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 to avoid potential 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:

> Cox (2014) **provides guidelines** for assessing the impact of capacity building on information management.

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 emergence of social media stems from the introduction of web 2.0 (O'Reilly, 2005; Vickery and Wunsch-Vincent, 2007).

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

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 Roberts et al. (2023: 143) found, "to gain a complete picture of building performance post-handover, an objective approach to POE planning is required".

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

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:

Cox, S. A. (2014) *Managing Information in Organizations: A practical guide to implementing an information management strategy*. Basingstoke: Palgrave MacMillan.
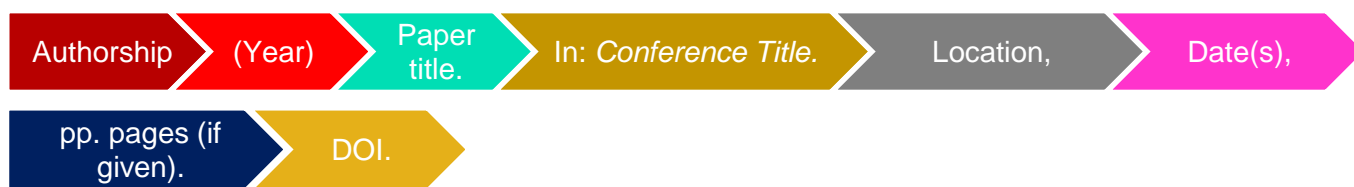
Referencing a journal article

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

Example:

Roberts, C., Edwards, D. J., Sing, M. C. P. and Aigbavboa, C. (2023) Post-occupancy evaluation: process delineation and implementation trends in the UK higher education sector. *Architectural Engineering and Design Management*, 19(2), pp. 125-147. https://doi.org/10.1080/17452007.2021.1956422.

Referencing a conference paper

Authorship → (Year) → Paper title. → In: *Conference Title.* → Location, → Date(s), → pp. pages (if given). → DOI.

Example:

Williams-Bhatti, A., Carruthers, D. and Wilson, A. S. (2023) SEPSIS COLLAB: A virtual reality training simulation for sepsis treatment. In: *Proceedings of the 2023 IEEE Conference on Virtual Reality and 3D User Interfaces Abstracts and Workshops (VRW)*. Shanghai, China, 25-29 March 2023, pp. 132-135. https://doi.org/10.1109/VRW58643.2023.00033.

Referencing a web page

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

Example:

O'Reilly, T. (2005) *What is Web 2.0? Design patterns and business models for the next generation of software*. Available at: http://www.oreillynet.com/pub/a/oreilly/tim/news/2005/09/30/what-is-web-20.html [Accessed 26 June 2015].

Referencing a video

Authorship → (Year) → *Title.* → [video] → Place presented. (if given) → Available at: URL → [Accessed date].

Example:

Ansys-Tutorial (2017) *Ansys Fluent Tutorial: Fluid flow and heat transfer analysis*. [video] Available at: https://www.youtube.com/watch?v=-03gO3UwFeA [Accessed 15 November 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.