Writing References according to Harvard System

Thanks to:
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University of Hertfordshire
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Additional material used from:
UH LIS (Information maintained by Nazlin Bhimani)

Learning Outcomes

By the end of this session and your own independent study you should be able to:

– demonstrate and apply the principles of referencing work using UH FEIS referencing guidelines
– identify and access resources to support understanding and application of skills in relation to referencing and avoiding plagiarism / collusion.

Citations and Referencing

• Why cite / reference?
  – Verify quotations
  – To enable reader to follow up cited author’s work
  – Avoids plagiarism

• Terminology
  – Citation / citing in the text
  – Referencing in a list
  – Reference List VERSUS bibliography

Citations in text

Ways of incorporating other writers’ work into your own:
quotes - identical to original and in quote marks
paraphrasing - original material put into your own words, shorter than original / condensed, must be attributed to original source
summarising - main ideas only, put into your own words or using ideas from others to develop your ideas must be attributed to original source

References <-> Bibliography

• References -> you have read and used in your report.
• Bibliography is a list of additional books that you may have read but are not referenced in the text of your work.

Citations and Referencing

• What is it?
  – Standardised method of acknowledging sources of information and ideas
  – ALL ideas, theories, quotes, facts, figures, pictures, graphs, tables from books, journals, websites, editorials published and unpublished must be referenced.
Citing from a book/journal
• Author and year in body of text
• As Benaud (2000) observes, in the 1990s the Australians made themselves into one of the most powerful cricket teams the game has seen.
• Citing from multiple texts:
  – Some authors (Jones, 2005; Smith, 2004) feel that England’s recent success was due, for the most part, to the strength of their bowling attack. (must be alphabetical)
  – England’s recent success was due, for the most part, to the strength of their bowling attack (Jones, 2005; Smith, 2005). (must be alphabetical)
• OR
  – Smith (2004) and Jones (2005) both feel that England’s recent success was due, for the most part, to the strength of their bowling attack (chronological makes greater sense from reading perspective)

Citing Multiple authors
• 2 authors use ‘and’ or ‘&’
  MUST BE CONSISTENT
  – Dundee and Scott (2004) argue that …..
  – (Dundee & Scott, 2004)
  Should use “and” when citing in running text and “&” in reference list or in bracketed citation
• Multiple authors – must give the first x5 surnames in the list on first occasion and then can use “et al”
  – Wing, Sing, Ping, Ding, Bring (2000)
  – (Wing et al, 2000)

Citing: Quotes
• Place in double quotation marks “abcdef”
• Cite authors name, publication date, and the page no (p. for single, pp. for multiple pages)
• Short quotations – 3 lines or less no indentation of the quote
  Andrews (2005) argues that: “The quality of England’s four seam bowlers meant that the Australian batsmen were never given a let-up” (p.45)
  OR
  “The quality of England’s four seam bowlers meant that the Australian batsmen were never given a let-up” (Andrews, 2005, p.45).

Citing: Quotes (2b)
• OR
  “The quality of England’s four seam bowlers meant that the Australian batsmen were never given a let-up, they could never concentrate on seeing one bowler off knowing that easy runs could be scored off the change bowler. Furthermore, England’s attack was nicely varied. Harmison, with his pace and height was always a handful for the Australian batsmen, whom he struck painfully on a number of occasions”. (Andrews, 2005, p.45)

Citing: Quotes
• Use sparingly - if at all
• Decide whether you could give the information in your own words
• Never use quotes to mask your lack of understanding
• Do NOT use to substitute your own words – they should be a supplement (the whole text should be able to be read and understood with quotes removed)
• If in doubt, leave quotes out

Is there any standard?
• WE use the “author-date” system, also called “Harvard System”
• Faculty Referencing Guidelines on StudyNet → Module Information
  – uses Harvard system
• MUST USE THE FACULTY GUIDELINES as your reference
References Principles: Books

In the reference list you need:
- Authors surname and initials; Author, A. A
- Title in Italics and lower sentence case. Skills for personal and professional development.
- Edition in brackets (not if 1st). (2nd ed.).
- Place of publication followed by : London:
- Publisher or equivalent. Blackwell Science.

References Books - examples


References Principles: Journal Articles

In the reference list you need:
- Authors surname and initials; Brown, A & Green, G.
- Title of the article, in lower sentence case. Skills for personal and professional development.
- Title of the Journal, in Italics and Title Case, Volume number Issue Number in brackets. No punctuation between volume number and issue number Scientific America, 60 [IV]
- Page Numbers of the article, NOT proceeding by pp. as in book quotations, followed by full stop. 112-145.

References Journals - examples


A web article reference

- Author's/editor's surname, initial.
- Year.
- Title.
- Title of source (in italics).
- Edition (if appropriate).
- State date of retrieval (Month, Day, Year) e.g. Retrieved August 17, 2007.
- Place of publication (if appropriate)
- Publisher (if appropriate) or URL address


References other examples

A newspaper article reference:

An article from an encyclopedia:
Use Studynet

- Learning and Information Services LIS:
- Citing and Referencing Tutorial:
  https://uhvpn.herts.ac.uk/ptl/common/LIS.nsf/DocInfo=www.studynet2.herts.ac.uk+citing_menu
- iSpy utility for various learning tutorials:
  https://uhvpn.herts.ac.uk/ptl/common/LIS.nsf/DocInfo=www.studynet2.herts.ac.uk+ispy

Examples of paraphrasing
http://logos.herts.ac.uk/libqdp/plagiarism/coursefiles/course_files/html/C01M01P110.html

So what have you learnt about plagiarism?
http://logos.herts.ac.uk/libqdp/plagiarism/coursefiles/course_files/html/C01M01P160.html
Try the quiz now

Recommended Home Study
http://logos.herts.ac.uk/libqdp/plagiarism/start.html