



The University of Glamorgan Guide to

Harvard Referencing

der, C. W. and Nakashima, M. (2006) 'Advanced st
in civil engineering', in Wu, C. H. (ed.) Advanced c
rastructure materials: science, mechanisms and
applications. NetLibrary [Online]. Available at:
<http://www.netlibrary.com> (Accessed: 20 July 2010).

Learning and Corporate Support Services

University of Glamorgan



Introduction

Information and data are available from various sources: from printed documents, and increasingly in electronic form: from the Internet, CD-ROM, film, television or radio. This guide sets out to provide examples of how to reference (cite) all sources of information using the Harvard Style. This is one of the most widely used systems based on the British Standard BS5605 (1990).

When writing a piece of academic work you must always indicate in your text (reference) when you have used factual information, data, opinion, direct quotation, or have made a summary in your own words (paraphrased) from another source.

References (also known as citations) serve to acknowledge the origins of the ideas and information used, provide support for the line of argument that you advance in your essay, and allow readers to trace your claims and check them for themselves.

Where in your text you do this is the first component of the referencing system. The second component is the full details of all references you have used given in a list at the end of your assignment. Both components have to be included in any submitted piece of work.

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How to reference books

Book single author

In-text example:

Thompson (2003) suggests that language helps to form identity, but can create stereotypes and prejudices.

Reference example:

Thompson, N. (2003) *Communication and language: a handbook of theory and practice*. Basingstoke: Palgrave Macmillan.

Reference order:

1. Author/editor
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

Book two authors

In-text example:

According to Dexter and Wash (1995, pp. 32-33) "silence may be as effective as verbal communication" if used appropriately.

Reference example:

Dexter, G. and Wash, M. (1995) *Psychiatric nursing skills: a patient centred approach*. 2nd edn. London: Chapman and Hall.

Reference order:

1. Author/editor
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition) (2nd edn.)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

Book more than three authors

In-text example:

This was indicated in the study by Huxley et al. (2007)

Reference example:

Huxley, P., Evans, S., Muroe, M. and Cestari, L. (2007) *Fair access to care services in integrated mental health and social care teams*. London: Department of Health.

Reference order:

1. Author/editor
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

Book with editor(s)

In-text example:

Many aspects of scientific investigation are discussed in Knorr-Cetina and Mulkay (1983).

Reference example:

Knorr-Cetina, K. D. and Mulkay, M.J. (eds.) (1983) *Science observed: perspectives on the social study of science*. London: Sage.

Reference order:

1. Editor(s) followed by (ed.) or (eds.)
2. Year of publication (in round brackets)
3. Title (in italics)
4. Edition (only include the edition number if it is not the first edition)
5. Place of publication: Publisher
6. Series and volume number (where relevant)

Chapter/section in an edited book

In-text example

Cohen (2009, p.194) describes the subculture of the delinquent gang as short-run hedonism.

Reference example:

Cohen, A. K. (2009) 'Delinquent boys: the culture of the gang', in Newburn, T. (ed.) *Key readings in criminology*. Cullompton: Willan Publishing, pp. 194-198.

Reference order:

1. Author of the chapter/section (surname followed by initials)
2. Year of publication (in round brackets)
3. Title of chapter/section (in single quotation marks)
4. 'in' plus author/editor of book
5. Title of book (in italics)
6. Place of publication: Publisher
7. Page reference

Lines within a play

In-text example

"I hope you won't make the mistake of thinking for one moment that I'm a gentleman" (Osborne, 1985, 2.1:45)

Reference example

Osborne, J. (1985) *Look back in anger: a drama*. London: Samuel French. 2.1:45.

Reference order:

1. Author (surname followed by initials)
2. Year of publication (in round brackets)
3. Title (in italics)
3. Edition information
4. Place of publication: Publisher
5. Act. Scene: line

E-book

In-text example

Improvements in the Bessemer process meant that the use of structural steel increased dramatically in civil engineering towards the end of the nineteenth century (Roeder and Nakashima, 2006).

Reference example

Roeder, C. W. and Nakashima, M. (2006) 'Advanced steel for use in civil engineering', in Wu, C. H. (ed.) *Advanced civil infrastructure materials: science, mechanisms and applications*. NetLibrary [Online]. Available at: <http://www.netlibrary.com> (Accessed: 20 July 2010).

Reference order:

1. Author
2. Year of publication of book (in round brackets)
3. Title of book (in italics)
4. Name of e-book collection (in italics)
5. [Online]
6. Available at: URL
7. (Accessed: date)

How to reference journals

Journal article (printed)

In-text example:

However, Russell (2010, p. 393) highlights that a 'sizeable proportion' of those who believe in a Christian God pledge to the fundamental doctrine of Evangelicalism.

Reference example:

Russell, J. (2010) 'Evangelical audiences and "Hollywood" film: Promoting Fireproof (2008)', *Journal of American Studies*, 44(2), pp. 391-407.

Reference order:

1. Author (surname followed by initials)
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics – capitalise first letter of each word in title except for linking words such as and, of, the, for)
5. Issue information i.e. volume (unbracketed) and where applicable, part number, month or season (all in round brackets)
6. Page numbers

Journal article in an online collection eg Science Direct (e-journal)

In-text example:

Langhammer and Stanghelle (2009, p. 46) found that "Stroke care has changed over the last 20 years".

Reference example:

Langhammer, B. and Stanghelle, J. K. (2009) 'Exercise on a treadmill or walking outdoors', *Clinical Rehabilitation*, 24(1), pp. 46-54. *Sage Journals* [Online]. Available at: <http://cre.sagepub.com> (Accessed: 15 July 2010).

Reference order:

1. Author
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics – capitalise first letter of each word in title except for linking words such as and, of, the, for)
5. Volume (unbracketed) issue (in round brackets) page numbers
6. Name of collection (in italics)
7. [Online]
8. Available at: URL of collection
9. (Accessed: date)

Journal article in an internet journal (e-journal)

In-text example:

One author, Demers (2009) has claimed there is 'virtually no research'

Reference example:

Demers, A. (2009) 'The war at home: consequences of loving a veteran of the Iraq and afghan wars.' *The Internet Journal of Mental Health*, 6(1) [Online]. Available at: <http://www.ispub.com/> (Accessed: 15 July 2010).

Reference order:

1. Author
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Volume (unbracketed), issue or month/season (in round brackets) and page numbers if known.
6. [Online]
7. Available at: URL of web page
8. (Accessed: date)

Journal article in an open access journal (e-journal)

In-text example

A discussion of 'bearing witness' may be found in Murphy (2009, p. 39)

Reference example:

Murphy, N. M. (2009) 'Nurse leaders as stewards: the beginning of change', *The Open Nursing Journal*, 3, *Bentham Open* [Online]. Available at: <http://www.bentham.org/open/tonursj/> (Accessed: 15 July 2010).

Reference order:

1. Author
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics and capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Volume (unbracketed), issue (in round brackets) and page numbers if known
6. Name of open access archive (in italics- capitalise first letter of each word in title, except for linking words such as and, of, the, for)
7. [Online]
8. Available at: URL
9. (Accessed: date)

How to reference newspapers

Newspaper article (printed)

In-text example

Goldman accepted the largest fine in the commission's history (Treanor, 2010).

Reference example

Treanor, J. (2010) 'Goldman Sachs handed record \$550m fine over Abacus transaction', *The Guardian*, 16 July, p. 25.

Reference order:

Where the author of a newspaper article is identified, use the following citation order:

1. Author
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Edition if required (in round brackets)
6. Day and month
7. Page reference

Newspaper article from Internet version of a newspaper

In-text example

Kingsley (2010) suggests that the slow-reading movement is made up of a disparate bunch of academics and intellectuals who want us to take our time while reading and re-reading.

Reference example

Kingsley, P. (2010) 'The art of slow reading', G2 section of *The Guardian*, 15 July [Online]. Available at: <http://guardian.co.uk/books/2010/jul/15/slow-reading> (Accessed: 16 July 2010).

Reference order:

1. Author
2. Year of publication (in round brackets)
3. Title of article (in single quotation marks)
4. Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
5. Day and month
6. [Online]
7. Available at: URL
8. (Accessed: date)

Newspaper interview

In-text example

Platt (2010) argued that sales of the affected products and of savings certificates had “far exceeded” the organisations expectations.

Reference example:

Platt, J. (2010) ‘National Savings rates “too attractive”’. Interview with J Platt. Interviewed by Ian King, Deputy Business Editor for *The Guardian*, 20 July, p. 39.

Reference order:

1. Name of person interviewed
2. Year of interview (in round brackets)
3. Title of interview (if any) (in single quotation marks)
4. Interview with/Interviewed by
5. Interviewer’s name
6. Title of Newspaper/broadcast (in italics)
7. Day and month of interview
If published on the Internet add:
8. [Online]
9. Available at: URL
10. (Accessed: date)

How to reference the Internet

Web pages with individual authors

In-text example

Semiotics involves studying representations and the processes involved in representational practices (Chandler, 2001).

Reference example:

Chandler, D. (2001) *Semiotics for beginners*. Available at: <http://www.aber.ac.uk/media/Documents/S4B/sem02a.html> (Accessed: 26 July 2010).

Reference order:

1. Author
2. Year that the site was published/last updated (in round brackets)
3. Title of Internet site (in italics)
4. Available at: URL
5. (Accessed: date)

Web pages with organisations as authors

In-text example

The Welsh Assembly Government (2010) acknowledges that much remains to be done if adequate public services are to be supplied to the whole of Wales.

Reference example:

Welsh Assembly Government (2010) *Improving public services*. Available at: <http://wales.gov.uk/topics/improvingpublicservices/?jsessionid=xprRMGyPlnnFydhwQ1LCZZ3LMcTLnXIKG0TmFTpdpq5jnT9T9CB!-1351106478?lang=en> (Accessed: 21 July 2010).

Reference order:

1. Organisation as author
2. Year that the site was published/last updated (in round brackets)
3. Title of Internet site (in italics)
4. Available at: URL
5. (Accessed: date)

Web pages with no authors

Use title of the site

In-text example

The story of the Aberbeeg ghost and the death of PC Pope is an intriguing one (*Online Abertillery*, 2010).

Reference example:

Online Abertillery (2010) Available at:
http://www.abertillery.net/tales_ghost.html (2010)
(Accessed: 19 July 2010).

Reference order:

1. Title of Internet site (in italics)
2. Year that the site was published/last updated (in round brackets)
3. Available at: URL
4. (Accessed: date)

Web pages with no dates

In-text example

The photo from Keith Jones shows the Penygraig Colliery (http://www.welshcoalmines.co.uk/Photo.htm, no date).

Reference example:

http://www.welshcoalmines.co.uk/Photo.htm (no date)
(Accessed: 19 July 2010).

If web page has no obvious date of publication/revision, use the URL (no date) and the date you accessed the page. Query how useful undated information might be to your research.

How to reference conferences/theses/lectures

Full conference proceedings

In-text example

The conference (International Conference on Asian Digital Libraries, 2002) ...

Reference example:

International Conference on Asian Digital Libraries, ICADL (2002) *Digital libraries : people, knowledge, and technology : 5th International Conference on Asian Digital Libraries*. Singapore, 11-14 December. Singapore: ICADL.

Reference order:

1. Author/editor
2. Year of publication (in round brackets)
3. Title of conference: subtitle (in italics)
4. Location and date of conference
5. Place of publication: Publisher

Conference paper published on the Internet

In-text example

Persensky et al. (2005) emphasise the personnel's vital contribution in this particular area.

Reference example:

Persensky, J., Lewis, P. and O'Hara, J. (2005) 'Insights into the role of the operator in advanced reactors', American Nuclear Society, Winter Meeting, Washington D.C, 13-17 November. New York: Brookhaven National Laboratory. Available at:
<http://www.bnl.gov/isd/documents/30546.pdf>
 (Accessed 26 July 2010).

Reference order:

1. Author
2. Year of publication (in round brackets)
3. Title of paper (in single quotation marks)
4. Title of conference: subtitle (in italics)
5. Location and date of conference
6. Publisher
7. Available at: URL
8. (Accessed: date)

Theses

In-text example

Research by Prescott (2006)...

Reference example:

Prescott, G. (2006) *The noble game is not totally unknown here: Rugby football in nineteenth-century Cardiff*. Unpublished M Phil thesis. University of Glamorgan.

Reference order:

1. Author
2. Year of submission (in round brackets)
3. Title of thesis (in italics)
4. Degree statement — M Phil or PhD
5. Degree-awarding body

Lecture

In-text example

Rees (2010) believes that man has the future in his own hands

Reference example:

Rees, M. (2010) *Lecture 2: Surviving the century*, [Reith Lectures 2010: Scientific horizons]. 8 June.

Reference order:

1. Author/speaker
2. Year (in round brackets)
3. Title of lecture (in italics)
4. [Medium]
5. Day/month

How to reference other sources

Government Department publication

In-text example

Apprenticeships in the Aerospace Industry have recently been given a boost (Great Britain. Department for Business, Innovation and Skills, 2010) as UK inflation continues to slow down (Great Britain. Office for National Statistics, 2010).

Reference example:

Great Britain. Department for Business, Innovation and Skills (2010) *Business Secretary encourages a new generation of apprentices to join Aerospace Industry*. Press Briefing 19 July 2010 [online]. Available at: <http://nds.coi.gov.uk/content/Detail.aspx?ReleaseID=414489&NewsAreaID=2> (Accessed: 20 July 2010).

Great Britain. Office for National Statistics (2010) *Consumer Price Indices Statistical Bulletin (monthly)* [Online]. Available at: <http://www.statistics.gov.uk/pdfdir/cpi0710.pdf> (Accessed: 20 July 2010).

Reference order:

1. Country
 2. Name of government department
 3. Year of publication (in round brackets)
 4. Title (in italics)
 5. Place of publication: Publisher
 6. Series (in brackets) –if applicable
- If referencing an online version replace Place of publication: Publisher with:
7. [Online]
 8. Available at: URL
 9. (Accessed: date)

British Standards from online databases

In-text example

Standards assist in the evaluation of libraries of all types (British Standards Institute, 2008)

Reference example:

British Standards Institute (2008) *BS ISO 11620: Information and documentation. Library performance indicators. British Standards Online* [Online]. Available at: <https://bsol.bsigroup.com/en/BsolHomepage/> (Accessed: 21 July 2010).

Reference order:

1. Name of authorising organisation
2. Year of publication (in round brackets)
3. Number and title of standard (in italics)
4. Title of database (in italics)
5. [Online]
6. Available at: URL
7. (Accessed: date)

How to reference visual sources

Book illustrations, diagrams or tables

In-text example

Field's diagram is useful in its summary of the links between the main components of the research process (Field, 2009, p. 3).

Reference example:

Field, A. (2009) *Discovering Statistics Using SPSS*, 3rd edn. London: Sage Publications Ltd., p. 3, fig.

Reference order:

1. Author of book
2. Year of publication (in round brackets)
3. Title of book (in italics)
4. Place of publication: Publisher
5. Page reference of illustration, etc
6. Illus./fig./table

Photographs — prints/slides

In-text example

The work illustrates the human connection with the natural world (Magee, 2009)

Reference example:

Magee, J. (2009) *Phishing II* [Photograph]. Cardiff: Ffotogallery at Turner House.

Reference order:

1. Photographer
2. Year (in round brackets)
3. Title of photograph (in italics)
4. [Photograph]
5. Place of publication: Publisher (if available)

Photographs from the Internet

In-text example

This bold image (Knight, 1986) was commissioned by.....

Reference example:

Knight, N. (1986) *Red Coat* [Online]. Available at: <http://collections.vam.ac.uk/item/O128940/photograph-red-coat/> (Accessed: 21 July 2010).

Reference order:

1. Photographer
2. Year of publication (in round brackets)
3. Title of photograph (in italics)
4. [Online]
5. Available at: URL
6. (Accessed: date)

Photographs in online collections (e.g. Flickr)

In-text example

The power in Algo's photo (2005) is in its simplicity.

Reference example:

Algo (2005) *Holding On*. Flickr [Online] Available at: <http://www.flickr.com/photos/algo/41942696/in/set-72057594138446566/> (Accessed: 21 July 2010).

Reference order:

1. Photographer
2. Year of publication (in round brackets)
3. Title of photograph (in italics)
4. Title of online collection (in italics)
5. [Online]
6. Available at: URL
7. (Accessed: date)

Paintings/drawings in online collections

In-text example

Ingleby specialised in small watercolour views, for example *Brombo House* (1794).

Reference example:

Ingleby, J. (1794) *Brombo House* [Watercolour]. *The National Library of Wales* [Online]. Available at: <http://digidol.llgc.org.uk/METS/ING00001/ingleby?start=1> (Accessed: 16 July 2010).

Reference order:

1. Artist
2. Date (if available)
3. Title of the work (in italics)
4. [Medium]
5. Name of collection (in italics)
6. [Online]
7. Available at:
8. (Accessed: date)

Sculpture

In-text example

The horizontal cuts, as seen for example with *Crack and warp column* (Nash, 2002) split and bend with time.

Reference example:

Nash, D. (2002) *Crack and warp column* [Sculpture]. University of Glamorgan Permanent Art Collection.

Reference order:

1. Sculptor
2. Year (in round brackets)
3. Title (in italics)
4. [Sculpture]
5. Name of collection

How to reference audio visual

TV programme

In-text example

Apparently, a trick of the light can both wake you up and keep you asleep (*10 Things You Need to Know about Sleep*, 2009).

Reference example:

10 Things You Need to Know about Sleep (2009) BBC One Television, 12 May.

Reference order:

1. Title of programme (in italics)
2. Year of transmission (in round brackets)
3. Name of channel
4. Date of transmission (day/month)

Episode of a TV series

In-text example

The character of Ross is developed in this episode, with his reaction to the news that his ex-wife is pregnant with his child ('The One with the Sonogram at the End', 2004).

Reference example:

'The One with the Sonogram at the End' (2004) *Friends*, Series 1, episode 2. Channel 4 Television, 29 September.

Reference order:

1. Title of episode (in single quotation marks)
2. Year of transmission (in round brackets)
3. Title of programme (in italics)
4. Series and episode numbers
5. Name of channel
6. Date of transmission (day/month)

Vidcasts/vodcasts

Reference where the vidcast/vodcast was displayed for download

In-text example

The inaugural lecture was very interesting (Wheeler, 2009).

Reference example:

Wheeler, Professor Nick. (2009) 'Nuclear abolition: Trust-building's greatest challenge?' *David Davies Memorial Institute, Aberystwyth University*. Available at: http://www.aber.ac.uk/interpol/en/research/DDMI/research_trust_building_workshops.html (Accessed: 19 June 2010).

Reference order:

1. Author
2. Year that the site was published/last updated (in round brackets)
3. Title of vidcast (in single quotation marks)
4. Title of Internet site (in italics)
5. Available at: URL
6. (Accessed: date)

Podcast

Reference where the podcast was displayed for download

In-text example

O'Sullivan (2007) discussed issues on tourism safety and security.

Reference example:

O'Sullivan, D. (2007) 'Challenges of tourism growth', *The University of Glamorgan Podcasts* [Podcast]. 15 August. Available at: <http://podcasting.weblog.glam.ac.uk/> (Accessed: 18 July 2010).

Reference order:

1. Author/presenter
2. Year that the site was published/last updated (in round brackets)
3. Title of podcast (in single quotation marks)
4. Title of Internet site (in italics)
5. [Podcast]
6. Day/month of posted message
7. Available at: URL
8. (Accessed: date)

Radio programme

In-text example

Opinions regarding pirate radio continue to be extremely diverse (*Do Pirates Rule the Airways?*, 2010).

Reference example:

Do Pirates Rule the Airways? (2010) BBC Radio 4, 21 July.

Reference order:

1. Title of programme (in italics)
2. Year of transmission (in round brackets)
3. Name of channel
4. Date of transmission (day/month)

Film

In-text example

Films are able to draw on events and experiences of the past which impact resonantly today (*Good Night, and Good Luck*, 2005).

Reference example:

Good Night, and Good Luck (2005) Directed by George Clooney [Film]. United States: Warner Independent Pictures.

Reference order:

1. Title of film (in italics)
2. Year of distribution (in round brackets)
3. Directed by
4. [Film]
5. Place of distribution: Distribution company

Film on DVD

In-text example

The medium of film has the potential to surpass the impact of the written word. *Slumdog Millionaire* (2009), for example, ...

Reference example:

Slumdog Millionaire (2009) Directed by Danny Boyle [DVD]. United States: Foxsearchlight Pictures.

Reference order:

1. Title of film (in italics)
2. Year of distribution (in round brackets)
3. Directed by
4. [DVD]
5. Place of distribution: Distribution company

Film on Youtube

In-text example

Matisse considered the chapel to be his greatest achievement (Misterulster, 2010)

Reference example:

Misterulster (2010) 20100510 BBC *Matisse.m4v*. Available at: (<http://www.youtube.com/watch?v=en1--ukWZus>) (Accessed: 15 July 2010).

Reference order:

1. Name of person posting video
2. Year video posted (in round brackets)
3. Title of film or programme (in italics)
4. Available at: URL
5. (Accessed: date)

Music or spoken word recording on audio CDs

In-text example

Seminal Welsh indie-rockers the Super Furry Animals released their fifth studio album *Rings around the world* in 2001 to both critical and popular acclaim.

Reference example:

Super Furry Animals (2001) *Rings around the world* [CD]. London: Epic Records.

Reference order:

1. Artist
2. Year of distribution (in round brackets)
3. Title of recording (in italics)
4. [CD]
5. Place of distribution: Distribution company

Musical score

In-text example

The composer's soundtrack to the movie '*The Piano*' proved particularly popular (Nyman, 2003)...

Reference example:

Nyman, M. (2003) *Pieces from the Piano*. Pocket Manual and Sheet Music. UK: Music Sales Ltd.

Reference order:

1. Composer
2. Year of publication (in round brackets)
3. Title of score (in italics)
4. Notes
5. Place of publication: Publisher

How to reference live performances

Live performance — band concert

In-text example

Bob Dylan's voice (2000) was barely audible against the backdrop of an admittedly accomplished backing band, a fact not unnoticed by most of the increasingly disgruntled crowd.

Reference example:

Bob Dylan (2000) [Sheffield Arena. 22 September].

Reference order:

1. Name of band
2. Year of performance (in round brackets)
3. Location. Date seen [in square brackets]

Live performance — play

In-text example

The performers were singing in very close proximity to the audience (*The Duchess of Malfi*, 2010)

Reference example:

The Duchess of Malfi by John Webster (2010) Directed by Felix Barrett [Royal Albert Docks, London. 15 July].

Reference order:

1. Title (in italics)
2. By Author
3. Year of performance (in round brackets)
4. Directed by
5. Location. Date seen [in square brackets]

How to reference — miscellaneous

Page references

If you are summarising the overall argument or position of a book or article then you do not need to put page numbers in the text or in the reference list. However if you are paraphrasing a particular argument or point from

your source you should include page numbers in the text as good practice and to make it easier for your reader to find the argument being referred to.

Short quotation

In-text example

Chartrand et al (1997, p.1) argue that "...they [laws] can be said to be just when they create the conditions leading to peace, happiness and prosperity for all persons". This view is...

Short quotations, up to two or three lines can be put in quotation marks and included in the body of the text.

Reference example:

Chartrand, M., Millar, C. and Wiltshire, E. (1997) *English for contract and company law*. London: Sweet and Maxwell.

Long quotation

In-text example

Most people are biased in one way or another. *Person bias*, sometimes called the *fundamental attribution error*, is claimed to be the most common.

Longer quotations should be indented from the main text as a separate paragraph. Quotation marks are not required.

So we see a nurse, or a teacher or a policeman or policewoman going about their business and tend to judge them as being particular types of people rather than as people being constrained by the roles that they are playing in their work. (Strongman, 2006, p. 94).

Reference example:

Strongman, K. T. (2006) *Applying psychology to everyday life: a beginner's guide*. Chichester: John Wiley and Sons Ltd.

Secondary referencing

In-text example

McMahon's (1994) experience as cited in Parahoo (2006, p. 246) draws attention to the dilemma surrounding the issue of persuasion when attempting to recruit participants.

Sometimes authors refer to the work/ideas of others. These are known as secondary references. For instance, Parahoo in 2006 makes reference to McMahon's experience in 1994. The details of Parahoo's work should be included in the reference list since this is the work you have read.

Reference example:

Parahoo, K. (2006) *Nursing research: principles, process and issues*. 2nd edn. Basingstoke: Palgrave Macmillan.

Author with more than one publication in the same year

In-text example

Most false-belief tests use children with a mental age of 3-4 years but all those children with autism tested had a mental age higher than this (Baron-Cohen 1989a). In a further experiment (Baron-Cohen 1989b) children with autism were asked what they thought the brain was for.

If you need to cite two (or more) publications by an author published in the same year, you will need to distinguish between them in the text and in the reference list. You do this by allocating lower case letters in alphabetical order after the publication date.

Reference example:

Baron-Cohen, S. (1989a) 'The autistic child's theory of mind: A case of specific developmental delay', *Journal of Child Psychology and Psychiatry*, 30, pp. 285-298.

Baron-Cohen, S. (1989b) 'Are autistic children behaviourists? An examination of their mental-physical and appearance-reality distinctions', *Journal of Autism and Developmental Disorders*, 19, pp. 579-600.

This revised University of Glamorgan Guide to Harvard Referencing is credited to the collaboration between the Learning Resources Centre and the Education Drop-In Centre.

Inspiration for this revised Guide is acknowledged to Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th edn. Basingstoke: Palgrave Macmillan.

For in-depth guidance on referencing we recommend that you borrow or purchase this textbook.

November 2010.

We have set up a blog <http://celt-glamorgan.blogspot.com/> to gather feedback from all users of the Glamorgan Guide to Harvard Referencing and would be really pleased to hear your thoughts.

We would like you to use this blog to provide feedback on the guide and indicate if you feel there are areas where the guide could be strengthened, amended or needs review. We appreciate you taking the time to provide us with your thoughts about the guide and will use your feedback when the guide is reviewed at the end of the current academic year.

During the 2010–11 academic year, we are encouraging academic staff, students, colleagues in the Education Drop in Centres, Information Librarians, student reps and SU Sabbatical Officers to familiarise themselves with the guide. The feedback from this blog will be part of the review at the end of the current academic year before the guide becomes the regulatory norm when Harvard referencing is used from 2011–12 onwards. Each Faculty has listed their derogations from Harvard and the guide is not intended to replace existing established forms of referencing forms. However, it is designed to provide a definitive single point of guidance for all staff and students where no discipline specific form of referencing is being used.

If you would like to discuss the guide further, please contact your Faculty Head of Learning and Teaching, or Karen Fitzgibbon in CELT.