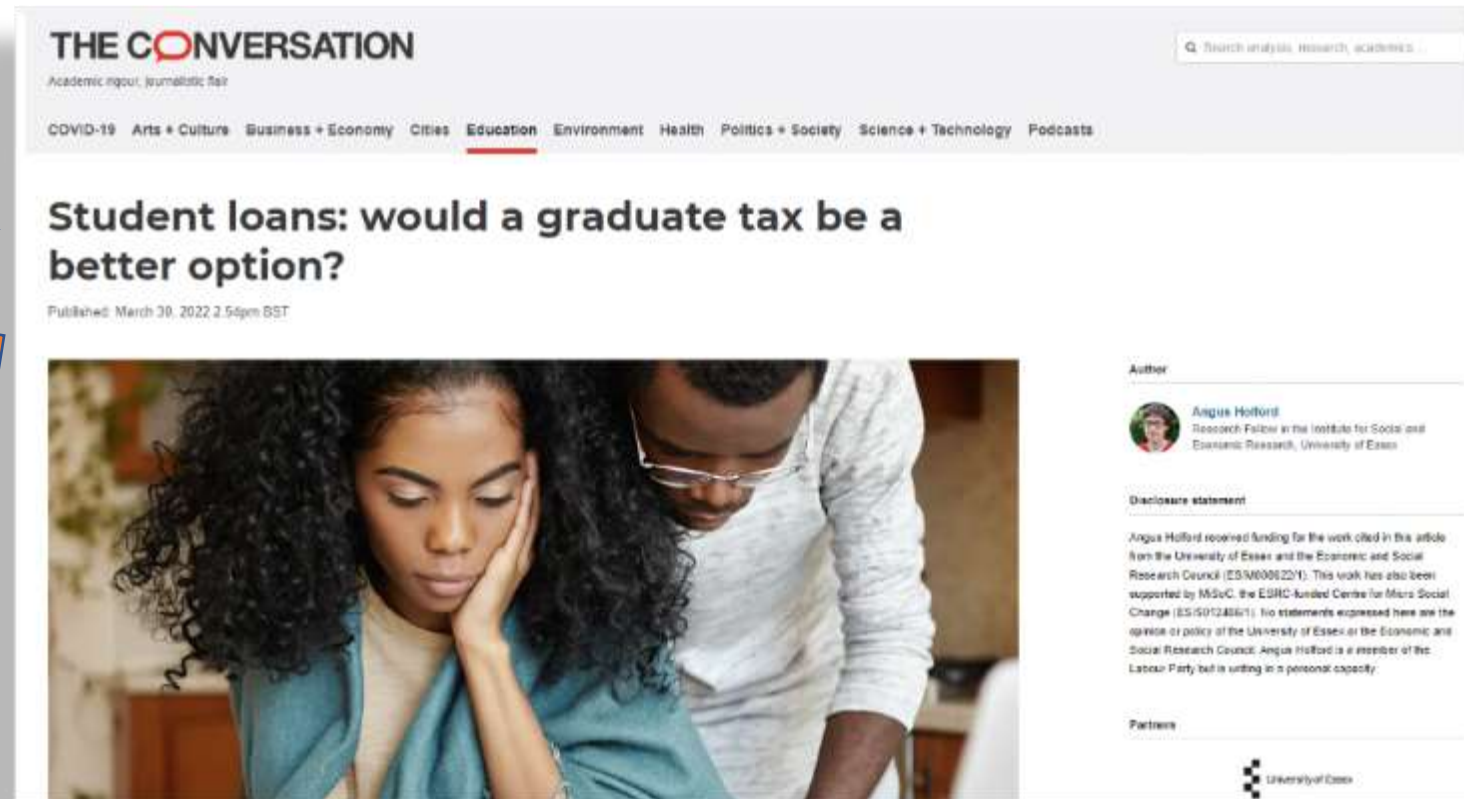
WHERE?

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

Referencing a webpage

Title of
webpage

Publication date



[The Conversation](#)

Author

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

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).

In-text citation: (Holford, 2022)

WHERE? Url and (Accessed: date).

Alphabetical reference list example

Reference List

Cottrell, S. (2019) *The study skills handbook*. 5th edn. 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**

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**

With practice, you will begin recognising the type of source from the information provided in the reference list. Explore '[Referencing: the basics](#)' for more details.

N.B. Alphabetical Order

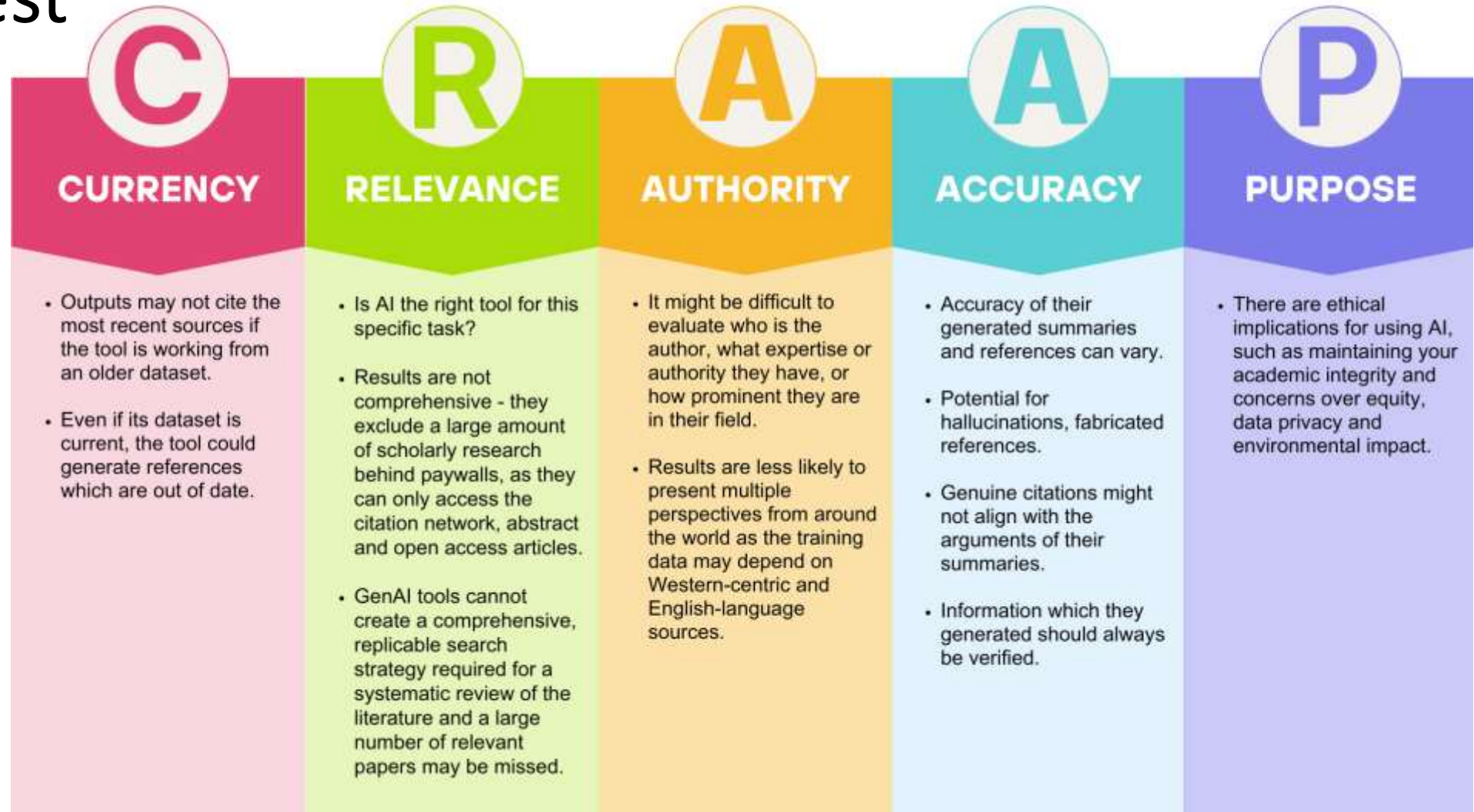
Artificial Intelligence (AI)



- The use of third parties (friends, essay mills or artificial intelligence) to create work, you subsequently claim as your own is unacceptable.
- **Referencing of Generative AI is not appropriate in most circumstances!**
- If you have been given explicit permission to use Gen AI in your work you should acknowledge it as per your assignment brief instructions.
- You will receive [guidance on any use of AI](#) in your work in your assignment brief ([Need to Know](#) pages on Student HWB).

AI CRAAP Test

Adapted and reproduced with kind permission from [Bristol University Library](https://www.bristol.ac.uk/library/).

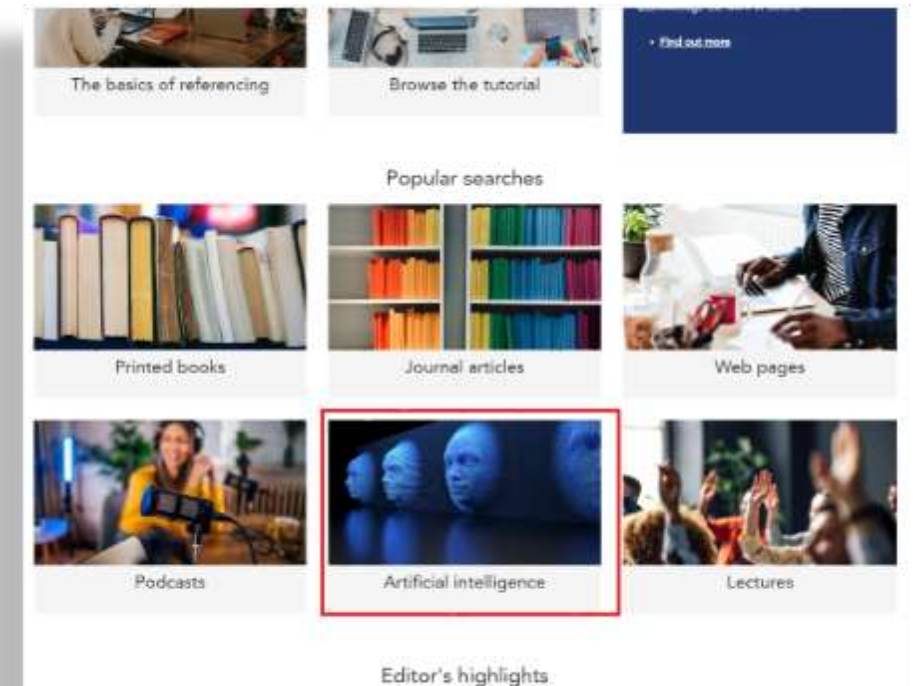
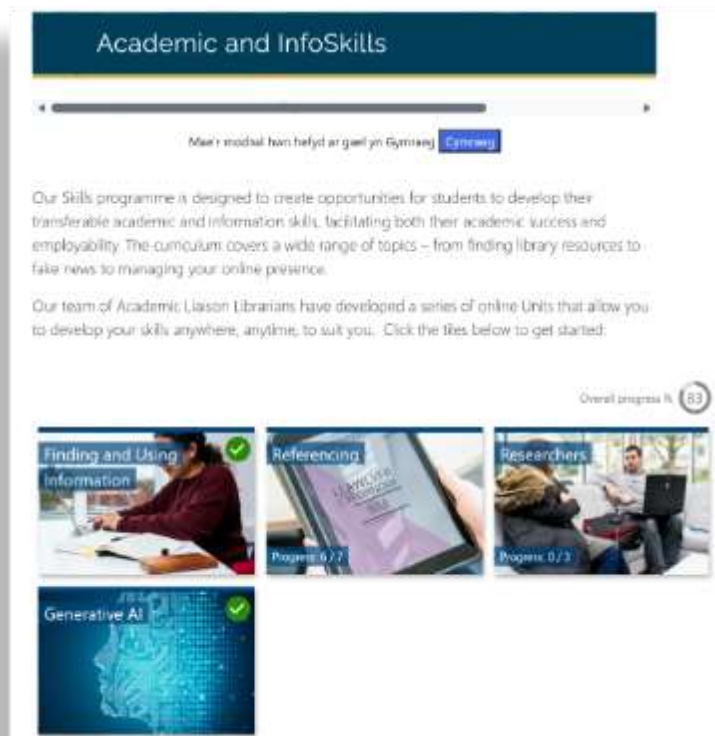


Further AI resources:

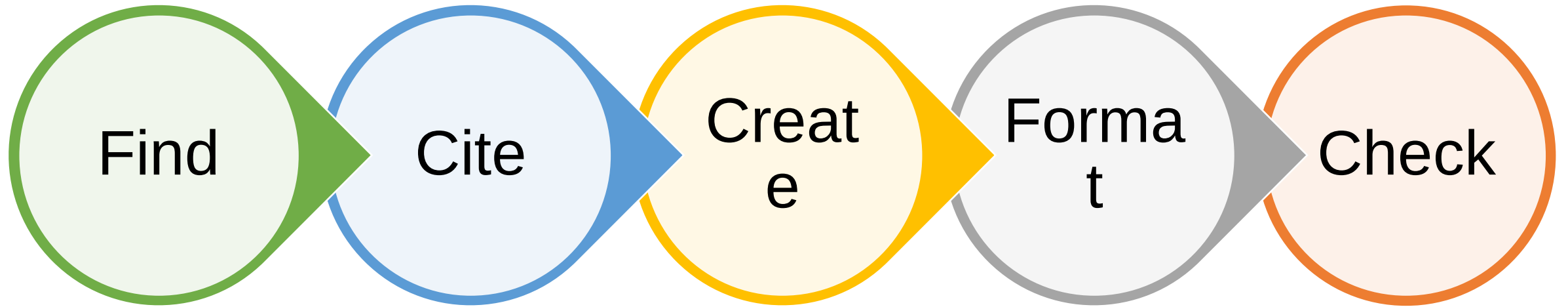
Library Infoskills:

(Gen AI & Advanced searching sections).

Cite Them Right



Referencing process in 5 simple steps...



Find

- **Identify** what type of information you need ([Identifying information](#) unit).
- **Find** a suitable academic source - the library is best for this ([Searching for information](#) unit).
- **Evaluate** the source – use the CRAAP or SIFT test to help you. ([Evaluating information unit](#)).
- **Save** your source somewhere suitable so you can retrieve later – your favourites on your online resource list is great for this ([Online resource list unit](#)).
- **Note** all the information you will need for your reference.

Cite

- **Cite your source** in your text at the point you are paraphrasing, quoting or summarising your source material.
- **Include** the author's name, year of publication and page number (if applicable).

A yellow teardrop-shaped graphic with a white shadow, containing the word 'Create' in white text.

Create

Your reference list by:

- Starting a new page at the end of your essay / report / assignment.
- Giving it a title: Reference List.
- Listing your references in alphabetical order by author's surname.

Format

- Use the correct format for your source, e.g. book, journal article, website, report, etc. ([Harvard referencing: the mechanics unit](#)).
- Use UWTSD's [Harvard Referencing Handbook](#) to help you format your reference.
- The [Cite Them Right database](#) is also available online to support you.

Check

- Every in-text citation has a corresponding full reference in your reference list and vice-versa.
- Spelling.
- Punctuation, italicisation and capitalisation format is correct for that source.
- URL (with accessed date) or doi included for online sources, e.g. journal articles, websites, reports, etc.
- Check the links you provide can be accessed by your reader.

Useful resources

Citation tool in the item record on the library catalogue.



[Link to Catalogue record](#)

Important! The catalogue will show the earlier (12th) edition of Cite Them Right Harvard. **We no longer include place of publication** (e.g. London) for most books.

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

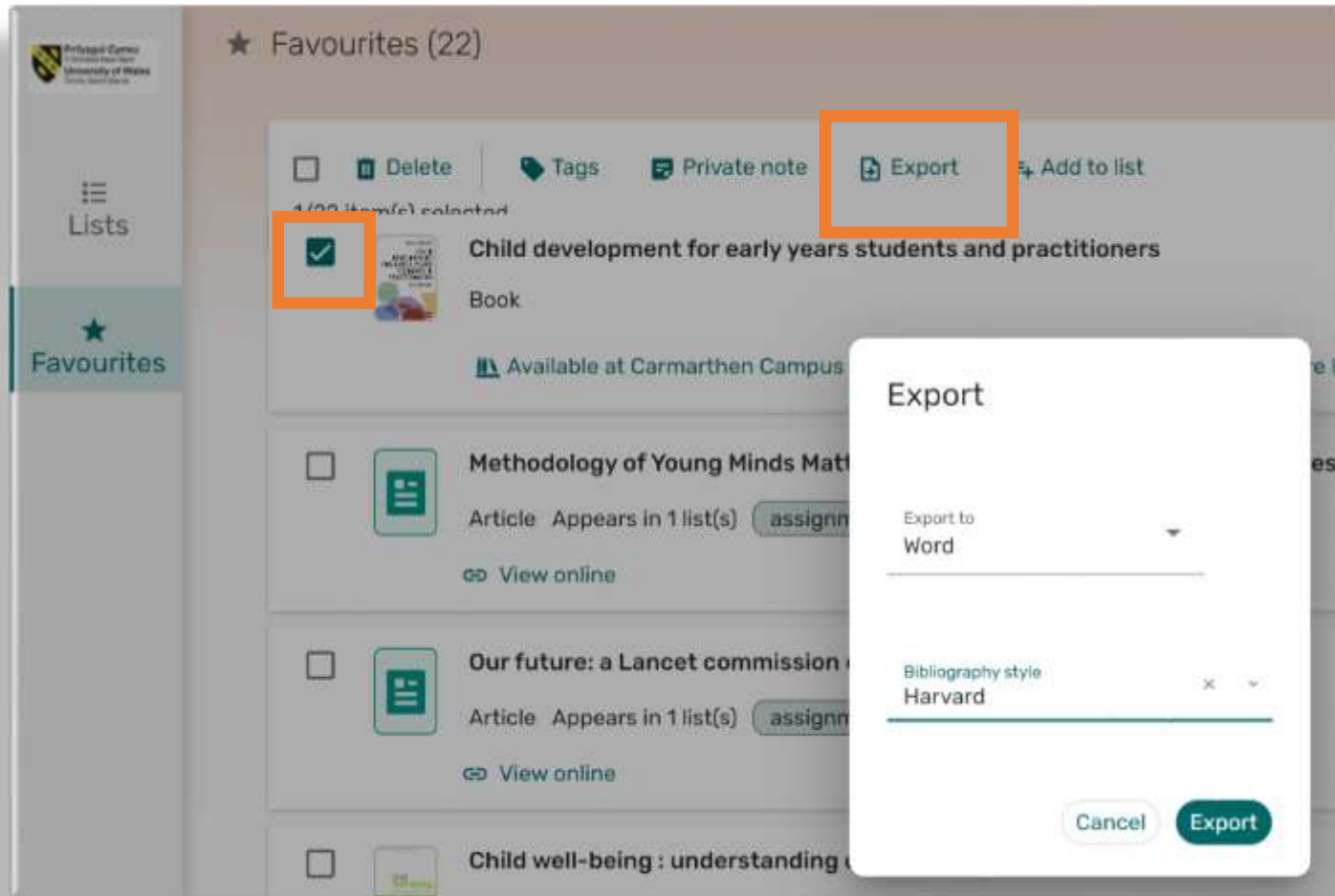
Cottrell, S. (2024) *The study skills handbook*. 6th ed. London: Bloomsbury Publishing Plc.

COPY THE CITATION TO CLIPBOARD

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

Useful resources

[Online resource lists](#)



Export function (in favourites) in your [online resource list](#).

Useful resources

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

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*. Pearson Longman.

You try

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

Italicise

Copy

Email

Citation manager tools

Referencing: Managing Information

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

Some you may wish to explore:

Basic:

- [MyBib.](#)
- [ZoteroBib.](#)

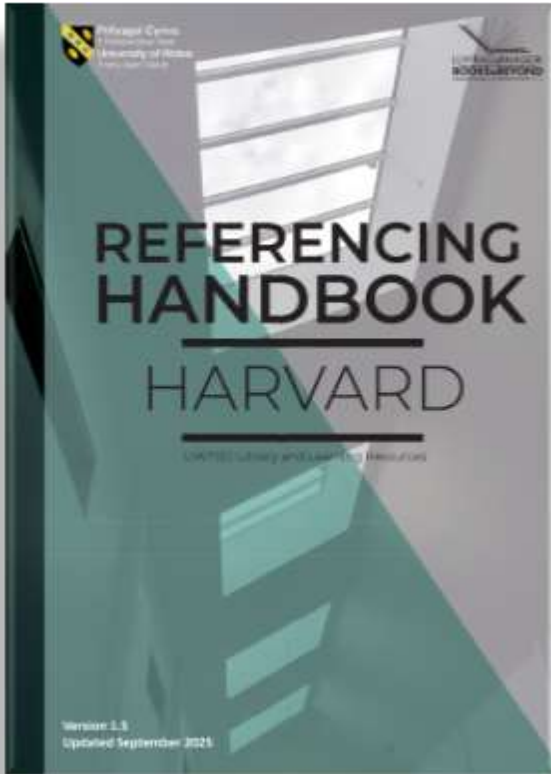
More advanced:

- [EndNote Fusion \(formerly RefWorks\)](#) (Supported by UWTSD).
- [Mendeley.](#)

Note:

Not all tools are free or give full functionality on free versions.

Useful Resource Links



- [UWTSD's Harvard Referencing Handbook](#)
- [Cite Them Right Database](#)
- [Cite Them Right Harvard Articles](#)
- [Library Infoskills](#)
- [EndNote Fusion / RefWorks Library Page](#)

Contact



Source: [Pixabay: image by Geralt](#)

Library: library@uwtsd.ac.uk

Infoskills: infoskills@uwtsd.ac.uk

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If you have 5 minutes, please scan the QR code and complete our short feedback form.

