

Referencing Guide

***Questions
&
Answers***

The Harvard System

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The process of citing authors (and the associated reference list) can be done in one of two main styles - the **Harvard** or the **Numeric**. These are both described in the British Standard *BS5605 - Citing and Referencing Published Material* (British Standards Institution, 1990). This guide describes the **Harvard Referencing System**.

Whichever system is adopted, one golden rule applies:

***** be consistent in everything you do! *****

This consistency applies to format, layout, type-face and punctuation.

Q. Why reference?

A.

It is the normal academic convention to reference material you have read from the existing scholarly body of knowledge that exists in your subject area. To write in an 'academic' way you must refer to this information to show where it has come from, and use it to construct your answer to the question posed by the essay or other piece of academic work. An essay without references in the text and a full reference list at the end would not normally be considered 'academic'. So in the broadest sense you reference for a number of reasons:

- To support an argument, to make a claim or to provide 'evidence'
- To acknowledge other peoples' ideas or work correctly
- To show evidence of the breadth and depth of your reading
- To avoid plagiarism (i.e. to take other peoples' thoughts, ideas or writings and use them as your own), (see page 26)
- To allow the reader of your work to locate the cited references easily, and so evaluate your interpretation of those ideas
- To avoid losing marks!

less usual to do this. Your essay should not be a 'cut and paste' exercise using other peoples' words. Use quotations only when you have to use the text in its original form or for presenting a longer quote which you use to highlight and expand on ideas or issues in your essay.

Q. How do I cite authors in my essay?

A.

The **Harvard System** (sometimes called the '**name and date system**'), uses the **NAME** of the author of the work you wish to cite and the **DATE** it was published. These are incorporated into the text of your work each time you make reference to that person's ideas.

- This principle applies to any item that you need to reference regardless of what it is or where it comes from – you need to find the **author** and **date** of publication.

The **author (or originator)** is the person or organization responsible for producing that information and their details should be found in the source document. Author/originators can be individuals or 'corporate' (see page 16). The author and date then become part of the text of your essay. Surname(s) only are used; initials are not included. Names can be used as part of the sentence or placed in brackets with the year following.

Eg.

Names and dates will appear in your text like this:

...There are many factors relating to individuals perceived body image. Jones (1993) has suggested that body image is related to self-esteem. Johnson and O'Briens' (2000) study with 80 adolescent girls shows that they are also strongly influenced by media images...

Or the name and date can be in brackets (separated by a comma):-

Eg.

... some commentators suggest that body image is related to self-esteem (Jones, 1993), others believe a more complex relationship exists ... (Philips, 1995; Norton, 1999)

Q. What will my reference list look like?

A.

Everything you cite in your essay will be listed once alphabetically by author (or originator) and subdivided by year and letter, if necessary - (see page 14).

Eg.

Adams, P. J. (1995) *Mill workers in Lancashire 1845-1875*. London: Cambridge University Press.

Bishop, J. and Lawrence, T. (1993) *A History of Victorian Employment*. Edinburgh: Edinburgh University Press.

Knowles, D. (1989) *The Way Forward: historical change and revisionism*. Cambridge: Harvester Press.

Salcey, B. (1996) Changes in history. *Guardian*. 21st June. p9.

Smith, L. (ed.) (1987) *Statistics for Engineers*. London: Helman.

Thompson, R. (1991a) A place in history. *History Today*. **24** (3), 31.

Thompson, R. (1991b) Historical theory and real people. *History Today*. **24** (6), 42-50.

Wilkins, R., Menzies, A., Wilder, B. and Priestley, S. (1993) *Unearthing the Evidence*. Derby: Derbyshire Historical Society.

Nb.

The punctuation, layout and spacing are the same for each type of item in the list - remember the golden rule:- **BE CONSISTENT**.

A **bibliography** would look the same as this. See Section Two - 'formats' for conventions that apply to all the different types of media e.g. books, journals, newspapers, conferences etc...

In the **reference list** you should indicate editorship by using one of the following abbreviations:

Eg.

Smith, L. (ed.) (1987) *Statistics for Engineers*. London: Helman.

Or:

Smith, L. and Pearson, D. T. (eds.) *Solving Problems with Algebra*. Aberdeen: Falmer.

Q. What do I do if I can't find a named person as the author or editor?

A.

Sometimes it is impossible to find a named individual as an author. What has usually happened is that there has been a shared or 'corporate' responsibility for the production of the material. Therefore the 'corporate name' becomes the author (often called the '**corporate author**').

Corporate authors can be:

- Government bodies
- Companies
- Professional bodies
- Clubs or societies
- International organisations

Eg.

Institute of Waste Management (1995) *Ways to improve recycling*. Northampton: Institute of Waste Management.

The 'corporate author' appears in the text in the usual way, with the year of publication.

Nb.

For journal articles without authors the journal **title** becomes both author and cited journal title.

Cited in Author/editor surname, initials. (Year) *Title*. Place of publication: Publisher.

Eg.

... a change in family circumstances can affect a child's emotional stability Pollock (1995) cited in Jones (1996)

Pollock, T. (1995) *Children in Contemporary Society*. Cambridge: Macmillan. Cited in Jones, P. (1996) *A Family Affair*. London: Butterworth.

Nb.

Only the primary source title is italicised and both years are included.

Q. How do I use quotations?

Most referencing involves putting the information you have read into your own words within the context of your answer. Quotes are sometimes used but should, in most instances, be kept to a minimum. There are two ways to present both SHORT and LONG quotations.

A.

To direct your reader to a short quotation (no more than one line) from your source material it is normal to quote the page number within the text (after the author and year) and to include quotation marks:

Eg.

... whilst it is possible that 'poor parenting has little effect on primary educational development it more profoundly affects secondary or higher educational achievement' (Healey, 1993, p.22)

Nb.

It is **not** necessary to indicate the page number in the reference list. It is also acceptable to use a colon before the page number e.g. Healey, 1993:22.

Within the reference list the articles are presented alphabetically: 1991a then 1991b, etc...

Eg.

Johnson, C. (1991a) *Software: the way ahead....*

Johnson, C. (1991b) *Changing global markets in IT ...*

Same authors' with a different year are listed earliest year first in the reference list.

Q. What do I do if publication details are not given?

A.

Occasionally you will come across documents that lack basic publication details. In these cases it is necessary to indicate to your reader that these are not available. A series of abbreviations can be used and are generally accepted for this purpose:

- | | |
|-------------------------------------|-------------|
| • author/corporate author not given | use [Anon.] |
| • no date | use [n.d.] |
| • no place (sine loco) | use [s.l.] |
| • no publisher (sine nomine) | use [s.n.] |
| • not known | use [n.k.] |

For web pages it is often necessary to look beyond the page you are referencing (see page 21) to the 'Home Page' for the whole site or at a link like 'About Us' from that home page. Dates are often given at the bottom of web pages.

Section Two - Formats for Printed Material

There are many different types of material that you may use that will need referencing. Each different material format has an accepted 'style' for presentation within the reference list and/or bibliography.

The following examples give the format style and are followed by an example. They are broadly separated into 'printed' and 'electronic' material.

Nb.

Journal name is italicised, **not** the article title. The journal volume number is in **bold**.

It is also acceptable to use the terms 'vol. and no.' e.g. Vol. 37, no.3, pp. 21-25.

2.3 Corporate Author

Format is the same as for a book, but uses the 'corporate' (company, business, organisation) author in place of a named author.

Eg.

Royal College of Nursing. (1993) *Guidance on the handling of patients in the hospital and community*. London: RCN.

Royal College of Nursing (1993) would be used in the text of your essay as the citation.

2.4 Government Publications

Available data may vary for these, but where possible include the following:

Government Department/Institute. Subdivision of department/institute (if known). (Year) *Title of document*. (Name of chairperson if it is a committee.) Place of publication: Publisher.

Eg.

Department of Health and Social Services. (1980) *Inequalities in health: report of a research working group*. (Chairman: Sir Douglas Black.) London: DHSS.

2.5 White or Green papers

Department Name (year) *Title of paper*. ISBN: 0987654321. Place: Publisher.

Eg.

The Guardian (1995) 'Lottery' for breast cancer help. *The Guardian*. 21 March, p 10.

2.8 Legislation

Law Reports

Dates are given in square brackets, not round.

Names of parties involved in case. [Year] Volume number/Abbreviated name of law report/Page number on which report starts.

Eg.

Holgate v Duke [1984] 2 All ER 660

Statutes

The usual method of citing an Act of Parliament is to cite its title in your text. (Normally the country of origin is regarded as the 'author', but this is not always stated if you are discussing the law of the land you are actually in.) The format is therefore:

Title of statute, year of statute. Place of publication: publisher.

Nb.

Data Protection Act 1984. London: HMSO.

Statutory Instruments

It is not necessary to put the country of origin if it is the UK. The format would be in this form:

Short title of the statutory instrument. Year (SI year: number). Place of publication: Publisher.

Eg.

Lobster pots (size regulations). 1989 (SI 1989: 1201). London: HMSO.

If the name of the creator/originator is not known use the **title** of the map in its place.

For **Ordnance Survey** maps use this format:

Ordnance Survey (Year) *Title of map*. Sheet Number, Scale. Series.
Place of publication: publisher.

Eg.

Ordnance Survey (1997) *Land's End & Isles of Scilly*. Sheet No. 203, 1:50,000. Landranger Series. Southampton: Ordnance Survey.

2.13 Diagrams

These should be referenced in the same way as you reference a direct quote i.e. the author/date/page number of the book that it came from (see page 7), with the full book details included in your reference list.

Section Three - Formats for Electronic and other Material Types

3.1 Videotape

For off-air (recorded from television programmes) recordings use:
Broadcast company (Year) *Title of programme*. Off-air recording.
Transmission date. Format.

Eg.

Channel Four (1992) *J'Accuse: Sigmund Freud*. Off-air recording.
10th June, 1992. Videotape.

In your essay refer to: (Channel Four, 1992).

For an off-air recording of a film use this format:

Title (Year) Person or body responsible for production. Off-air recording. Format.

Author/editor, initials. (Year) *Title* [online]. (Edition). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed date].

Do not worry about omitting 'place and publisher' if they are not available.

Eg.

British Nutrition Foundation (2003) *Healthy Eating: a whole diet approach* [online] London: British Nutrition Foundation. Available from:

<http://www.nutrition.org.uk/home.asp?siteId=43&sectionId=325&subSectionId=320&parentSection=299&which=1> [Accessed 11th August 2005]

The "Accessed date" is the date on which you viewed or downloaded the document. It may be subject to changes or updating and this allows for this possibility. Keeping a record of the document as you used it (if permissible) is recommended.

3.3.2 Electronic Journal (WWW)

Some journals are published solely on the internet therefore it is impossible to reference them in the same way as you would a print journal. The format for this is:

Author, initials. (Year) *Journal title* [online], volume (issue), location within host. Available from: URL [Accessed Date].

Eg.

McArthur, D. N. and Griffin, T. (1997) A marketing management view of integrated marketing communications. *Journal of Advertising Research* [online], vol. 37 (5), p19. Available from: http://web3.searchbank.com/infotracs/session/66/850/10267118w3/15!xrn_12&bkm [Accessed 1st March 1998].

'Location within host' may have to be used to indicate where the item can be found within the cited address. For example the page, paragraph, or line number (when these are *fixed* within the document) e.g. 'pp19-29' or 'lines 120-249'. Other locations could be a specific labeled part, section or table, or any host-specific designation.

Eg.

Haley, K. (k.haley@pilton.co.uk) 10th Aug 2004 *Changes to your report format*. e-Mail to C. Bond (chris.bond@ntlworld.co.uk)

3.3.6 Broadcast Media – TV/Radio Programmes

Series title. (year). Title and number of episode. Transmitting organization and channel, full date and time of transmission.

Eg.

Doctor Who (2005) Episode 9, The Empty Child. TV, BBC1. 21st May, 1830 hrs.

Or:

Women's Hour (2004) BBC Radio 4. July 29th, 1030 hrs.

Contributions within individual programmes should be cited as contributors:

Blair, T. (2005) Interview. *In: Today Programme*. BBC Radio 4. May 1st 0810 hrs.

3.3.7 Musical Score

Composer (Year of publication) Title of work. Editor(s) followed by ed. or any other arrangers, for example Scored by or Arranged by (note that the name is not written surname first). Place of publication, Publisher.

Eg.

Mozart, W. A. (1983) Flute concertos: Concerto no. 2 in D, K. 314 and Andante in C, K. 315. T. Wye ed. Sevenoaks, Novello.

e.g. a manuscript or personal letter, its location should also be included.

Eg.

Lawler, C. (1987) *Childhood vaccinations*. Health promotion leaflet, Chester Group Practice, unpublished.

Section Four - Points to Remember!

- 4.1 Above all - be consistent in whatever method of referencing you use.
 - 4.2 The main title of the document should be distinguishable - *italics* or underlined
 - 4.3 Author(s) name(s) can be in capitals or lower case.
 - 4.4 The date is the year of publication *not* printing.
 - 4.5 For a book the edition is only mentioned if other than the first.
 - 4.6 The place of publication is the city *not* the country.
 - 4.7 Journal titles should be given in full.
 - 4.8 Volume and part numbers can be:
Vol. 25 no. 2 **25 (2)** **25:2**
 - 4.9 Page numbers can be written:
p.33-39. 33-39. pp.33-39.
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