

Harvard Referencing

Referencing is the method used to ensure that other research influences are recognised within your assignment. Referencing includes two main parts:

- a citation within the text of your assignment
- a list of references at the end of your assignment

Why do I need to reference?

Correct referencing helps ensure that you avoid being accused of plagiarism. Most assignments during your time at University of Wolverhampton will be assessed on the quality of your referencing which will count towards your grade. Referencing also ensures that you can demonstrate how your ideas build upon the research of others. If someone is reading your assignment, they should be able to use your referencing to find the articles you have used to help with your assignment. This is also useful in published articles - if you read an interesting article you may find the items on the reference list interesting too.

The University of Wolverhampton mainly supports the Harvard referencing system, but other systems do exist. Check with your School for the one they recommend. Whatever style you use, it is important to be clear, consistent and correct, making sure you include all the relevant details.

Checklist of what to include for the most common information sources

	Author	Year	Title of article	Title of publication	Issue	Place	Publisher	Edition	Page number(s)	URL	Date accessed
Book	Y	Y		Y		Y	Y	Y			
Chapter	Y	Y	Y	Y		Y	Y	Y	Y		
Journal article	Y	Y	Y	Y	Y				Y		
E-journal article	Y	Y	Y	Y	Y				Y	Y	Y
Internet site	Y	Y	Y	Y						Y	Y
Newspaper article	Y	Y	Y	Y	Y				Y		

Produced by the Department of Learning & Information Services

Contents

	Page No.
Referencing in your text	3
Author rules	3
Books	5
Edited Books	6
Journal Articles	6
Newspaper Articles	7
Theses	7
Conferences	8
Official Reports	9
Market Research Reports	9
British Standards	10
Maps	10
Images	11
Web Pages	12
Web Blog	12
WOLF	12
YouTube videos	13
Podcasts	13
DVD	13
Television	13
Advertisements	14
Personal Communications	14
Example A-Z Reference List	15

Referencing in the text

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. In Harvard, you do this by putting the author's name, publication year, and page number in round brackets (if applicable).

Example: (Ayra, 2003, p.41)

In the reference list, you then put the full details of the reference to enable a reader to trace the source of information that you used:

Example: Ayra, C. (2003) *Design of structural elements*. 2nd ed. London: Spon Press

Direct quotation

When you use the exact words from the text, you should use double quotation marks and the page number.

Example: "At the crux of any discussion of what happened during the sixties, one inevitably comes up against the word revolution" (Green, 1999, p.17)

Long quotations

For long quotations of more than 4 lines, you should indent the quotation and there is no requirement for quotation marks.

Reference list or bibliography?

A reference list is a list of all the information sources that you have cited in your text. A bibliography is a list of items that you have read, and has informed your thinking, but not specifically cited in your assignment. Check the requirements for each module with your tutor. Your list should be completed in alphabetical order by author's surname regardless of the format of the information source.

Author rules

The following provides guidance for dealing with common referencing queries about authors:

Single and multiple authors – referencing in the text

If there are two or three authors, all surnames should be given before the date.

Example: Silvertown and Charlesworth (2001) suggest....

If there are more than three authors, give the first surname followed by *et al.* (in italics).

Example:was proved by Nestler *et al.* (2001)

In the reference list, all authors should be listed:

Nestler, E.J., Hyman, E.S., Singh, J. and Malenka, R.C. (2001) *Molecular neuropharmacology: a foundation for clinical neuroscience*. New York: McGraw-Hill

Author as organisation

If an organisation's name is given instead of a personal name, then list this as the author

Example: Taylor Woodrow (2007)

Author has published 2 or more items in the same year

If two or more documents are by the same author(s) in the same year, add lower-case letters after the year (a, b, c, etc.) to distinguish between them in your text and in your reference list.

Example:

Morris (1999a) concludes that...

Authors name not given

For documents with no named author, you may use Anon. in place of the author. However, you may need to question whether or not the resource is suitable for academic work.

Alternatively, you may use the title of the document in your text. If you do this, then you should do it for all anonymous works in your list.

Example:

In text citation: Japan: a bilingual atlas. (1991).

In reference list: Japan: a bilingual atlas. (1991). Tokyo: Kodansha International.

Secondary referencing (authors quoting other authors)

Sometimes you may want to reference an author who is citing another information source that you haven't seen. You need to make it clear that you have not seen the original source yourself.

Within your text, you cite the original author, followed by the author of the secondary source.

Example:

"It will not require violence to succeed, and it cannot be successfully resisted by violence" (Reich, 1971, in Singer, 1997, p.90).

In your reference list at the end, you list the book you actually saw:

Singer, P. (1997) *How are we to live?* Oxford: Oxford University Press.

Below are examples of how to cite your references in your work and how to complete your reference list.

Books

Example: Book with one author

In text citation:

According to Arya (2003, p.23) the most important.....

In your reference list:

Arya, C. (2003) *Design of structural elements*. 2nd ed. London: Spon Press.

Example: Book with two or three authors

In text citation:

Silvertown and Charlesworth (2001) suggested....

Reference List:

Silvertown, J. and Charlesworth, D. (2001) *Introduction to plant population biology*. 4th ed. Oxford: Blackwell Science.

Example: Book with more than three authors

In text citation:

This was proved by Nestler *et al.* (2001).

In your reference list:

Nestler, E.J., Hyman, E.S., Singh, J. and Malenka, R.C. (2001) *Molecular neuropharmacology: a foundation for clinical neuroscience*. New York: McGraw-Hill.

Example: Electronic-book

In text citation:

In his analysis Gerring (2007, pp. 41-49).....

In your reference list:

Gerring, J. (2007) *Case study research: principles and practices* [online]. Cambridge: CUP [Accessed 14 August 2008]. Available at: <<http://www.myilibrary.com>>.

Example: Translated book

In text citation:

In his analysis Schweitzer (1911).....

In your reference list:

Schweitzer, A. (1911) *J.S. Bach*. (Translated by E. Newman). Reprint, New York: Dover Press, 1966.

Tip:

Only state the edition if it is a second edition or later.

Edited books

Example: Book with editor

In text citation:

This formation was examined in Priest (1987).

In your reference list:

Priest, W. (ed.) (1987) *The professions in early modern England*. London: Croom Helm.

Example: Chapter within an edited book

In text citation:

According to Saville (1987).....

In your Reference List:

Saville, N. (1987) Doctors. *in* Priest, W. (ed.) *The professions in early modern England*. London: Croom Helm, pp. 11-23.

Journal Articles

Example: Journal articles with one author

In text citation:

Lambert (2003) argued that.....

In your reference list:

Lambert, P. (2003) Armed conflict: a pacifist experience and the implications for counselling. *Journal of Critical Psychology, Counselling and Psychotherapy*, **3**(2), pp.75-83.

Example: Journal articles with more than three authors

In text citation:

A review by Bowlin *et al.* (2003)....

In your reference list:

Bowlin, W.F., Simpson, H., Renner, C.J. and Rives, J.M. (2003) A DEA study of gender equity in executive compensation. *Journal of the Operation Research Society*, **54**(7), pp.751-7.

Example: Electronic-journal articles

In text citation:

Whilst Deering (2004) reported.....

In your reference list:

Deering, T. (2004) The Perfect Machine. *Construction Digest* [online]. **79**(23) pp.12-13 [Accessed 31 Jan 2006]. Available at:<<http://ebscobhost.com>>.

Tip:

Some journals may not have volume or issue numbers, in these cases state the date in place of the volume or issue. E.g. 26 June 2008

Newspaper Articles

Example: Printed newspaper articles

In text citation:

House prices fell by 2.1% last month (Smith, 2008).....

In your reference list:

Smith, D. (2008) House price markets. *The Times*. 26 June, p.25.

Example: Online newspaper articles

In text citation:

Graduates were offered financial guidance (Taylor and Black, 2009)

In your reference list:

Taylor, M. and Black, B. (2009) Financial incentives to tempt graduates. *The Times* [online] 14 February, p.14 [Accessed 19 February 2009]. Available at: <<http://business.timesonline.co.uk/tol/article6558.ece>>

Tip:

Some newspaper articles may not have an author, in these cases name the newspaper in place of an author.

Theses

Example: Thesis

In text citation:

Research by Saxton (1994).....

In your reference list:

Saxton, J. M. (1994) *Exercise-induced damage to human skeletal muscle*. Ph.D. Thesis, University of Wolverhampton.

Example: Online thesis

In text citation:

Research by Saxton (1994).....

In your reference list:

Saxton, J. M. (1994) *Exercise-induced damage to human skeletal muscle* [online]. Ph.D. Thesis, University of Wolverhampton. [Accessed 12 June 2006]. Available at: <<http://wlv.openrepository.com/wlv/>>.

Conferences

Example: Full conference proceedings

In text citation:

The conference (Institute for Small Business Affairs, 2002).....

In your reference list:

Institute for Small Business Affairs (2002) *Small firms: adding a spark: the 25th ISBA national small firms policy conference*. Robert Gordon University, Aberdeen 15-17 November. Leeds: Institute for Small Business Affairs.

Example: Individual conference paper

In text citation:

Lloyd (2002) highlighted.....

In your reference list:

Lloyd, S. (2002) Capturing the consumer. *Small firms: adding a spark: the 25th ISBA national small firms policy conference*. Robert Gordon University, Aberdeen 15-17 November. Leeds: Institute for Small Business Affairs, pp.132-138.

Example: Online full conference proceedings

In text citation:

The conference(IEEE Computer Society, 2009).....

In your reference list:

IEEE Computer Society. (2009) *Cover Art:14th IEEE International Conference on Engineering of Complex Computer Systems* [online]. University of Potsdam, Potsdam 2-4 June. Los Alamitos: IEEE Computer Society. [Accessed 14 June 2009]. Available at:
<<http://www.computer.org/portal/web/csdl/doi/10.1109/ICECCS.2009.57>>.

Example: Online conference paper

In text citation:

A recent paper (Pellizzoni *et al*, 2009).....

In your reference list:

Pellizzoni, R., Franks, S., Sha, L. and Bradford. R.M. (2009) ASIIST: Application Specific I/O Integration Support Tool for Real-Time Bus Architecture Designs. *Cover Art:14th IEEE International Conference on Engineering of Complex Computer Systems* [online]. University of Potsdam, Potsdam 2-4 June. Los Alamitos: IEEE Computer Society. [Accessed 14 June 2009]. Available at:
<<http://www.computer.org/portal/web/csdl/doi/10.1109/ICECCS.2009.57>>.

Official Reports

Example: Command Paper

In text citation:

The latest advice (Department for Education and Skills, 2005)....

In your reference list:

Department for Education and Skills (2005) *Higher standards, better schools for all, more choice for parents and pupil*. Cm. 6677. London: The Stationery Office.

Example: Government Report

In text citation:

The NHS states (National Health Service, 2003)....

In your reference list:

National Health Service (2003) *Can walking make you slimmer and healthier?* London: National Health Service.

Example: Online Report

In text citation:

The latest advice (Department of Health, 2007)....

In your reference list:

Department of Health (2007) *Health inequalities: progress and next steps* [online]. London: National Health Service. [Accessed 23 January 2009]. Available at: <<http://www.dh.gov.uk/>>.

Market Research Reports

Example: Mintel Papers

In text citation:

Mintel (2008)....

In your reference list:

Mintel (2008) *Coffee: Mintel marketing report*, January 2008. London: Mintel.

Example: Online Mintel Papers

In text citation:

Mintel (2008)....

In your reference list:

Mintel (2008) *Coffee: Mintel marketing report*. [online]. London: Mintel [Accessed 12 December 2008]. Available at: <<http://academic.mintel.com/>>.

British Standards

Example: British Standards

In text citation:

Copper alloys are subject to strict controls (BSI, 2008).

In your reference list:

British Standards Institution (2008) BS EN 1173:2008. *Copper and copper alloys. Material condition Designation*. London: BSI.

Example: British Standards online

In text citation:

Iron drain pipes are governed by standard (BSI, 2008).....

In your reference list:

British Standards Institution (2008) BS 437:2008. *Specifications for cast iron drain pipes, fittings and their joints for socketed and socketless systems* [online]. London: BSI [Accessed 15 August 2008]. Available at: <<http://www.bsi-global.com>>.

Maps

Example: Map

In text citation:

Archaeological sites are italicised (Ordnance Survey, 2000)

In your reference list:

Ordnance Survey. (2000) *Telford, Ironbridge and The Wrekin*, sheet 242, 1:25,000 Explorer Series. Southampton: Ordnance Survey.

Example: Online Map

In text citation:

Port Vale Football Club can be seen using Google Maps (Tele Atlas, 2009)

In your reference list:

Tele Atlas (2009) Burslem. *Google Maps* [online]. [Accessed 19 July 2009]. Available at: <<http://maps.google.co.uk>>.

Tip:

When you are referencing online maps make sure you note the author and not just the search engine, for example Tele Atlas produce Google maps not Google themselves.

Images

Example: Images in a book

In text citation:

Lambert's painting illustrates a typical Ukrainian mine (Himka, 1988, p.44).

In your reference list:

Himka, J. (1988) *Galician villagers and the Ukrainian national movement in the nineteenth century*. Basingstoke: Macmillan, p.44.

Example: Online Image from a database

In text citation:

Dali's Madonna (1958) is a.....

In your reference list:

Dali, S. (1958) *Madonna*. Oil on canvas [online]. [Accessed 10 July 2009]. Available at: <<http://www.oxfordartonline.com>>.

Example: Online image from website

In text citation:

The deep red of Kamuro's photo (2008).....

In your reference list:

Kamuro (2008) *Calmness*. Flickr [online]. [Accessed 20 February 2009]. Available at: <<http://www.flickr.com>>.

Tip:

If you are referencing an image from a website make sure you reference the actual site and not the search engine used such as Google images.

Web pages

Example: Web pages with organisations as authors

In text citation:

The information literacy scheme (CILIP, 2008).....

In your reference list:

Chartered Institute of Library and Information Professionals (CILIP) (2008) *Information literacy: a definition* [online]. London: CILIP. [Accessed 7 August 2008]. Available at: <<http://www.cilip.org.uk/policyadvocay/informationliteracy/definitiondefault.htm>>.

Example: Web pages with an individual authors

In text citation:

Yau (2001) provided information.....

In your reference list:

Yau, T. (2001) *Dragon Project* [online]. [Accessed 4 August 2002]. Available at: <<http://www.geocities.com/dragonproject2000/prt0>>.

Tip:

If the website has no author you should use the site's URL. However, if a web page has no author you might question whether or not it is suitable for academic work. If a website has no date use the author and (no date); be sure that the information is suitable and not out of date though. Some websites may give a date range (E.g. University of Wolverhampton, 1999-2005); in this instance always use the latest date given.

Web blogs

Example: Web blogs

In text citation:

Curtis (2009) noted.....

In your reference list:

Curtis, H. (2009) *125 years of the IEEE*. [blog entry]. [Accessed 2 July 2009]. Available at: <<http://scitblog.wordpress.com/>>.

Wolf

Example: Lecture Notes/Slides in Wolf

In text citation:

Bernardes (1997) states.....

In your reference list:

Bernardes, J. (1997) *Theorising family life*. Lecture 4: Problem of studying family living [online]. [Accessed 12 December 1999]. Available at <<http://wolf.wlv.ac.uk/>>.

YouTube videos

Example: YouTube Videos

In text citation:

This video (Eiriko, 2008) illustrates.....

In your reference list:

Eiriko (2008) *One life in 40 seconds* [online]. [Accessed 7 January 2009]. Available at: <<http://uk.youtube.com>>

Podcast

Example: Podcast

In text citation:

Johnson (2009) argues.....

In your reference list:

Johnson, B. (2009) Critical rethink in schools. *BBC schools podcast* [online]. [Accessed 7 January 2009]. Available at: <<http://bbc/edu/podcasts>>.

DVD

Example: Film

In text citation:

The movie (Che, Part One, 2008) shows.....

In your reference list:

Che, Part one (2008) Directed by S. Soderbergh [DVD]. New York: IFC Films.

Television

Example: TV Programme

In text citation:

Little Britain (2005) is.....

In your reference list:

Little Britain (2005) BBC 2 Television, viewed 23 June 2005.

Example: Episode of a TV Programme

In text citation:

The history of Britain is portrayed in *Blackadder* (1987) as

In your reference list:

Ink & Incapability (1987) *Blackadder*. BBC 2 Television, Series 3 episode 2, viewed 23 June 2005.

Tip:

If you view a programme on the internet just add [online] and the URL of the site you viewed it at.

Advertisements

Example: TV Advertisement

In text citation:

The recent advertisement by Vodafone (2009).....

In your reference list:

Vodafone (2009) *Advertisement for 3G mobile telephone* [advertisement on ITV Television]. Viewed 20 April 2009.

Example: Newspaper Advertisement

In text citation:

The recent advertisement by Vodafone (2009).....

In your reference list:

Vodafone (2009) *Advertisement for 3G mobile telephone*. [advertisement in The Times]. Viewed 20 April 2009.

Example: Internet Advertisement

In text citation:

The recent advertisement by Vodafone (2009).....

In your reference list:

Vodafone (2009) *Advertisement for 3G mobile telephone* [online advertisement]. 20 April 2009. Available at: <<http://www.sky.com>>

Personal Communications

Example: Email

In text citation:

This was disputed by Stolarczuk (2009).

In your reference list:

Stolarczuk, P. (2009) Email to J. Granger, 20 June 2009.

Example: Interview

In text citation:

The Prime minister answered (2003).....

In your reference list:

Blair, A. (2003) Interviewed by J. Paxman for *Newsnight* [TV]. BBC 2 Television, 2 February 2003.

Tip:

If you are referencing an interview remember to include the publication or broadcast (e.g. The Times or BBC television).

Example of an a-z reference list

This is what an a-z reference list (a-z by author) would look like, placed at the end of your assignment.

- Arya, C. (2003) *Design of structural elements*. 2nd ed. London: Spon Press.
- Bowlin, W.F., Simpson, H., Renner, C.J., and Rives, J.M. (2003) A DEA study of gender equity in executive compensation. *Journal of the Operation Research Society*, **54**(7), pp.751-7.
- British Standards Institution (2008) BS EN 1173:2008. *Copper and copper alloys. Material condition Designation*. London: BSI.
- Chartered Institute of Library and Information Professionals (CILIP) (2008) *Information literacy: a definition* [online]. London: CILIP. [Accessed 7 August 2008]. Available at: <<http://www.cilip.org.uk/policyadvocay/informationliteracy/definitiondefault.htm>>.
- Che, Part one (2008) Directed by S. Soderbergh [DVD]. New York: IFC Films.
- Department of Health (2007) *Health inequalities: progress and next steps* [online]. London: National Health Service. [Accessed 23 January 2009]. Available at: <<http://www.dh.gov.uk/>>.
- Gerring, J. (2007) *Case study research: principles and practices* [online]. Cambridge: CUP. [Accessed 14 August 2008]. Available at: <<http://www.myilibrary.com>>.
- Lloyd, S. (2002) Capturing the consumer. *Small firms: adding a spark: the 25th ISBA national small firms policy conference*. Robert Gordon University, Aberdeen 15-17 November. Leeds: Institute for Small Business Affairs, pp.132-138.
- Smith, D. (2008) House price markets. *The Times*. 26 June, p.25.
- Tele Atlas (2009) Burslem. *Google Maps* [online]. [Accessed 19 July 2009]. Available at: <<http://maps.google.co.uk> >.

If you need help with the Harvard referencing system, please do not hesitate to ask the Librarians or the Study Skills Advisors within your local Learning Centre for assistance. You can also chat live online to a librarian using our Assist service or sign up online for an InfoBites session.

www.wlv.ac.uk/lib