

A guide to Harvard referencing

Citations

Citing is what you do in the text (the essay or report you are writing) to show that you are:

- Quoting
- Paraphrasing
- Discussing

the work of another author or source.

The test is, basically, about how you cite different sources and how you reference them.

The system we use is called the Harvard system.

Here's a simple example:

Howard Gardner's multiple intelligences theory (Gardner 1993) was developed out of a concern that standard measures of intelligence have been based on linguistic and mathematical/ logical abilities

Citation – surname only and date.

This would appear in the reference list as:

Gardner, H. (1993) *Multiple Intelligences: The Theory in Practice* New York. Basic Books

In the next example, there is a direct quote, so the date should be followed by the page number

Such is the pervasiveness of these notions of fixed ability that they disproportionately influence learners' self-esteem and confidence. It has been suggested that 'In this Western view, it is one's own personal identity that is at stake. To be lacking in ability is to be wanting as a person.' (Claxton 1999: 27)

Citation – surname only, date and page number.

This would appear in the reference list as:

Claxton, G. (1999) *Wise Up. Learning to Live the Learning Life* Stafford. Network Educational Press

Three or more authors

If a book has three or more authors, the citation may be in the form of Scales et al

This would appear in the reference list as:

Scales, P., Pickering, J., Senior, L., Headley, K., Garner, P. and Boulton, H. (2011) *Continuing Professional Development in the Lifelong Learning Sector* Maidenhead: Open University Press

Citing an internet source

When citing an internet resource, if there is no named person as author, then use the name of the website, followed by the date. E.g. Department for Education (2013)

Secondary sources and edited books

Secondary sources

Example

You are reading Smith et al (2003). In it you learn about the ideas of Belsky (1984) and you want to discuss them in your essay. How do you reference this?

- The citation in your text will be:
Belsky (1984) cited in Smith et al (2003)
- The entry in the list of references will be:
Smith, P., Cowie, H. and Blades, M. (2003) *Understanding Children's Development* (4th Ed.) Oxford: Blackwell

Referencing a chapter in an edited book

Some books have chapters by different authors, collected together by an editor.

Example

Viv Walkup contributed a chapter to a book edited by Iain MacLeod-Brudenell called *Advanced Early Years Care and Education*. You want to cite Viv in your text.

- The citation will be:
Walkup in MacLeod-Brudenell (2004)
- The entry in the list of references will be:
MacLeod-Brudenell (2004) *Advanced Early Years Care and Education* Oxford:
Heinemann

Quotations

[This section is adapted from Cottrell, S. (2003) *The Study Skills Handbook* (2nd Ed.) Basingstoke: Palgrave Macmillan]

Here are three different ways of quoting from, or referring to different sources used within your written text.

A single line quotation should be in the body of the text and in quotation marks.

Short direct quotation

Nonetheless, the film was deliberately inaccurate about the life of José Martí. Jesus Colon (1982, p82) pointed this out when he wrote, 'José Martí never had a mansion or a hut of his own. Needless to say he never had slaves.'

Paraphrasing

Paraphrasing is when you use or refer to ideas from another source but put them into your own words.

Nonetheless, the film was deliberately inaccurate about José Martí, who, contrary to the image depicted in American films, spent much of his life in poverty (Colon 1982)

Longer direct quotation

A few words, carefully chosen, make the most powerful quotations, and demonstrate that you can select appropriately. Avoid long quotations; they are rarely needed. If the exact wording of a long quotation is essential, however, indent it and leave space above and below as shown below. Incorporate the quotation clearly into your writing with linking sentences and by discussing its relevance.

A longer quotation should be indented and in *italics*. No quotation marks are needed.

Angry at Hollywood versions of Latin American history, Jesus Colon wrote:

After pictures like Zapata and Santiago we can only hope that these Hollywood vulgarisers and distorters, without the least bit of respect for the history and culture of our Latin American nations, won't lay their bovine eyes upon epic themes like the Aztec struggle against Cortes' conquest of Mexico, or Sandino's fight against American imperialism ... (Colon 1982, p84)

Here we can see that Colon is very critical of versions of Latin American history produced in the USA.

The reference to Colon would be:

Colon, J. (1982) *A Puertan Rican in New York and Other Sketches* (2nd Ed.) New York: International Publishers

References

The reference list contains all the references to the citations in your text

- The reference listing must be in **strict alphabetical order by author's surname**
- The first two parts of all references must be **author** (with initials) and **year** as they appear in the citation. This allows the reader to go quickly from the citation to the full reference
- The citation for multiple authors can be in the form of, **Scales et al**, the reference list must contain all the authors' names and initials
- Do **not** separate the list into books, journals and articles
- There is no need to give page numbers (you have already given them in the citation)

Book

Author surname	Author initial	Date	Title	Place of publication	Publisher
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Example

Scales, P. (2013) **Teaching in the Lifelong Learning Sector (2nd Ed.)** Maidenhead: Open University Press

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Journal

Author surname	Author initial	Year	Title of article	Title of journal	Volume number	Part	Page numbers
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Example

Plowman, L. and Stephen, C. (2005) Children, play and computers in pre-school education. *British Journal of Educational Technology* 36: 2, 145-158

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Note

Journals are published in volume numbers. So, for example, if the journal was first published in 1979 that year would be Volume 1.

Journals publish a number of issues (parts) in each year. Some journals might only publish three issues a year; some might publish six.

So, Volume 36: 2 means the second part issued in Volume 36. In the reference the date is shown after author surname and initials.

Website

Author, editor, or organisation	Year	Title (Internet)	Available from URL	Date accessed
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Example

Department for Education (2013) *Early Years Foundation Stage (EYFS)* (Internet) Available from:

<http://www.education.gov.uk/schools/teachingandlearning/assessment/eyfs/a0068102/early-years-foundation-stage-eyfs> Date accessed 24th February 2013

e-books

Author surname	Author initial	Year	Title	Electronic book supplier (Online)	Available at: URL	Date accessed
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Example

Davis, B. (2000) *Caring for people in pain* Netlibrary (Online). Available at:

<http://www.netlibrary.com/Reader> (Accessed: 6th January 2004)