



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:

Mantzios and Wilson (2014) and Hussein et al. (2017) both used concrete construal diaries as a way to enhance mindful eating.

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

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

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:

Recent research has used literary theory and the tools of literary criticism to interrogate and do justice to the complexity of the narratives of offenders (Presser, 2009; Sandbergs, 2010; Yardley et al., 2015).

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:

Card and Molloy (2016: 748) advise that the normal rule is that “a person cannot be convicted as an accomplice to an offence unless it is proved that that offence has been committed by someone else”.

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



Example:

Card, R. and Molloy, J. (2016) *Card, Cross & Jones Criminal Law*. 22nd edn. Oxford: Oxford University Press.

Referencing a paper journal article



Example:

Yardley, E., Wilson, D., Kemp, D. and Brookes, M. (2015) Narrative beyond prison gates: contradiction, complexity and reconciliation. *International Journal of Offender Therapy and Comparative Criminology*, 59(2), pp. 159-179.

Referencing an an online journal article (no print equivalent) with a DOI



Example:

Hussein, M., Egan, H. and Mantzios, M. (2017) Mindful construal diaries: a less anxious, more mindful, and more self-compassionate method of eating. *SAGE Open*, 7(2). Available at: <http://dx.doi.org/10.1177/2158244017704685>.

Referencing a website



Example:

Conflict Memory Displacement (2016) *Conflict Memory Displacement: Responding to the refugee crisis in the UK and Italy*. Available at: <http://conflictmemorydisplacement.com/> [Accessed 28 July 2016].

Referencing a report in pdf format



Example:

Bank of England (2017) *Inflation Report, August 2017*. [pdf] London: Bank of England. Available at: <http://www.bankofengland.co.uk/publications/Documents/inflationreport/2017/aug.pdf> [Accessed 7 August 2017].

More examples and information are available from <http://tinyurl.com/bcu-harv>. For more help, please email success@bcu.ac.uk or visit the Centre for Academic Success, C033A, Curzon Building, tel. 0121 331 7685, or book a tutorial via <http://bcu.iinsight.org/>.