

In-text Referencing: Harvard

When you use information from a text, you have to acknowledge it / state who said it. Why?

- It's not your idea, so you must give credit to the writer of the idea.
- It allows your audience to distinguish between your ideas and the ideas you've used from other writers.
- It helps you to avoid plagiarism.

Name: Christopher Smith

Use the surname only 'Smith'

Smith (2010) states that there were periods of rapid increase which were due to revolutions in technology.

The reporting verb is usually in the present simple

Reporting verbs

explains / describes / suggests / states / claims / asserts / contends / maintains / declares / implies / argues / emphasises / highlights / stresses / observes / notes / comments / points out / demonstrates / shows / proves / mentions / pinpoints / advances / puts forward / proposes / casts doubt on / questions

Quotation

Include the page number if available and *single* quotation marks '.....'

Smith (2010:221) states that 'Exeter Council spends £3.3 million each year on biofuel heating rather than £7 million it would spend if it still relied on oil and gas'.

According to Smith (2010:221) 'Exeter Council spends £3.3 million each year on biofuel heating rather than £7 million it would spend if it still relied on oil and gas'.

'Exeter Council spends £3.3 million each year on biofuel heating rather than £7 million it would spend if it still relied on oil and gas' (Smith, 2010:221).

Confusion: *different punctuation (Smith, 2010:221) or (Smith, 2010, p. 221) or (Smith, 2010, pp. 221-222) – always check your university referencing guide.*

Paraphrased sentences

Smith (2010) states that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith, 2010).

Two Authors

Notice the ampersand (&). Use the ampersand in non-integral citations, but use 'and' in integral citations.

Smith and Jones (2010) state that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith & Jones, 2010).

Three Authors

Smith, Jones, and Clark (2010) **state** that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith, Jones & Clark, 2010).

More than 3 authors = 'et al'

*Look at punctuation - Smith **et al.** (2010) and (Smith **et al.**, 2010)*

Smith et al. (2010) state that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith et al., 2010).

Different authors / different books - same idea (synthesis)

Chronological order (i.e., earliest first) - Smith 2010 / Jones 2012

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Smith 2010; Jones 2012).

An author quoting another author (as cited in)

You use the main author's name and date (from the book you are using: Smith 2010)

Jones (**as cited in** Smith, 2010) states that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

No date (n.d)

Smith (n.d) state that Exeter Council saves £4.7 million on heating from changing to sustainable energy.

No Author

Exeter Council saves £4.7 million on heating from changing to sustainable energy (Anon., 2012).

Websites

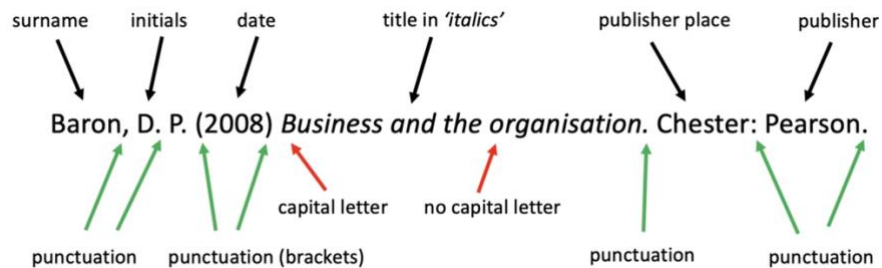
UK Governmental Policy Online (2010) states that Exeter council saves £4.7 million on heating from changing to sustainable energy.

Digital Harvard citing referencing Guide - go here to Imperial College London
<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/citing/>

Reference List: Harvard

All the sources that you use in the main body of your text must be listed at the end of your essay; this is called a reference list and should follow a specific word order.

Important: Different universities have slightly different versions of referencing so you need to check with your university what guide they use. Look at this example of a Harvard book reference from Imperial College London:



The author (last name and initials)/ date (with brackets) / *main title & subtitle* (italics) / publishing place / publisher: Look carefully at punctuation and capitals.

Reference List or Bibliography?

A **reference list** is a list of sources (books, websites, journals) you have used in your essay.

A **bibliography** is a list of sources that you read but may not have used in essay.

***Important:** Some departments use reference list and bibliography interchangeably*

How to create a reference list in Harvard

Based on Imperial College London referencing guide

Books

Book with one author

Allen, P. (2008) *Effective time management*. London: Pan Books.

Book with two authors

Miller, P. & Huntington, C. (2010) *Speaking persuasively*. Sydney: Allen and Unwin.

Book with three or more authors

Smith, R., Jones, W. & Watton, B. (2011) *Negotiating in business*. 2nd edition, London: Century Business.

Book – second or later edition

Bridges, R. (1995) *Successful study for degrees*, 2nd edition, London: Routledge.

Book by same author in the same year

Nikon, A. (1993a) *Fatal storm*, Sydney: Allen and Unwin.

Nikon, A. (1993b) *Survival at sea*, Sydney: Allen and Unwin.

Books with an anonymous or unknown author

The University Encyclopedia (1985) London: Roydon.

Journals

A Journal

Author, Initials. (Year) Title of article. *Full Title of Journal (italics)*, Volume number (Issue/Part number), Page numbers.

Peters, C. (2001) The merger acquisition of IBM. *Business Management Journal*, 97(22), pp.63-64.

Electronic Journal from a Database

Author, Initials. (Year) Title of article. *Full Title of Journal (italics)*, [online] Volume number (Issue/Part number), Page numbers. Available from: name of database or doi [Accessed date]

Revell, A. and Blackburn, R. (2007) The business case for sustainability? An examination of small firms in the UK's construction and restaurant sectors. *Business Strategy and the Environment*, [online] 16(6), pp.404-420. Available from: <https://onlinelibrary.wiley.com/doi/abs/10.1002/bse.499> [Accessed 12 April 2021].

Electronic Journal from the Internet

Authors, Initials. (Year) Title of article, *Full Title of Journal (italics)*, [online]. Available from: URL [Accessed date].

Fox, S. (2008) A new dawn for solar energy, *Popular Science*, [online]. Available from: <https://www.popsci.com/environment/article/2008-08/new-dawn-solar-energy/> [Accessed 12 April 2021].

Websites

A website

Authorship or Source (Year.) *Title of web document or web page (italics)*. Available from: URL [Accessed date].

The British Psychological Society (2018) Code of Ethics and Conduct. Available from: <https://www.bps.org.uk/news-and-policy/bps-code-ethics-and-conduct> [Accessed: 22 March 2019].

Newspapers

Online newspaper article

Author or corporate author. (Year) Title of document or page. *Name of newspaper (italics)*, additional date information. Available from: URL [Accessed date].

Wolf, M. (2018) What really went wrong in the 2008 financial crisis? *The Financial Times*, 17 July. Available from: <https://www.ft.com/content/e5ea9f2a-8528-11e8-a29d-73e3d454535d> [Accessed: 9 April 2021].

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<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/your-reference-list/>

An example of a bibliography (in alphabetical order)

- Bills, R. E. (1977) *Foundations for a theory of instruction and educational psychology*. London: Harper and Row: 282-385
- Boughton, J.M. (2002) The Bretton Woods proposal: an in-depth look. *Political Science Quarterly*, [e-journal] 42(6). Available from: Anglia Ruskin University Library website <http://libweb.anglia.ac.uk> [Accessed 12 April 2021].
- Buskist, W. and Saville, B. K. (2001) Rapport-building: creating positive emotional contexts for enhancing teaching and learning. *Association for Psychological Science*. 14, (3). Available from: <https://www.psychologicalscience.org/observer/rapport-building-creating-positive-emotional-contexts-for-enhancing-teaching-and-learning> [Accessed 10 April 2021].
- Chittenden, M., Rogers, L. and Smith, D. (2003) Focus: NHS. *Times Online*, [online] 1 June. Available from: <http://www.timesonline.co.uk/tol/news/uk/scotland/article1138006.ece> [Accessed 12 April 2021].
- Dornyei, Z. (2001) *Teaching and researching motivation*. Harlow: Pearson Education Limited.
- Ehrman, M. and Dornyei, Z. (1998) *Interpersonal dynamics in second language learning* California: Sage.
- Fishman, R. (2005) *The rise and fall of suburbia*. [e-book] Chester: Castle Press. Available from: <https://academic.oup.com/ahr/article-abstract/94/1/98/150780?> [Accessed 12 April 2021].
- Foundation for Economic Education (FEE). (2014) *England's Whetstone named FEE's first "Blinking Lights" award recipient*. [online] Available from: <https://fee.org/resources/englands-whetstone-named-fees-first-blinking-lights-award-recipient/> [Accessed 6 April 2021].
- Kipper, D. (2008) Japan's new dawn. *Popular Science and Technology*, [online] Available from: <https://www.popsci.com/environment/article/2008-08/new-dawn-solar-energy/> [Accessed 12 April 2021].
- Knight, P. (2001) The development of EFL methodology. In Candlin, N. and Mercer, N. (Eds) *English Language Teaching in its Social Context*. London: Routledge: 147-166.
- McKay, S. L. (2006) *Researching Second Language Classrooms*. New Jersey: Lawrence Erlbaum Associates.
- Moore, A. (2004) *The Good Teacher: Dominant Discourses in Teaching and Teacher Education*. Oxon: Routledge.
- Patterson, C. H. (1977) *Foundations for a Theory of Instruction and Educational Psychology*. London: Harper and Row: 282-385.
- Richmond, J. (2005) *Customer expectations in the world of electronic banking: a case study of the Bank of Britain*. Ph. D. Anglia Ruskin University.
- Silas, P., Yates, J.R. & Haynes, P.D. (2008) Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic. To be published in *Physical Review B*. Arxiv. [Preprint] Available from: <http://arxiv.org/abs/0810.1692>. [Accessed: 3rd April 2021]
- University of Cambridge. (2007) *CELTA Syllabus*. Available from: www.cambridgeesol.org/assets/pdf/celta8. [Accessed 2nd April 2021].

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<https://www.imperial.ac.uk/admin-services/library/learning-support/reference-management/harvard-style/your-reference-list/>