



## TVU Library Services

### Citing and referencing in the Harvard style

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### Bibliography

### This guide in Word format.

## What is referencing, and why is it so important?

When you are quoting from or referring to someone else's work, from whatever source, you must make this clear to the reader. Failure to give credit to other people's work correctly could be considered plagiarism, which could lay you open to a disciplinary procedure.

It is very important to be consistent and accurate when citing references. Citations in the body of your writing should give the author's surname with the year of publication. The full details of all these references should be listed alphabetically by author name as a reference list at the end of your writing. If you wish to acknowledge other sources that have been used in your learning these should be given in a separate bibliography.

TVU prefers the **Harvard Referencing System**, although you should also make sure you are keeping to any other guidelines set by your tutor. This guide explains how to use the Harvard method and advises on dealing with electronic and audio-visual resources.

## SECTION 1: CITING SOURCES IN YOUR TEXT (in-text citations)

### a) How do I cite a source with one author?

At an appropriate point in your text, provide the author's surname, the year of publication and page numbers, if appropriate, in round brackets. A page reference is required when you refer to or quote from a specific section of a book, journal or other source. If you include the author's name in your sentence, only provide the year of publication in brackets:

Early recordings show how distinctive the orchestras of different countries sounded at the start of the twentieth century (Roberts, 1989, p.22-48).

Kaufman (1987) advances the notion that elderly people maintain a sense of continuity with their past lives.

### b) How do I cite a source with two or more authors?

#### Two authors:

(Cullingworth and Nadin 2007) or Cullingworth and Nadin (2007)

#### More than two authors:

Benner *et al.* (1996) concluded that.... or (Benner *et al.* 1996)

Note: All the authors' names should appear in the reference list

### c) How do I cite several authors who have expressed similar views or discussed a similar topic?

(Midgely 1994; Gandelsonas 2002; UNCHS 1996)

**d) How do I cite different sources written by the same author in the same year?**

Burnard (1992a) wrote about communication for health care professionals that...

Burnard (1992b) predicted problems of childhood obesity ...

Note: You must do the same in your list of references.

**e) How do I cite a direct quotation?**

When quoting directly from a source use quotation marks and acknowledge the writer's name, year of publication and page number.

Short quotations (up to 2 lines) can be included in the body of the text:

Weir (1995, p.10) states that "defining roles and their remits is not simple".

Longer quotations should be separated from the body of your text and indented in a separate paragraph. When you indent a quotation, there is no need to include quotation marks:

In discussing staff development, Thomas and Ingham (1995, p.33) state that:

Development is infectious, and staff who previously have recoiled from undertaking

a degree or conversion course have been encouraged by the success of others.

**f) How do I cite a source which I haven't read personally, but which is cited in a source I have read or consulted (this is known as secondary referencing)?**

In the book *Seeds of Concern* by D. Murray (2003), Murray refers to a work by T. White (2001). If possible, you should also try to read the original work by White. If this isn't possible, you must make it clear in your text that you have not read the original source (White) but are referring to it from a secondary source (Murray).

Murray's conclusion (2003, p.65) supported the views of White (2001) on genetic abnormalities in crops.

In the list of references at the end of your work you should only include a reference to the secondary source (Murray) where you read about the original source (White). Do not include details of the original source if you haven't read it. Your reference will be:

Murray, D. (2003) *Seeds of concern: the genetic manipulation of plants*. Sydney: UNSW Press

The full bibliographic reference for White (2001) will be listed in Murray's references, should you or your tutor wish to read it.

## SECTION 2: CITING SOURCES IN YOUR REFERENCE LIST

### Arrangement

References should be listed in alphabetical order of authors' or editors' surnames. If the author's surname is not known, use the abbreviation 'Anon.' for 'Anonymous', and list the book under 'A'. If the publication is produced by a company or organisation, it should be listed in the alphabetical sequence under the initial letter of the organisation's name (Ignore 'A', 'An' and 'The' as these are not major words). Two abbreviations that you may need to use are 'n.d.' and 'n.p.'.

'n.d.' means 'no date' and is used when the date of publication is unknown. 'n.p.' means 'no place of publication' and is used when the place of publication is unknown. Put these in square brackets [n.d.] or [n.p.]

### Example of a reference list using the Harvard system.

References	Source
Abraham, S. (2008) <i>Eating disorders</i> . 6 th rev. ed. Oxford : Oxford Press Press	Book
Ake, D. (2002) Learning jazz, teaching jazz. In: Cooke, M. and Horn, D. (eds.) <i>The Cambridge companion to jazz</i> . Cambridge : Cambridge University Press, p.255-269.	Chapter from an edited book
Ang, L. and Taylor, B. (2005) Managing customer profitability using portfolio matrices. <i>Journal of Marketing</i> , 12 (5), p.298-304.	Journal article
Benoit, B. (2007) G8 faces impasse on global warming. <i>Financial Times</i> , 29 May 2007, p.9.	Newspaper article
European Commission (2004) <i>First report on the implementation of the internal marketing strategy 2003-2006</i> . Luxembourg : Office for Publications of the European Communities.	Report
Garcia-Sierra, A. (2000) <i>An Investigation into electronic commerce</i>	

<i>potential of small to medium-sized enterprises</i> . Unpublished PhD thesis, Cardiff University .	PhD thesis
Huber, D.M. (2005) <i>Modern recording techniques</i> . 6 th ed. Dawsonera [Online]. Available at: <a href="http://dawsonera.com">http://dawsonera.com</a> [Accessed: 30 July 2008].	Electronic book
Hunt, A. (2008) Explaining the credit crunch. <i>Economist</i> , vol. 387, issue 8584, p.20 <i>EBSCOhost: Business Source Premier</i> [Online]. Available at: <a href="http://search.ebscohost.com">http://search.ebscohost.com</a> [Accessed: 24 July 2008].	Electronic journal (from database)
Neilson, J.P. (2007) Symphysis-fundal height measurement in pregnancy. [Systematic Review] Cochrane Pregnancy and Childbirth Group <i>Cochrane Database of Systematic Reviews</i> . 1. [Online]. Available at: <a href="http://ovidsp.uk.ovid.com">http://ovidsp.uk.ovid.com</a> [Accessed 30 July 2008].	Review from Cochrane database
<i>R. v. Edwards (John)</i> (1991) 93 Cr. App. R.48	Law report
Thompson, B. (2008) <i>Can the tech community go green ?</i> [Online]. Available at: <a href="http://news.bbc.co.uk/1/hi/technology/7240440.stm">http://news.bbc.co.uk/1/hi/technology/7240440.stm</a> [Accessed: 24 July 2008].	Web page

## 1. Books

### a) Book

In text:

According to Bell (2005, p.23) the most important part of the research process is...

Reference list:

Bell, J. (2003) *Doing your research project*. 5<sup>th</sup> ed. Buckingham: Open University Press.

### b) Chapter/section of an edited book

In text:

The view proposed by Taruskin (1988, p.137-207)

Reference list:

Taruskin, R. (1988) The pastness of the present and the present of the past. In Kenyon, N. (ed.) *Authenticity and early music*. Oxford: Oxford University Press, p.137-

20.

## 2. Journal articles

In text:

French *et al* (2006) concluded...

Reference list:

French, C., Ost, J. and Wright, D. (2006) Recovered and false memories. *The Psychologist*, Vol. 19 (6), p.352-355.

## 3. Newspaper articles

In text:

McElvoy (2003) accused the Government of bad faith.

Reference list:

McElvoy, A. (2003) Can they ever stop the spin? *The Evening Standard*, 30 July 2003, p.11.

If there is no author, use the title of the newspaper followed by the date.

## 4. Thesis or dissertation

Most theses or dissertations are unpublished. If published, it should be cited as a book.

In text:

Jones (1974) describes Faure's piano style ...

Reference list:

Jones, J.B. (1974) *The piano and chamber works of Gabriel Fauré*. Unpublished PhD dissertation. Cambridge University.

## 5. Electronic sources

### a) Electronic books (e-books)

In text:

Griffiths (1995) points out that ...

Reference list:

Griffiths, P. (1995) *Modern music and after*. MyiLibrary [Online]. Available at: <http://www.myilibrary.com> [Accessed: 4 August 2008].

### b) Articles in electronic journals (e-journals)

If an electronic journal is available on a database e.g. EBSCOhost, Emerald, JSTOR, refer to this in your citation.

In text:

Hunt (2008) describes the sub-prime mortgage problem...

Reference list:

Hunt, A. (2008) Explaining the credit crunch. *Economist*, vol. 387, issue 8584, p.20. *EBSCOhost: Business Source Premier* [Online]. Available at: <http://search.ebscohost.com> [Accessed: 30 July 2008].

If an electronic journal is available on the publisher's web site only, and not as part of a database, cite the URL of the publication.

In text:

To keep sound in and out of your studio White (2008) advises...

Reference list:

White, P. (2008) Practical soundproofing. *Sound on Sound*, May 2008 [Online]. Available at: <http://www.soundonsound.com/sos/may08> [Accessed: 6 August 2008].

**c) Articles from online newspapers**

If the name of the journalist or writer is given, start with this.

In text:

Hygiene in NHS hospitals is described by Lister (2006)

Reference list:

Lister, S. (2006) Basic hygiene is failing in a third of NHS hospitals. *Timesonline.co.uk*, March 22 2006 [Online]. Available at: <http://www.timesonline.co.uk/tol/news/uk/health/article744018.ece> [Accessed: 24 July 2008].

If the journalist or writer isn't named, start with the title of the online newspaper followed by the date in round brackets.

In text:

Guardian.co.uk (2008) describes the human rights situation in China...

Reference list:

*Guardian.co.uk* (2008) The human rights games. 8 August 2008 [Online]. Available at: <http://www.guardian.co.uk/commentisfree/2008/aug/08/china.olympics20081> [Accessed:11 August 2008].

**d) Organisation or personal web sites**

In text:

Yau (2001) provided information about the Chinese community.

Reference list:

Yau, T. (2001) *Dragon project*. [Online]. Available at: <http://www.geocities.com/dragonproject2000/> [Accessed: 1 August 2008].

For web pages where no author can be identified, use the web page's title. Where no author or title can be identified, use the web page's URL.

In text:

The process for compressing video files is described at  
(<http://www.newmediarepublic.com/dvideo/compression.html>, 2008)

Reference list:

<http://www.newmediarepublic.com/dvideo/compression.html> (2008) [Online].  
[Accessed: 24 July 2008].

### e) Blackboard

Example of an extract from a book digitised for use on Blackboard:

Citation order is: Author; (Year of publication); *Title of book*; Edition; Place of publication; Publisher; Page nos. of extract; *Name of academic module*; [Online]. Available at: <http://online.tvu.ac.uk> [Accessed: date].

In text:

The principle method of compression, as described by Watkinson (2001), is...

Reference list:

Watkinson, J. (2001) *An Introduction to digital audio*. 2<sup>nd</sup> ed. Oxford: Focal Press, p.1 - 22. *Digital Recording*. [Online]. Available at: <http://online.tvu.ac.uk> [Accessed: 26 August 2008]

Please refer to *Cite them right* by Pears (2008) for further Blackboard examples.

### f) Review from the Cochrane Database

In text:

Tuffnell et al (2008) undertook a systematic review...

Reference list:

Tuffnell, D.J., West, J. and Walkinshaw, S.A. (2008) Treatments for gestational diabetes and impaired glucose tolerance in pregnancy. [Systematic Review] Cochrane Pregnancy and Childbirth Group *Cochrane Database of Systematic Reviews*. 2. [Online]. Available at: <http://ovidsp.uk.ovid.com> [Accessed: 30 July 2008].

### g) Blogs

In text:

Mark Tran points out that....(Tran, 2008)

Reference list:

Tran, M. (2008) Georgia: how much is the west to blame? *Mark Tran's Newsblog*.10 August 2008 [Online]. Available at: [http://blogs.guardian.co.uk/news/2008/08/georgia\\_how\\_much\\_is\\_the\\_west\\_t.html](http://blogs.guardian.co.uk/news/2008/08/georgia_how_much_is_the_west_t.html) [Accessed: 11 August 2008].

### h) Podcasts/downloads

In text:

A recent study in Scotland (Hughes, 2008) shows that...

Reference list:

Hughes, J. (2008) *Fertility treatments 'no use'*. 8 August 2008. BBC News Channel. [Online]. Available at: <http://news.bbc.co.uk/1/hi/health/7550377.stm> [Accessed: 11 August 2008].

### i) Photograph

In text:

A good example of thirties style is exemplified by Norman Parkinson's portrait (Parkinson, 1930)

Reference list:

Parkinson, N. (1930) *Portrait of an unemployed man and woman* [Photograph]. National Media Museum [Online]. Available at: [http://nationalmuseum.org.uk/Collections/Collection\\_Detail.asp?ItemID=23&SectionID=1&index=4](http://nationalmuseum.org.uk/Collections/Collection_Detail.asp?ItemID=23&SectionID=1&index=4) [Accessed: 11 August 2008].

## 6. Audio-visual sources

### a) DVD

In text:

Hitchcock's portrayal of phobia in his 1958 film *Vertigo* (*Vertigo*, 2003)....

Reference list: *Vertigo* (2003) Directed by Alfred Hitchcock [DVD]. U.K. Universal.

### b) Music CD

In text:

The band's finest album (*What's the story*) *Morning Glory* (1995)...

Reference list:

Oasis (1995) (*What's the story*) *Morning Glory* [CD] London: Creation. RKIDCD007.

## 7. Legal sources

### a) Cases

Citation order is: *Name 1 v Name 2* [year] vol. no./abbreviated form of law report/page no.

In text:

The case of Hamilton (2000) proved that...

Reference list:

*Hamilton v Al Fayed* [2000] 2 All ER 224.

Note: Use square brackets if the year is essential to finding the case, round brackets if it isn't.

### b) Statutes

Citation order is: Country (year) *Title of statute. Chapter no.* Place of publication: publisher.

In text: The statute (Great Britain. *Data Protection Act 1998*) laid down...

Reference list:

Great Britain. *Data Protection Act 1998. Chapter 29.* London: HMSO.

### **Further information**

Two helpful online tutorials: *Avoiding Plagiarism* and *Harvard Referencing* are available at: [http://library.tvu.ac.uk/find/online\\_tutorials.html](http://library.tvu.ac.uk/find/online_tutorials.html). For more detailed information, please refer to the sources listed below, all of which are available in TVU's libraries.

### **Bibliography**

Neville, C. (2007) *The Complete guide to referencing and avoiding plagiarism*. Maidenhead: Open University Press.

Neville, C. (2007) *The Complete guide to referencing and avoiding plagiarism*. [Online]. Available at: <http://dawsonera.com> [Accessed: 18 August 2008].

*Oxford Standard for Citation of Legal Authorities* [OSCOLA]. (2005) Available at: <http://denning.law.ox.ac.uk/published/oscola.shtml> [Accessed: 18 August 2008].

Pears, R. and Shields, G. (2008) *Cite them right: the essential referencing guide*. 7<sup>th</sup> rev. ed. Newcastle upon Tyne: Pear Tree Books.

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