



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

Skills for the Workplace Programme

Harvard Referencing

Trawsnewid Addysg; Trawsnewid Bywydau
Transforming Education; Transforming Lives



www.uwtsd.ac.uk

What is Referencing?

- When you are asked to write an assignment for SfWP, you are expected to conduct '*research*' on each module topic before you begin writing.
- You will probably not know much - if anything - about these topics when you start and will not be carrying this information around 'in your head'; so you will therefore begin your research by reading books, journal articles, articles on websites and so on to find the information you need.

What is Referencing?

- Your assignment will contain '*references*' to these '*sources of information*' - which will show your tutors where you discovered this information and whether you have understood what you have been reading about.
- Never make statements of fact without supporting evidence – if you think something is true or false, you will probably have read about it somewhere or seen it on the tv or internet. Go and find the source of what you are saying and tell us where you found the information.

Why Reference?

When you reference your assignment correctly you are demonstrating that you have read widely on a topic and can support the theme of your work with evidence and comments from experts - which in turn gives your work 'credibility' and will help you gain higher marks for your efforts.



How to Reference



How to Reference

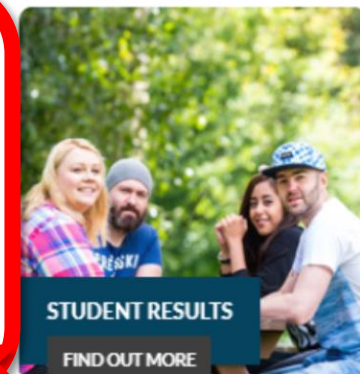
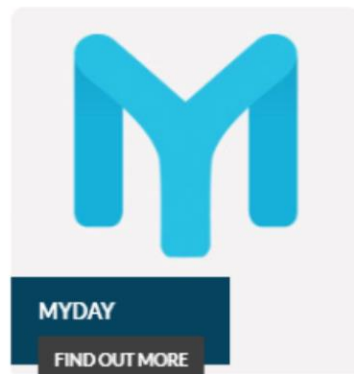
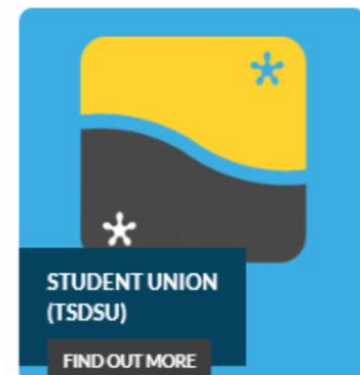
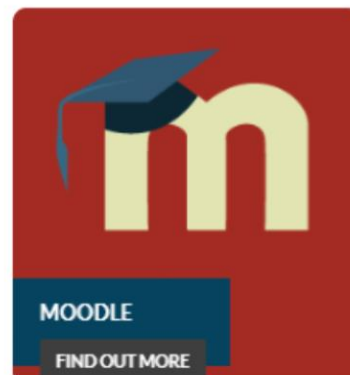
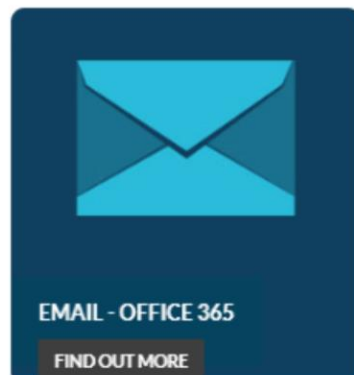


Use the Library to help you!

- Go to the UWTSD homepage
<http://www.uwtsd.ac.uk/> and click on **QUICK LINKS** at the top of the page.
- Then click on the Library and Learning Resources tile



Access to email, support services, information and resources for UWTSD students and staff made easy.





Find books, articles and more...

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 NEED MORE?

Scroll down the page to the information about Student Essentials, Help and Support and click on Student Essentials

STUDENT ESSENTIALS, HELP AND SUPPORT

The Library and Learning Resources service of the University of Wales Trinity Saint David aims to support all members of the University by providing information services of high quality and by meeting the learning resource needs of all its students, staff and researchers.

Visit us for help with finding information both online and in print, to access a PC or to find a place to study.

Our Libraries offer a range of study spaces to suit your needs and our friendly and knowledgeable staff are on hand to provide guidance and support.



STUDENT ESSENTIALS

HELP AND SUPPORT

You will find much information here to help you, but for the moment click on Referencing Handbooks.

Student Essentials

These pages are designed to provide you with the most important information you'll need to support your studies; from Referencing Handbooks to getting support finding resources and managing your online presence.



Referencing Handbooks

Referencing Handbooks

Referencing correctly is an essential skill. When writing an assignment, you will be expected to acknowledge other people's work by referencing them in a recognized and consistent format.



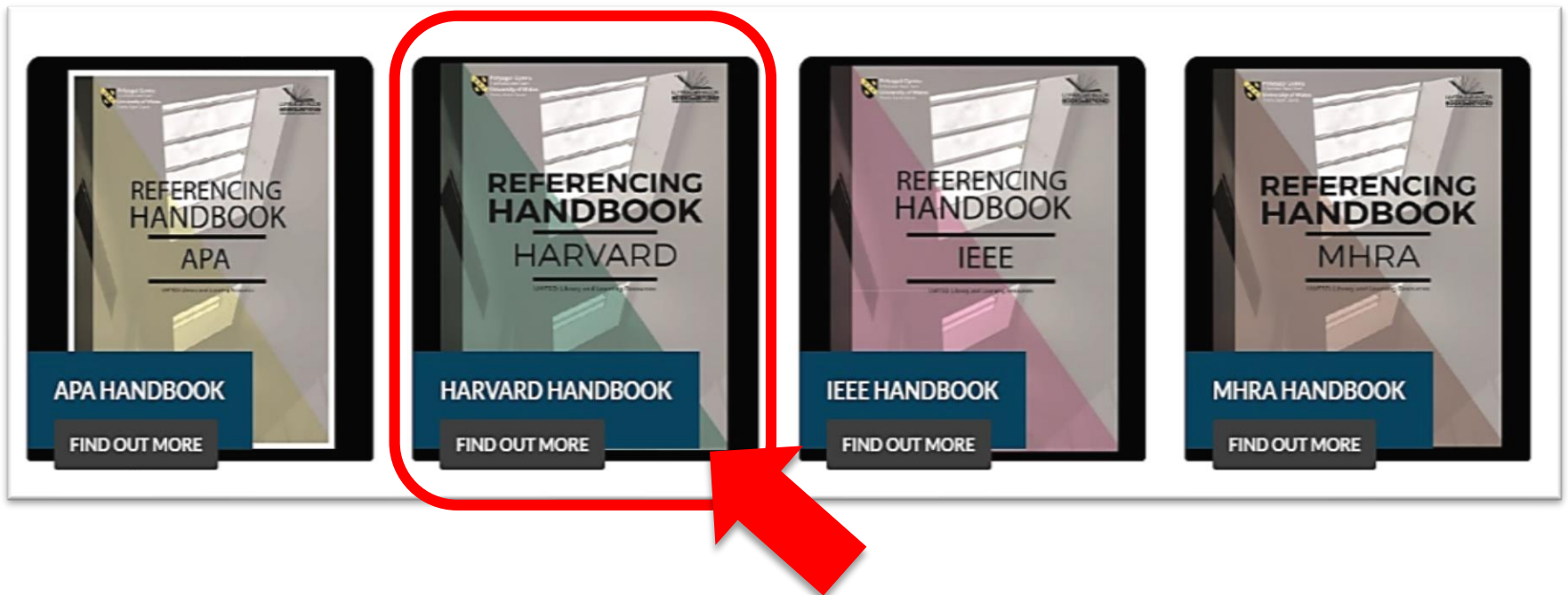
When it comes to referencing, there is plenty of conflicting or out-of-date advice and software available. We have created the Referencing Handbooks in collaboration with the Academic Office and academic staff across the University to give you consistent guidance and support.

The handbooks provide you with the basic principles of referencing and plagiarism, how to get support and what additional resources you can make use of for more specific examples of the referencing style you're using.

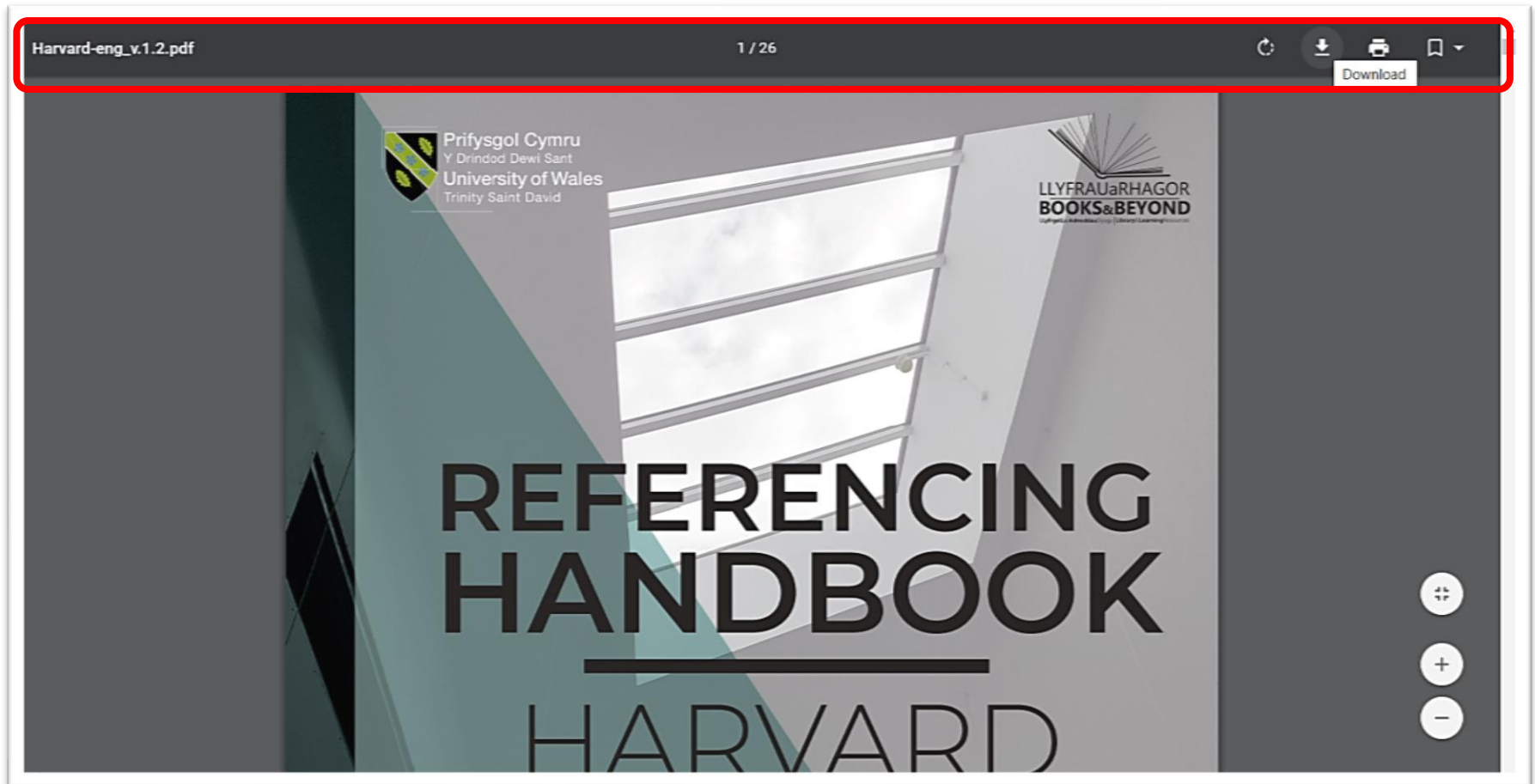
There are four recognised referencing styles at UWTSD and the one you use will depend on your area of study. To find out which one you should be using, look in your Programme Handbook, and download your copy by clicking on the button below.

Referencing Handbooks

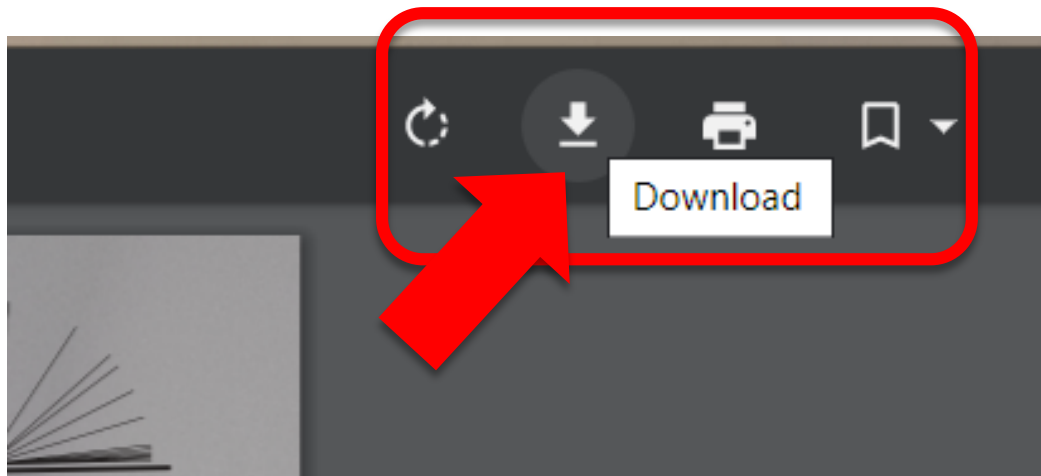
Four Referencing Handbooks are used by the University. This Programme uses the **Harvard** style of Referencing. Click on **Harvard Handbook** (highlighted) to view and download this to your devices.



The Handbook will appear on the page and you will have the option to download and save a copy.



Go to the top right of the page and click on the arrow to download.
Hover your mouse over this part of the screen if the black bar
doesn't appear immediately or disappears from view.



REFERENCING HANDBOOK

HARVARD

UWTSD: Library and Learning Resources

Ellie Downes and Alison Evans
Academic Liaison Librarians

How to Reference

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In-text Citations

In the Harvard system there are two steps to referencing:

1. Identify the author(s) and year of publication of the source you are using - for your *in-text citation*.
2. Provide the full details of the reference in a list at the end of your piece of work. Arrange this list - by author(s) - in alphabetical order.

How do I reference specific types of resources?

1. Books and e-books

Most references to books should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:

(Author's surname, year of publication, page number)

(Smith, 2016, p. 5)

Reference list / Bibliography:

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

Smith, E. (2016) *How to improve your research project*. 2nd edn. Plymouth: Kiln Press.

As print and electronic books are virtually identical, there is no need to indicate whether or not it is electronic unless the electronic version is not an identical version of a print publication.

1.1 Book with two or three authors

(Phillips and Renton, 2012, p. 54)

Phillips, E.O. and Renton, P. (2012) *Teaching mathematics today*. Reading: Canalside Press.

1.2 Book with four or more authors

(Morton *et al.* 2014, p. 37)

Morton, A.C. *et al.* (2014) *Walking and learning*. Swansea: Sandpaper Press.

How do I reference specific types of resources?

2. Journal and newspaper articles

Most references to journal and newspaper articles should adhere to the following general format. Elements may vary slightly. Specific examples are provided.

In-text citation:

(Author's surname, year of publication, page number)

(Price, 2014, p. 157)

Reference list / Bibliography

Print:

- 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

Electronic:

The above plus

- Available at: URL (Accessed: date)
- or DOI (Digital Object Identifier)

Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166.

OR

Price, S. (2014) 'Planning for change', *Leadership and Business Planning*, 15(3), pp. 154-166.

DOI: 10.1080/034845691.2016.1056235

3. Internet

Most references to the internet should adhere to the following general format. Elements to be included will vary, depending on the type of information you are referencing. See the section on books (1) to find examples of how to reference e-Books, the section on journals (2) for references to articles found on the internet, the section on film (12) for references to film etc.

In-text citation:

Author's surname/organisation (year of publication)

Reference list / Bibliography:

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

3.1 Website with one author

McCormack (2016) was a useful source of information.

McCormack, E.F. (2016) *Dog breed characteristics*. Available at: <http://www.dogbreedchar.co.uk/> (Accessed: 19 March 2017).

3.2 Website with an organisation as author

Pets can have a beneficial effect on health (National Health Service, 2015).

National Health Service (2015) *Pets and Health*. Available at: <http://www.nhs.uk/Petsandhealth> (Accessed: 30 March 2017).

3.3 Blog or vlog

Tom Webster (2016) described the impact that the arrival of spring can have.

Webster, T.G. (2016) 'Spring in step', *Tom Webster today* [blog]. 5 April. Available at: <http://www.inet.co.uk/blogs/twebster2day/> (Accessed: 12 November 2016).

3.4 Video / film on a sharing website – eg. YouTube

The social effect is immediately felt (Collins, 2015).

Collins, A.B. (2015) *Peer experiment: Art Collins* [video]. Available at: <https://www.youtube.com/watch?v=tepJtI5We> (Accessed: 21 June 2017).

3.5 Facebook

Day of post is required when citing Facebook, Twitter and other social media.

Parks are still used today for many different purposes (Parks Today, 2017).

Parks Today (2017) [Facebook] 10 June. Available at: <https://www.facebook.com/parks> (Accessed: 15 June 2017).

How do I quote, paraphrase and summarise in my work?

Quotations

A quotation means that you take the exact wording as used by another author and insert it in your work. Direct quotations should be used sparingly and only when they are relevant to the argument you are making in your work.

Long quotation – more than 30 words or 2 lines

Format:

- Enter as a separate paragraph
- Indent the paragraph
- Quotation marks are not required
- Author's surname, year of publication and page number / URL enclosed (in round brackets)

Example:

King describes the intertwining of fate and memory in many evocative passages such as:

So the three of them rode towards their end of the Great Road, while summer lay all about them, breathless as a gasp. Roland looked up and saw something that made him forget all about the Wizard's Rainbow. It was his mother, leaning out of her apartment's bedroom window: the oval of her face surrounded by the timeless gray stone of the castle's west wing!

(King, 1997, pp. 553-554)

Short quotation – up to 30 words or 2 lines

Format:

- Include in the body of text
- Enclose in double quotation marks
- Author's surname, year of publication and page number / URL enclosed (in round brackets)

Example:

Hardy's characters are not simple types. They are "fully realized human beings, with all their potential for individual freedom of choice and action" (Dunmore, 2017, p. 35).

Paraphrasing and summarising

Paraphrasing is when you take someone else's idea and put it into your own words. Summarising is when you provide a brief overview of someone else's idea. You would only need to provide a page number if you are referring to a very specific area or part of the text. You will need to use your judgment as to whether this is necessary. Put yourself in the shoes of the reader: are you referring to a whole work or concept or a very small part of it?

Example:

Dunmore (2017) notes that Hardy presents the reader with rounded characters capable of acting with autonomy, but that these are placed in a context in which their choices are severely constrained by the operation of chance and fate. This she ascribes to the intellectual environment in which he wrote – in particular, the pessimistic spiritual context of late Victorian England.

Reference List

- A reference list is always required when you cite other people's work within your assignment.
- It should be in alphabetical order by author surname and be placed at the end of your written work before any appendices.
- The reference list should include details for everything that you cite in your assignment.

Bibliography

- A bibliography is a list of all the sources you have read for your assignment, *whether or not you have cited them in your text* and therefore is more exhaustive than a reference list.
- It should also be in alphabetical order by author surname and be placed at the end of your written work before any appendices.

References

Downes, E. and Evans, A. (2018) *REFERENCING HANDBOOK, HARVARD, UWTSd Library and Learning Resources*. [online] Available at: <https://www.uwtsd.ac.uk/media/uwtsd-website/content-assets/documents/library-and-learning-resources/infoskills/harvard-eng.PDF> (Accessed: 25.10.19).

University of Derby (2012) *A Guide to Harvard Referencing*. [online] Available at: <https://www.youtube.com/watch?v=NDgqqPvMn0U> (Accessed: 25.10.19).

University of Wales Trinity Saint David (2019) *Academic Quality Handbook 2019-2020*. [online] Available at: <https://www.uwtsd.ac.uk/academic-office/academic-quality-handbook/> (Accessed: 25.10.19).