Harvard Referencing: Short Guide

The full guide, concise guide and web pages are available from https://tinyurl.com/bcuharvard.

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.

They may also include a page number or a sequence of pages from within the source.

A **direct citation** is where the name(s) of the author(s) is(are) used within a sentence. Be careful with the reporting verb you use and whether you use present or past tense (see the Centre for Academic Succes advice on Using sources at https://tinyurl.com/2w9sydca).

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(s) of the author(s) is(are) introduced at the appropriate point, usually 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 https://tinyurl.com/ycxr3sf7.

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:
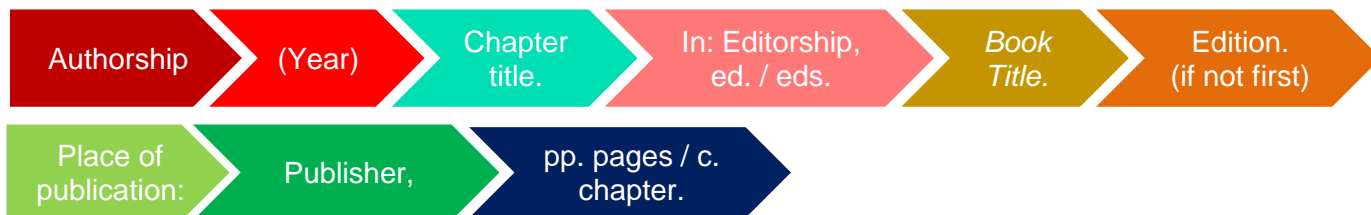
Referencing a book

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

Example:

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

Referencing a book chapter

| Authorship | (Year) | Chapter title. | In: Editorship, ed. / eds. | *Book Title.* | Edition. (if not first) |

| Place of publication: | Publisher, | pp. pages / c. 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

| Authorship | (Year) | Article title. | *Journal Title,* | Volume (Issue), | pp. pages. | DOI. |

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. https://doi.org/10.1080/03007766.2017.1351134.

Referencing a market research report

| Authorship | (Year) | *Title.* | Available through: URL | [Accessed date]. |

Example:

> Mintel (2023) *Fashion Technology & Innovation - UK*. Available through: https://reports.mintel.com/display/1155183/ [Accessed 29 August 2023].

Referencing a web page

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

Example:

> Si Sposaitalia Collezioni (2023) *Si Sposaitalia Collezioni 2023 Highlights*. Available at: https://sposaitaliacollezioni.fieramilano.it/en/press/videogallery/si-sposaitalia-collezioni-2023.html [Accessed 28 August 2023].

More examples and information are available from https://tinyurl.com/bcuharvard. For more help, please email the Centre for Academic Success at success@bcu.ac.uk, visit Curzon room 142 or book a tutorial via https://bcu.iinsight.org.