

Harvard (Lancaster University Library) Referencing Guide¹

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¹ Please be aware that there are multiple variations of the Harvard Referencing Style. Therefore, this document should be used as a guide only.

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What is referencing?

When you write your assignment, you are required to refer to the work of other authors to strengthen your argument and provide evidence for the points you want to make. Each time you do so, it is necessary to identify their work by making reference to them in your own written work. This practice of acknowledging authors is known as 'referencing'.

References must be provided whenever you use someone else's views, theories, data or organisation of material. You may need to reference a range of different sources of information, for example from books, journal articles, videos, websites, images, computers and any other print or electronic sources.

Why reference?

Acknowledging the work of others in your writing is good academic practice. Referencing also shows the breadth of your research, allows the reader to consult your sources and verify your data, and helps to avoid plagiarism and the penalties involved.

Steps involved in Harvard referencing

There are two forms of reference required in the Harvard method of referencing:

- **In-text citation**, i.e. where you refer to the work or ideas of another individual or organisation and indicate this source at the relevant point in the body of your writing. An in-text citation will require brief details, including the name of the author, year of publication and potentially a page number. Fuller details should be provided in your reference list later in your assignment.
- **Full reference in reference list**, i.e. the full publication details for sources used, arranged alphabetically by author name or organisation name in a list provided towards the end of your assignment.

How to cite sources within the text

An in-text citation is required if you paraphrase (use someone else's ideas in your own words), summarise (use a brief account of someone else's ideas), quote (use someone else's exact words) or copy (use someone else's figures, tables or structure). When citing references within the text of an assignment, you need the **author's surname/family name or organisation name plus the year of publication and potentially a page number**.

Example of in-text citations when paraphrasing an idea

As Cottrell (2011) suggests, it is important to appreciate the difficulties that students can sometimes face when trying to order their thoughts in a more reasoned and logical way. Consequently, critical thinking is a skill which may have to be developed over a long period of time, and which will require a great deal of practice to fully grasp (Foundation for Critical Thinking, 2013).

N.B – notice how you can use in-text citations in different ways depending on whether you want the emphasis on the author (the first in-text citation above) or whether you want the emphasis on the idea (the second in-text citation).

Example of in-text citations when using a direct quote from a source

Critical thinking is argued to be the skill "to make careful judgements about information and to evaluate its quality" (Drew and Bingham, 2001, p. 282).

N.B – notice that with a direct quotation you need to use double quotation marks and, where possible, you must include the page number so that your quotation can be verified.

How to cite works with two authors

When a book or other source you want to cite has two authors, cite both authors.

Examples:

Drew and Bingham (2001) explained that ... OR Research has found that ... (Drew and Bingham, 2001)

How to cite three or more authors

If there are three or more authors, cite the first author only followed by 'et al.' (from the Latin meaning 'and others').

Harris et al. (2006) have argued that ... OR It has been argued that ... (Harris et al., 2006)

In your reference list, you should list all authors shown, and you should list these in the same order they appear on the publication.

Example:

Harris, A., Robinson, K., Smith, P. & Turner, G. (2006) *Management skills*. Oxford: Oxford University Press.

How to cite multiple publications by the same author/s in the same year

There may be times when you have to cite two publications by an author published in the same year. To do this, you need to distinguish between the items in the text and the reference list by allocating letters.

Example:

The results of the survey showed that the standard of living was higher in the coastal regions (Williams, 2004a). Further research revealed that employment figures were also higher (Williams, 2004b).

In your reference list, the publications would be shown as:

Williams, A. (2004a) *Survey of living standards in the coastal regions*. London: Survey Press.

Williams, A. (2004b) *Employment figures for the coastal regions*. London: Survey Press.

How to cite works which have no obvious author

If possible, try to avoid citing works where the author is not obvious. However if you do need to cite a work which appears to have no author, use the abbreviation Anon (for Anonymous).

Example:

A recent article (Anon, 2007) stated that...

However, if it is a reference to a publication where no author is given, the name of the publication can be used in place of author or Anon.

Example:

The Times (2007) stated that...

How to cite a website

To cite a website or web page within the text of an assignment, cite by the author if there is one clearly stated. If there is no author you should cite by the website name or organisation name.

Example:

A common misconception around critical thinking is that you need to be negative (Royal Literary Fund, 2018).

How to cite a secondary source

This is when you are citing the work of an author which is mentioned in a book or journal article by another author. You should always try to read the original work where possible, but if not, you must make it clear that you have not read the original work by using the phrase 'cited in' and then include the reference for the source from which the information is taken.

Within the text you would present this as follows:

There have been many in-depth comparisons (Kazmer and Xie, 2008 cited in Robson, 2011)...

In the reference list, you would provide the full reference for Robson's (2011) work, not Kazmer and Xie's (2008) work.

How to reference sources in your reference list

A reference list contains details only of those works cited in the text. If sources are included in the list of references but are not cited in the text then this type of list is called a 'bibliography'. Most assignments require a reference list, not a bibliography (check your assignment/module guidance). The reference list is arranged alphabetically by author or organisation name. It is recommended to include a space between each reference, and there is no need to number or use bullet points.

Print Books

Required elements:

Family name of author, Initials. Year (in brackets) *Title of book* (in italics). Place of publication: publisher.

Examples:

Book with a single author

Oliver, D. (2003) *Constitutional reform in the United Kingdom*. Oxford: Oxford University Press.

Book with multiple authors

Slapper, G. & Kelly, D. (2006) *The English legal system*. London: Cavendish.

Book with multiple editors

Sullivan, D. H. & Fidell, E. R. (eds.) (2002) *Evolving military justice*. Annapolis: Naval Institute Press.

Book with multiple editions

Cruttenden, A. (2014) *Gimson's pronunciation of English*. 8th ed. Abingdon: Routledge.

Chapter from an edited book

Magg, J. (2002) Judicial review of the Manual for Courts Martial. In: Sullivan, D. H. & Fidell, E. R. (eds.) *Evolving military justice*. Annapolis: Naval Institute Press.

E-Books

Required elements:

Family name of author, Initials. Year (in brackets) *Title of book* (in italics). [Online]. E-book provider. Available at: URL

Example:

Kukul, A. (ed.) (2008) *Molecular modelling of proteins*. [Online]. Springer. Available at: <http://link.springer.com/book/10.1007%2F978-1-59745-177-2>

Journal Articles

NB: the page numbers you need to include in the reference list are the **page range** of the article (not the pages you may have referred to in the in-text citation).

Print journal article required elements:

Family name of author, Initials. Year (in brackets) Title of article. *Full Title of Journal* (in italics), Volume number (Issue number), page number(s).

Example:

Day, D. (2011) Kinship and community in Victorian London. *History Workshop Journal*, 71(1), 194-218.

Electronic journal article required elements:

Family name of author, Initials. Year (in brackets) Title of article. *Full Title of Journal* (in italics), Volume number (Issue number), page number(s). Name of online journal provider. [Accessed date].

Example:

Stickley, A. (2011) Providing a law degree for the "real world". *The Law Teacher*, 45(1), 63-86. Swetwise. [Accessed 29 May 2014].

Reports

Print report required elements:

Author/Organisation Year (in brackets) *Full title of report* (in italics). Place: Publisher.

Example:

Department of Health (2001) *National service framework for older people*. London: Department of Health.

Online report required elements:

Author/Organisation Year (in brackets) *Full title of report (in italics)*. [type of medium] Place: Publisher. Available at: URL [Accessed date].

Example:

Department of Health (2001) *National service framework for older people*. [pdf]
 London: Department of Health. Available at:
http://www.dh.gov.uk/prod_consum_dh/groups/dh_digitalassets/@dh/@en/documents/digitalasset/dh_4071283.pdf [Accessed 12 September 2011].

Webpages/websites

Required elements:

Family name of author, Initials. OR company/organisation name Year (in brackets) Title of page (in italics). Available at: URL [Accessed date].

Examples:

Nicholson, D. (2005) *Soldiers on Pendle Hill*. Available at:
<http://www.bbc.co.uk/ww2peopleswar/stories/76/a4161476.shtml> [Accessed 29 May 2014].

Royal Literary Fund (2018) *Writing essays*. Available at:
<https://www.rlf.org.uk/resources/writing-essays/> [Accessed 10 June 2015].

Newspaper articles

Print newspaper article required elements:

Family name of author, Initials. Year (in brackets) Title of article or column header. *Full Title of Newspaper* (in italics), day and month, page numbers.

Example:

Slapper, G. (2005) Corporate manslaughter: new issues for lawyers. *The Times*, 3 Sep. p.4.

Online newspaper article required elements:

If the name of the journalist or writer is shown, start with this. If not, start with the name of the online newspaper site. Give the title and date of the item or article, and, as for other online sources, the URL address where the article is available and the date you accessed it.

Examples:

Woolcock, N. (2018) Sit more exams to beat stress, schools minister Nick Gibb tells GCSE pupils. *Times Online*, 8 Feb. Available at: <https://www.thetimes.co.uk/edition/news/sit-more-exams-to-beat-stress-schools-minister-nick-gibb-tells-gcse-pupils-63n02jt8d> [Accessed 8 February 2018].

The Economist (2006) Mini-grids may be the best way to illuminate the “bottom billion”. 24 Jul. Available at: <https://www.economist.com/leaders/2018/07/12/mini-grids-may-be-the-best-way-to-illuminate-the-bottom-billion> [Accessed 18 July 2018].

Other sources

Conference papers

Required elements

Family name of author, Initials. Year (in brackets) *Full title of conference paper* (in italics). In: Editor or name of organisation, Full title of conference. Location, Date. Place of publication: Publisher.

Example:

Johnston, K. R. (1989) *From revolution to revelation*. In: University of Lancaster, International Conference on Romanticism and Revolution. University of Lancaster, Jul 5-8, 1989. Lancaster: University of Lancaster.

Blog

Required elements

Family name of author, Initials. Year (in brackets) *Title of blog* (in italics). Available at: URL [Accessed date].

Example:

Beaumont, R. (2017) *Making group-work work*. Available at: <http://wp.lancs.ac.uk/studyblog/2017/05/26/making-group-work-work/> [Accessed 12 February 2018].

Visiting speaker

Required elements (depending on the information you have)

Family name of speaker, Initials. OR Name of company/organisation Year (in brackets) Title of presentation (if applicable). Visiting speaker/presentation for Module Code: Module Title. Date of visit. Name of Institution.

Examples:

Robinson, M. (2011) Starting Out. Presentation for Module INEB603: Understanding Innovation. Jan 25. Greentown University Management School.

or

Escendency (2011) Starting Out. Presentation for Module INEB603: Understanding Innovation. Jan 25. Greentown University Management School.

or

Bloggs, J. (2011) Visiting speaker for Module INEB603: Understanding Innovation. Mar 27. Greentown University Management School.

Visit to company/organisation

Required elements (depending on the information you have)

Family name of speaker, Initials. if known OR Name of organisation Year (in brackets) Class visit to name of company/organisation, place, for Module Code: Module Title. Date of visit. Name of institution.

Example:

Lancaster Brewery (2018) Class visit to Lancaster Brewery, Lancaster, for Module ENSI506: Internationalisation and New Technologies. Jan 21. Lancaster University Management School.

(Use the personal name of the company/organisation member who spoke to you if possible at the beginning of the reference.)

Thesis or dissertation

Required elements

Family name of author, Initials. Year (in brackets) *Title of dissertation /thesis* (in italics). Level. Official name of University.

Example:

Casey, S. (2012) *Drawing the delicate*. PhD. Lancaster University.

YouTube Video or similar

Required elements

Name of person/organisation posting video Year video was posted (in brackets) *Title of video* (in italics). Available at: full URL [Accessed date].

Example:

Speakfirst (2009) *Presentation skills – how to improve your presentations*. Available at: <https://www.youtube.com/watch?v=bt8YFCveNpY> [Accessed 9 February 2018].

Government or parliamentary publications

Required elements

Family name of author, Initials. Or organisation sponsoring the publication Year (in brackets)
Title of publication (in italics). Place of publication: publisher.

Example:

Office for National Statistics (2000) *Standard occupational classification volume 2: the coding index*. London: The Stationery Office.

Paraphrasing

Most pieces of writing you do at university will expect you to refer to other sources as evidence to support and justify the point that you make. The key way to use sources in your writing is to paraphrase their ideas. Paraphrasing is using another person's ideas but putting them into your own words and showing your interpretation of these ideas. It is **not** just changing a few words in a sentence from the original text, and it must still have a citation with the author's surname or organisation's name plus the year it was published. You do not have to include a page number unless you are paraphrasing or summarising an idea from a particular page.

Example:

Source: Callanan, G. A. & Tomkowicz, S. M. (2011) Legal yes, ethical no: using the case of debit card overdraft fees as a business ethics teaching tool. *Journal of the Academy of Business Education*, 12, 85-100.

Idea in the source which you want to paraphrase:-

This simultaneous attention to profit maximization on the one hand and the ethical expectations of society on the other creates a conflict that organizations confront on a daily basis. In this sense, organizations are pulled in two different directions; actions that allow for profit maximization, even if they are legal, could be questionable from an ethics standpoint and thereby fail to satisfy the expectations of society (pp. 85-86).

Unacceptable paraphrase i.e. plagiarism:-

This immediate consideration to profit maximization on the one hand and the moral expectations of society on the other creates a struggle that organizations confront on a regular basis. Therefore, organizations are pulled in two different directions; activities that allow for profit expansion, even if they are lawful, could be disputed from an ethics standpoint and thereby fail to fulfil the expectations of society.

Acceptable paraphrase:-

Callanan and Tomkowicz (2011, pp. 85-86) have argued that the ethical expectations of society and the attention placed on profit maximisation create a struggle for most organisations, which they have to deal with every day; organisations are often pulled in two opposing directions, one being the actions which will maximise profit and the other being the expectations of society.

If you are unsure how to paraphrase, please speak to the Learning Development team in your Faculty.

More information

For more information about referencing, including the Harvard referencing system, try these two books, which are available in the Library:

[Cite them right: the essential referencing guide](#) (11th edition) by Richard Pears and Graham J. Shields.

[The complete guide to referencing and avoiding plagiarism](#) (3rd edition) by Colin Neville.

Please note that the formatting of Harvard in these books varies slightly from the recommended Lancaster University Library style.