Writing References according to Harvard System

Thanks to:
School of Computer Science
University of Hertfordshire
For providing information for this Lecture

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.

Brief explanation of this session’s Learning Outcomes
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

Intro to why we need to reference – ask students why they think referencing is important.

Explain briefly definitions / terminology that we’ll be using in throughout the session.

Citation = in text reference
Reference list – provided at end of paper / text = all, but only, those sources quoted, paraphrased, cited in the text / paper / assignment.
Bibliography – list of additional references consulted, but not cited in text; style and format used = same as for main reference list. All assignments will have a reference list – need to check with individual modules if bibliography required.
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.

References are books or papers you have read and used in your report. Any single reference entered in the Reference Section must have been referenced at least once in your work.

Bibliography is a list of additional books that you may have read but are not referenced in the text of your work. Bibliography can contain your comments for the book or article. For example the content, the level or the target group it is indented too. This is a difficult task, and better avoided if you are not sure of your comments.
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.

All statements, opinions, conclusions etc. taken from another writer’s work should be cited, whether the work is directly quoted, paraphrased or summarised.
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)*

  - OR
    - 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).
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

We have decided to use Harvard System for referencing, since it is easier than the Numbering System when you write a report.

Notes given below are based on information from:
http://www.herts.ac.uk/lis/help/tutorials/refrpts.html
See also http://www.herts.ac.uk/lis/subjects/ and
http://www.herts.ac.uk/lis/help/tutorials/reports_index.html
for additional info on various subjects

Also
http://www.studynet1.herts.ac.uk/ptl/common/LIS.nsf/lis/busharvard
Check this out in your own time
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.

The structure of a citation under the Harvard referencing system is the author's surname, year of publication, and page number or range, in parentheses, as illustrated in the Smith example near the top of this article.

• The page number or page range is omitted if the entire work is cited. The author's surname is omitted if it appears in the text. Thus we may say, "Jones (2001) revolutionized the field of trauma surgery."

• Two authors are cited using "and" or ": (Deane and Jones, 1991) or (Deane & Jones, 1991). More than two authors are cited using "et al.": (Smith et al., 1992).

• An unknown date is cited as no date (Deane n.d.). A reference to a reprint is cited with the original publication date in square brackets (Marx [1867] 1967, p. 90).

• If an author published two books in 2005, the year of the first (in the alphabetic order of the references) is cited and referenced as 2005a, the second as 2005b.

• A citation is placed wherever appropriate in or after the sentence. If it is at the end of a sentence, it is placed before the period, but a citation for an entire block quote immediately follows the period at the end of the block since the citation is not an actual part of the quotation itself.

• Complete citations are provided in alphabetical order in a section following the text, usually designated as "Works cited" or "References." The difference between a "works cited" or "references" list and a bibliography is that a bibliography may include works not directly cited in the text.

• All citations are in the same font as the main text.
IST Studies

References Books - examples


**Reference lists should:**

- have a **hanging indent**.
- Entries are arranged in **alphabetical order** of originator
- Chronological order if there is more than one reference by the same author

Examples of book references are:


In giving the city of publication, an internationally well-known city (such as London, The Hague, or New York) is referenced as the city alone. If the city is not internationally well known, the country (or state and country if in the U.S.) are given.

**References at the end of a piece of work**

In the Harvard System, the references are listed in alphabetical order of authors’ names. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a, 1993b) if more than one item has been published during a specific year.

**Reference to a book**

Author’s SURNAME, INITIALS., Year of publication. *Title*. Edition (if not the first). Place of publication: Publisher.


**Reference to a contribution in a book**

Contributing author’s SURNAME, INITIALS., Year of publication. Title of contribution. Followed by *In*: INITIALS. SURNAME, of author or editor of publication followed by ed. or eds. if relevant. *Title of book*. Place of publication: Publisher, Page number(s) of contribution.

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.

Reference to an article in a journal

Author’s SURNAME, INITIALS., Year of publication. Title of article. Title of journal, Volume number and (part number), Page numbers of contribution.

e.g. EVANS, W.A., 1994. Approaches to intelligent information retrieval. Information processing and management, 7 (2), 147-168.

up to 6 authors listed –


Examples of book references are:


In giving the city of publication, an internationally well-known city (such as London, The Hague, or New York) is referenced as the city alone. If the city is not internationally well known, the country (or state and country if in the U.S.) are given.
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


Referencing Web Documents

It is recommended that you include as much information as possible for web documents, including the full URL (Universal Resource Locator or web address) and the date the document was accessed. This information is required as web pages are frequently updated. Include all the following information in the web bibliographic reference, if possible:

Author, Editor, Year of Publication, Title (in italics or underlined), [Medium - usually ‘Online’], Edition, Place of Publication, Publisher (if ascertainable or the organisation responsible for providing and maintaining the information), available URL (in the format: http://internet address/remote path) and the Date Source was Accessed [in square brackets].

The year of publication is the date the web page was created, the accessed date is the date when you viewed, downloaded or printed the Web page. This statement is necessary to allow for any subsequent changes which may be made to the page or if the page is no longer available.

Example


NB: If no date is given, write (No date) as shown above.

Reference to web pages/sites and e-books

Author's/Editor's SURNAME, INITIALS., Year. *Title* [online]. (Edition). Place of publication, Publisher (if ascertainable). Available from: URL [Accessed Date].


Reference to e-journals

Author's SURNAME, INITIALS., Year. *Title* Journal Title [online], volume (issue), location within host. Available from: URL [Accessed Date].


Reference to personal electronic communications (e-mail)

Sender's SURNAME, INITIALS. (Sender's e-mail address), Day Month Year. *Subject of Message.* e-Mail to Recipient's INITIALS. SURNAME (Recipient’s e-mail address).

e.g. LOWMAN, D. (deborah_lowman@pbsinc.com), 4 Apr 2000. *RE: ProCite and Internet Refere.* e-Mail to P. CROSS (peross@bournemouth.ac.uk).
A newspaper article reference:

An article from an encyclopedia:

Reference to a newspaper article
Author’s SURNAME, INITIALS., (or NEWSPAPER TITLE,) Year of publication.Title of article. *Title of newspaper*, Day and month, Page number/s and column number.

Reference to a publication from a corporate body
(e.g. a government department or other organisation).
NAME OF ISSUING BODY, Year of publication. *Title of publication*. Place of publication: Publisher, Report Number (where relevant).

Reference to a video, film or broadcast
*Title*, Year. (For films the preferred date is the year of release in the country of production.) Material designation. Subsidiary originator. (Optional but director is preferred, SURNAME in capitals) Production details – place: organisation.
Use Studynet

- Learning and Information Services LIS:
  https://uhvpn.herts.ac.uk/ptl/common/learning_resources.nsf/,DanaInfo=www.studynet2.herts.ac.uk+Learning+Resources?ReadForm

- Citing and Referencing Tutorial:
  https://uhvpn.herts.ac.uk/ptl/common/LIS.nsf/lis/,DanaInfo=www.studynet2.herts.ac.uk+citing_menu

- iSpy utility for various learning tutorials:
  https://uhvpn.herts.ac.uk/ptl/common/LIS.nsf/lis/,DanaInfo=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