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:

> The National Perinatal Epidemiology Unit (2013) was the co-ordinating centre for the trial and managed the study.

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:

> There is a lack of training for nurses on clinical holding, a lack of awareness of what techniques can be used to deal with behaviours that challenge and a lack of confidence in the techniques currently used (Page, 2015; Page and McDonnell, 2013).

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

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:

> The aim in the care sector should be to ensure that "no additional ('excess') mortality or morbidity occurs during future heatwaves" (Gupta et al., 2016: 62).

Note: This example also demonstrates how to cite three or more authors – just use the surname of the first author followed by "et al.".

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

Authorship > (Year) > *Title.* > Edition. (if not first) > Place of publication: > Publisher.

Example:

Aubrey, C. (2011) *Leading and Managing in the Early Years.* 2nd edn. London: Sage.

Referencing a journal article

Authorship > (Year) > Article Title. > *Journal Title,* > Volume(Issue), > pp. pages.

Example:

Page, A. and McDonnell, A. (2013) Holding children and young people: defining skills for good practice. *British Journal of Nursing*, 22(20), pp. 1153-1158.

Referencing an online-only journal article with a DOI

Authorship > (Year) > Article title. > *Journal Title,* > Volume(Issue) or equivalent. > Available at: DOI

Example:

Singh, S. P., Brown, L., Winsper, C., Gajwani, R., Islam, Z., Jasani, R., Parsons, H., Rabbie-Khan, F. and Birchwood, M. (2015) Ethnicity and pathways to care during first episode psychosis: the role of cultural illness attributions. *BMC Psychiatry*, 15:287. Available at: http://dx.doi.org/10.1186/s12888-015-0665-9.

Referencing a website

Authorship > (Year) > *Title.* > Available at: URL > [Accessed date].

Example:

National Perinatal Epidemiology Unit (2013) *Birthplace in England Research Programme (Birthplace)*. Available at: https://www.npeu.ox.ac.uk/birthplace [Accessed 28 July 2016].

Referencing a report in pdf format

Authorship > (Year) > *Title.* > [pdf] > Edition. (if not first) > Place of publication: > Publisher.

Available at: URL > [Accessed date].

Example:

Gupta, R., Walker, G., Lewis, A., Barnfield, L., Gregg, M. and Neven, L. (2016) *Care Provision Fit for a Future Climate.* [pdf] York: Joseph Rowntree Foundation. Available at: https://www.jrf.org.uk/file/49107/download?token=rParY4L0&filetype=full-report [Accessed 28 July 2016].

More examples and information are available from http://tinyurl.com/bcu-harv. For more help, please email the Centre for Academic Success at success@bcu.ac.uk or book a tutorial at City North or City Centre via http://bcu.iinsight.org/. Health students can also email sherron.parkes@bcu.ac.uk or visit the Personal Development Department, Room 261 Seacole Building, City South Campus, tel. 0121 331 7011, https://icity.bcu.ac.uk/hels/Health/pdd.