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:

Turville et al. (2022) **highlight** the isolation that multiple birth families can experience.

Note: This example 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(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:

In educational research, conducting a pilot questionnaire, asking for feedback from a supervisor and modifying it accordingly, is considered best practice (McGrath and Coles, 2013; Newby, 2014).

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:

Despite the reboot of apprenticeships in England in 2013, the last decade has seen "very little progress in realising the full potential of apprenticeship training programmes" (Brockmann and Smith, 2023: 233).

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:

McGrath, J. and Coles, A. (2013) *Your Education Research Project Companion.* 2nd edn. Harlow: Pearson.

Referencing a journal article

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

Example:

Brockmann, M. and Smith, R. (2023) 'Invested' partnerships as key to high quality apprenticeship programmes as evidenced in on and off the job training. *Journal of Education and Work,* 36(3), pp. 220-236. https://doi.org/10.1080/13639080.2023.2174958.

Referencing NICE guidelines

Authorship ▶ (Year) ▶ *Title* ▶ (Reference number). ▶ Updated date. (if applicable) ▶ Available at: URL ▶ [Accessed date].

Example:

National Institute for Health and Care Excellence (2016) *Sepsis: Recognition, diagnosis and early management* (NICE Guideline 51). Updated September 2017. Available at: https://www.nice.org.uk/guidance/ng51 [Accessed 16 September 2023].

Referencing a web page

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

Example:

Nursing and Midwifery Council (2018) *Future Nurse: Standards of proficiency for registered nurses.* Available at: https://www.nmc.org.uk/globalassets/sitedocuments/education-standards/future-nurse-proficiencies.pdf [Accessed 30 June 2023].

Referencing a report

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

Available at: URL ▶ [Accessed date].

Example:

Turville, N., MacLeod-Peters, K., Hingley, H. and Denton, J. (2022) *Creating Multiple Connections. Exploring experiences of families with twins, triplets or more.* Birmingham: Birmingham City University/Elizabeth Bryan Multiple Births Centre. Available at: https://www.open-access.bcu.ac.uk/13482/1/Final%20Multiple%20Connections%20Report.pdf [Accessed 5 April 2023].

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/. Health students can also email: hels.add@bcu.ac.uk or visit the Academic Development Department, room SCT132, Seacole Building, https://tinyurl.com/yckzbfuz or visit the Moodle site https://moodle.bcu.ac.uk/course/view.php?id=61804.