



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 Success advice on Using sources at <https://tinyurl.com/2w9sydca>).

Example:

McAuley et al. (2022) and Ajonbadi et al. (2023) both found that resource-seeking remains the primary motive for Chinese internalisation in Africa, but these internalisation strategies tend to vary in different industries.

Note: Where a source has two authors, the citation should include both author surnames, separated by the word “and”. Where there are three or more authors – just use the surname of the first author followed by “et al.”.

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:

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 <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



Example:

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

Referencing a book chapter



Example:

Ajonbadi, H. A., Adekoya, O. D., Mordi, C., Adisa, T. A., Awodun, M. O. and Kamaluddeen-Aiyelabegan, H. (2023) International HRM practices in Africa: the implications of Chinese firms operating in Africa. In: C. Mordi, H. A. Ajonbadi, O. D. Adekoya and T. A. Adisa, eds. *Managing Human Resources in Africa: A critical approach*. Cham, Switzerland: Palgrave Macmillan, pp. 253-276.

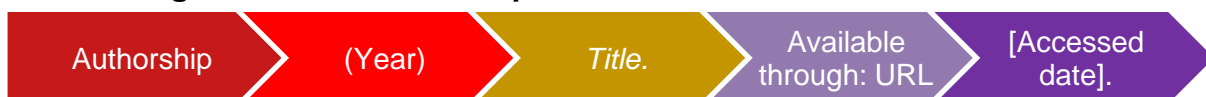
Referencing a journal article



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. <https://doi.org/10.1177/0306624X13507042>.

Referencing a market research report



Example:

Mintel (2023) *Connected Living and Device Ecosystems - UK*. Available through: <https://reports.mintel.com/display/1155141> [Accessed 29 August 2023].

Referencing a web page



Example:

Birmingham City University School of Law (2023) *The UCR Project at BCU*. Available at: <https://www.bcu.ac.uk/law/research/centre-for-human-rights/consultancy/upr-project-at-bcu> [Accessed 4 April 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>.