



Harvard Referencing: Short Guide

Introduction

Referencing is a vital component of academic writing. It demonstrates your ability to select and refer to the most appropriate external sources which support your work. You need to give proper credit to the authors of any work from which you use information in order to avoid plagiarism.

In the Harvard style there are two aspects to referencing:

- **Citing** sources within your text
- Providing a list of all the sources you have cited at the end of your text, known as the **reference list** (different from a *bibliography*, which is a list of set texts you were given but which you may not have cited)

Citing

Every time you refer to information from an external source in your writing you should provide a citation. Citations always include:

- The **surname of the author(s)** or the **name of the organisation** responsible for the source
- The **year** it was published; if no year is available, use “n.d.” for “no date”

They may also include a page number or a sequence of pages from within the source. Harvard citations can be **direct** or **indirect**.

A **direct citation** is where the name of the author(s) is(are) used within a sentence.

Example:

Long and Barber (2017) argue that the profession of songwriter requires that songs continue to be composed and performed.

Note: Where a source has two authors, the citation should include both author surnames, separated by the word “and”.

An **indirect citation** is where the name of the author(s) is(are) not used within a sentence. It is always placed at the end of a sentence before the final full stop. Indirect citations may contain several sources. These should be separated by semi-colons and listed in alphabetical order.

Example:

The social value of a live music experience is widely accepted for genres such as popular music and jazz (Behr et al., 2016; Wall, 2013).

Note: If you cite three or more authors, just use the surname of the first author followed by “et al.”.

Quoting is where you provide text from an external source **word for word**. The page number(s) is compulsory with a quote but optional with other types of citation. It is given after the year, separated by a colon. Apart from exceptional circumstances, no more than 10% of all your citations should be quotes.

Example:

As Jeffrey (2017: 524) reflects: “future wayfinding systems are difficult to predict but they will hopefully be personalized, journey-specific, accessible, inclusive, accurate, and reliable”.

Summarising is where you take source information and put it in a shorter form in your own words.

For more information on how to summarise, go to <http://tinyurl.com/bcu-wri-sum>.

The Reference List

The reference list should be put in alphabetical order of the last names of the authors or authoring organisations. The exact style of each reference depends on its type. Here are some common examples:

Referencing a book



Example:

Wall, T. (2013) *Studying Popular Music Culture*. 2nd edn. London: Sage.

Referencing a book chapter



Example:

Jeffrey, C. (2017) Wayfinding perspectives: static and digital wayfinding systems – can a wayfinding symbiosis be achieved? In: A. Black, P. Luna, O. Lund and S. Walker, eds. *Information Design: Research and practice*. London: Routledge, pp. 509-526.

Referencing a journal article



Example:

Long, P. and Barber, S. (2017) Conceptualizing creativity and strategy in the work of professional songwriters. *Popular Music and Society*, 40(5), pp. 556-572.

Referencing an online journal article (no print equivalent) with a DOI



Example:

Milik, O. and Webber, N. (2017) Barbarians at the Imperium Gates: organizational culture and change in *EVE Online*. *Journal of Virtual Worlds Research*, 10(3). Available at: <http://dx.doi.org/10.4101/jvwr.v10i3.7257>.

Referencing a website



Example:

Design:Talkboard (n.d.) *Job Descriptions for Graphic Designers*. Available at: <http://www.designtalkboard.com/design-articles/graphic-designers.php> [Accessed 23 January 2018].

More examples and information are available from <http://tinyurl.com/bcu-harv>. For more help, please email success@bcu.ac.uk or visit the Centre for Academic Success, C033A, Curzon Building, tel. 0121 331 7685, or book a tutorial via <http://bcu.iinsight.org/>.