



WAVERLEY ABBEY
COLLEGE

Harvard Referencing Guide 2020/21

CWR

Harvard Referencing Guide

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PART 1 – Principles of referencing

1. Introduction

This guide will introduce you to the Harvard style of referencing. Referencing correctly is an important academic skill. It is the process of acknowledging the sources that you have used in the production of your work. It adds weight to your arguments and conclusions and helps you avoid plagiarism (see Appendix 1). The aim of referencing is to allow the reader to quickly verify the validity of your arguments and the sources on which they are based.

The Harvard Referencing system is a widely used form of referencing. However, there are variations in usage. Where you use a non-typical reference and where an example is not provided, you can search the internet for an example. If you have to make a choice aim for consistency. Select [Harvard Referencing](#) for a good short 7 minute video guide.

2. Principles - in-text citations and reference lists

2.1 Identifying sources

Sources used are identified in your essay as follows:

- **Step 1**

In-text citations – enable you to briefly indicate your sources of quotes, paraphrases, ideas or materials within the body of the assignment.

- **Step 2**

NB: The Counselling programmes use a Reference List. The Spiritual Formation programme uses a Bibliography, please note the difference below.

- Reference List – This is a full list of everything you have cited in your assignment. This will include author, publication date, title of the source, publisher detail in the format shown in Part 2 of this guide. All counselling programmes require you to use a Reference List only.
- Bibliography - is formatted in exactly the same way as a reference list (see Part 2 of this guide) but includes all the works that you have cited and, in addition, works that you have not directly cited. The Spiritual Formation programme requires you to submit a Bibliography for all written assignments. You should include all articles, books, websites etc. that you have consulted as a part of the preparation of your assignment whether or not you directly refer to them in your submission.

Sources are listed alphabetically, single spaced with a one-line gap between each entry. The sources are placed at the end of your assignment.

Footnotes and endnotes are not used in the Harvard style of referencing.

2.2 When to reference

You should include a reference when:

- you use a direct quote, paraphrase or summary of a named author
- you make use of statistics
- you paraphrase or refer to ideas or writings of a named author
- the source of your ideas when making an argument

2.3 Setting out in-text citations

In-text citations give brief details of the source you are quoting from or referring to. The citations then link to your full reference list or bibliography at the end of your work. In-text citations are included in the final word-count.

Page numbers should be included when using a direct quote, paraphrase, summary or an idea from a specific page(s).

In-text citations: the page number is added after the date and separated by a colon.

Examples: It is stated that ... (Smith, 2007: 32) or, Brown (2009: 34-36) states that ...

2.4 Setting out the Reference List or Bibliography

All entries are listed A-Z. Page numbers are not included for books but they should be included for journal articles (see examples below).

Example-book: Franklin, A.W. (2012) *The Maltreatment of Children*. Lancaster: MTP.

Example-journal: Jackson, J. Costa, P. and Reynolds, K. (2015) 'The practice of Prayer'. *The Journal of Psychology and Theology*. 29 (5), pp. 112-220.

3. Quotations, paraphrasing and summarising

3.1 Quotations

When directly quoting material you must use the exact form of the author's words, including all spelling, capitalisation, punctuation and grammatical errors (as in the first example below). You can indicate that you recognise an error by placing the term *[sic]* in brackets after the error (see 3.4.3). (Don't forget to include your reference.)

3.2 Direct quotation

Direct quotations should be placed in single quotation marks:

- Bowlby (1980: 23) argued that ‘In these troubled states of early childhood, it is held, can be discerned the prototype of many pathological condition of later years’.

3.3 Long quotations

A long quotation is normally more than three to four lines of text. In this instance the quote should be displayed in a separate indented paragraph. Quotation marks are not required:

- Other commentators are more critical:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see sense from this organisation on this subject at any time in the next one hundred years. (Bloggs, 2007: 34-38).

(NB: It is not good academic practice to include very large quotations.)

3.4 Changing a quotation

There may be occasions where you omit part of a quotation, add your own emphasis, add different words, or indicate an error.

3.4.1 Omitting part of a quotation

Show this by using ellipsis:

- ‘Thunderstorms ... have become increasingly common’ (Jones, 2005: 87)

3.4.2 Inserting your own or different words into a quotation

Put added words in square brackets:

- ‘Nothing [football] comes close ...’ (Beckham, 2007: 7)

3.4.3 Pointing out an error in a quotation

Do not correct, instead write *[sic]*, this shows that you are aware of the error:

- Crowley (1784: 20) noted that ‘carpentars *[sic]* worked with wood’

3.4.4 Emphasising part of a quotation

Put emphasised words in italics and state that you have added the emphasis:

- ‘Minimal numbers of *men* take up netball’ (Neville, 2013: 98, my italics)

3.5 Paraphrasing

Paraphrasing is expressing someone else's writing in your own words. The point of paraphrasing is to show that you have understood the other person's ideas and you can summarise them in your own words and writing style. Be careful not to change the original meaning. You must always cite and reference your source.

- Harrison (2007: 48) clearly distinguishes between the historical growth of the larger European nation states and the roots of their languages and linguistic development, particularly during the fifteenth and sixteenth centuries. At this time, imperial goals and outward expansion were paramount for many of the countries, and the effects of spending on these activities often led to internal conflict.

3.6 Summarising

Summarising is providing a brief statement of the main points of a source book. It is different from paraphrasing as it will list only the main topic or headings. Most of the detail will be left out.

- Nevertheless, one important study (Harrison, 2007) looks closely at the historical and linguistic links between European races and cultures over the past five hundred years.

PART 2 – Citations, References and Bibliographies - examples

The list below gives examples of the format for in-text citations and the Reference List.

4. Printed books

4.1 One author/editor

If the book has an edition number, you should include this after the title as in the second reference example below.

Cite According to Brown (2016: 40), the Tudor period ranged between 1485 and 1603.

Reference Brown, B. (2016) *The Tudors*. London: University Press.

Brown, B. (2016) *The Tudors*. (2nd edn) London: University Press.

4.2 Two or three authors/editors

Cite Banerjee and Watson (2011: 80) suggest that ...

It was evident (Smith, Jones and Thomas, 2015: 90) that ...

Reference Banerjee, A. and Watson, T.F. (2011) *Writing for Pleasure*. Oxford: Oxford University Press.

Smith, B., Jones, R. and Thomas, S. (2015) *Italian Opera: Puccini and his Music*. (3rd edn) New York: Anchor Books.

4.3 Four or more authors/editors

List only the first author in the citation followed by et al, but list all authors in the reference list.

Cite As noted by Brown et al., (2009: 3)

Brown et al., (2009: 3) notes that ...

Reference Brown, D., Jones, A., Alvarado, F. and Allsop, S. (2009) *The Attractions of Stupidity*. London: Penguin.

4.4 Several works by the same author from different years

Books by the same author published in different years should be listed chronologically in the Reference List/Bibliography.

Cite As Bowlby (1969: 40; 1973: 47) suggests ...

Reference List each book separately in the reference list

Bowlby, R. (1969) *Attachment*. Oxford: Oxford University Press.

Bowlby, R. (1973) *Infant Attachment*. Oxford: Oxford University Press.

4.5 Sources published in the same year by the same author

To help identify these items an alphabet letter should be added to the date in the citation and in the reference list. The alphabet letters should be added according to the order in which the citations appear in the assignment.

Cite In his study Shneider (2007a: 50-65) emphasised the importance of rationality. However in another publication (2007b: 4-6) he noted that ...

Reference Shneider, R (2007a) *Rationality*. Oxford: Oxford University Press.

Shneider, R (2007b) *Intuition*. Oxford: Oxford University Press.

4.6 Secondary referencing – one author citing another author

You may want to reference a work mentioned in another author's book (secondary referencing). You haven't read the original, but you have found it through a secondary source. If you can locate the original you can cite and reference it.

If you can't locate the original source then you must make it clear that you have not read the original and are referencing the secondary source. In this case you should cite both sources and use the phrase 'cited in' in the citation and provide the details for the source you read it in for the Reference List.

Cite Bloggs (2004, cited in Smith, 2007) loves chocolate.

Reference Smith, J. (2007) *Musings from Chocolate Lovers*. (3rd edn) Bicester: Jinks Press.

4.7 Multiple sources

Order the citations in chronological order, with the most recently published source first. Separate each source with a semicolon.

Cite Historians are agreed (Frobisher, 2012; Barnes et al., 2009; Huy, 2009; Monk and Bosco, 2001) that ...

Reference (List each source, separately)

4.8 Corporate author(s)

An organisation such as a company, university or government department can be the author of a publication. Often, the same organisation will also be the publisher. Just cite them in your text as you would a person. (This would apply for example to the DSM book where the American Psychiatric Association is both author and publisher).

Cite Depression can have many causes (The American Psychiatric Association, 2013)

Reference American Psychiatric Association (2013) *Diagnostic and Statistical Manual of Mental Disorders*. (5th edn) (DSM V). American Psychiatric Publishing.

4.9 Sources with no author/editor

Use the title in italics: do not use 'anonymous' or anything similar.

Cite It is maintained that medicine has greatly improved (*Medicine in Old Age*. 1985: 74) ...

Reference *Medicine in Old Age*. (1985).

4.10 Book with an editor

Cite This was clearly shown in McMurray (2015)

Reference McMurray, M. (2015) *Spiritual Direction*. Philadelphia: Knox Publishing.

4.11 Chapter in an edited book

To cite and reference a chapter of an edited book where Gallagher is the author of the chapter and Smith is the editor of the book the following format applies:

Cite ... and other librarians agree (Gallagher, 2018: 83-89)

Reference Gallagher, N. (2018) A Librarian's Life. In: Smith, E. (ed.) *Developing Skills*, Oxford: Oxford University Press, pp. 83-99.

4.12 Multi-volume works

Cite Clarke (2004: 7) remarks that ...

Reference Clarke, M. (ed.) (2004) *The Sky at Night*. (6 vols). London: Pirate Publishers.

4.13 Collected works

Cite In his collected works (Lee, 1976-1990) explains ...

Reference Lee, G (ed.) (1976-1990) *Rush: The Early Years*. (30 vols). Toronto: Toronto Press.

4.14 Bible and Torah

Cite It is said that 'a righteous man falls down seven times and gets up' (Proverbs 24:16)

Reference
(Bible) Holy Bible: King James Version.
(Torah) Torah: Proverbs 24:16.

4.15 Qur'an

Cite '... whether in earth or in heaven' (Qur'an 14:38)
Reference Qur'an 14:38 (2013) translated by Abdullah Yusef Ali. Ware, Hertfordshire: Wordsworth Editions Limited.

4.16 Ancient texts

Cite The epic tale by Homer (1997) ...
Reference Homer (1997) *The Iliad*. Translated by M. Brown. Introduction and notes by D. Broadbent. London: Dover Publications.

5. Ebooks, readers, audio and web pages

5.1 E-books online

The place or publication and publisher should be included if available.

Cite In her analysis, Godfrey (2008) states that ...
Reference Godfrey, A. (2008) *A Concise Guide to Budgeting* [Online], Washington DC: The National Academic Press. Available at <http://library.open.ac.uk/index.php?=322017> (Accessed: 10 March 2019).

5.2 Ebooks on readers

Ebook readers have different standards for presenting page locations. Page numbering can vary depending on the type and settings of the specific reader.

Instead you should use section numbers, or, if those are not available, section titles to help locate any citations.

Cite In her analysis, Godfrey (2008, Section 1.1) concludes that ...

Reference Godfrey, A (2008) *A Concise Guide to Budgeting*. [e-book reader], Washington DC: The National Academic Press.

5.3 Web page

When citing a web page, it should follow these guidelines:

By author and date (where possible)

By title and date if there is no identifiable author

Or by URL if neither author nor the title can be identified

Cite During WW1 (BBC News, 2014) the lights ...

Reference BBC News (2014) *'Lights out' ends day of WW1 centenary commemorations* [Online]. Available at: <http://bbc.co.uk/news/uk-2862223> (Accessed: 17 October 2015).

5.4 Government publications, acts, papers and reports

Cite Schools are required to ensure equal access to buildings (*The Equality Act 2010*)...

Reference *The Equality Act 2010, c. 15*. Available at: <https://www.legislation.gov.uk/ukpga/2010/15/contents> (Accessed: 31 August 2018).

5.5 Research reports

Cite The minimum cost of living in Yorkshire is £15,000 (Friedland, 2009: 65)

Reference Friedland, B. (2009) *A minimum income standard for Yorkshire: what*

people think. Available at: <http://www.jrf.org.uk/yorkshireresearch> (Accessed: 19 June 2015).

5.6 Tutor's lecture notes in VLEs (ie Moodle)

We advise students to read as widely as possible and to demonstrate this reading by quoting from those wider sources. Therefore, we do not normally recommend using quotations from lecture notes.

Cite The tutor (Francis, 2019) stated that ...

Reference Francis, D. (2015) 'Attachment Theory', *C103: Theories of Attachment*. Available at: <https://students.waverleyabbeycollege.ac.uk/mod/folder/view.php?id=10916> (Accessed: 21 June 2019).

5.7 Theses and dissertations

Cite Research by Gregory (1970) suggests that ...

Reference Gregory, S. (1970) *English military intervention in the Dutch revolt*. B.A. Thesis. University of Birmingham. Available at: <http://findit.bham.ac.uk/> (Accessed: 18 June 2015).

5.8 Television interviews

Cite Jones was clearly out of his depth (Jones, 2009).

Reference Jones, K. (2009) Interviewed by Steven Poulter for *Newsnight*. BBC Two Television, 5 February.

6. Audio

6.1 Audiobooks

Cite Robinson (2015) was clear in her description of ...

Reference Robinson, M. (2015) *Gilead*. Available at:
<http://www.audiobookstore.com/uk/>

6.2 Podcasts

Cite The internet is not the same as in Peel's time (Townshend).

Reference Townshend, P. (2011) 'Can Peelism survive the internet?', BBC 6 Music [Podcast]. 4 November. Available at
www.bbc.co.uk/podcasts/series/jpl (Accessed: 11 September 2012).

7. Journal articles

7.1 Journal articles

Cite In their review of the literature (Jackson, Costa and Reynolds, 2016)

Reference Jackson, J. Costa, P. and Reynolds, K. (2015) 'The practice of Prayer'. *The Journal of Psychology and Theology*. 29 (5), pp. 112-220.

7.2 Journal

If the article is online you can use the URL provided (see first example below).

If you access the article via a library database, for example, through an online journal subscription you should include the Digital Object Identifier (DOI) if available, this should be placed after [Online] as in the second example below. The DOI is a permanent link for an electronic document. If there is no DOI use the persistent or the permalink provided. If neither is available list the name of the database. The URL in the address bar is unlikely to work for someone else using it to find the article.

Cite In their review of the literature (Linton, 2017)

Reference Jones, H. M., McKay, J., Alvarado, F., Plath, E., Jordan, A., Porter, M., Allsop, S. (2005) 'The attractions of stupidity'.

The St. Croix e-Review, vol. 30 (2), pp. 6–10 [Online]. Available at http://st_croix_e-review.com/index.php/articles/view/30/6/ (Accessed: 28 October 2010).

Cite (Miller and Pole, 2010)

Reference Miller, E. and Pole, A. (2010) 'Diagnosis blog: checking up on health blogs in the blogosphere', *American Journal of Public Health*, vol. 100, no. 8, pp. 1514–1519 [Online]. DOI: 10.2105/AJPH.2009.175125 (Accessed 15 December 2011).

8. Magazine articles

8.1 Magazine articles

Cite Stevens discusses this (2011: 11) ...

Reference Stevens, N. (2011) Circular Motion, *Physics Monthly* (November, pp. 8-15.

Appendix 1 - Plagiarism

To guard yourself against plagiarism, make sure that all the material, ideas and theories of others that you have used for your assignment are acknowledged in the text through the use of quotation marks and citations and that the sources are also listed in your Reference List.

Good referencing will ensure that you don't plagiarise another author's work. Plagiarism is the unacknowledged presentation of a body of material (written, visual or oral) which is wholly or partly the work of another person, either in concept of expression or a direct copy.

Examples of plagiarism:

- An unacknowledged quotation of phrases or sections from someone else's work.
- Summarising someone else's work without acknowledgement.
- Copying someone else's work and simply changing the order of words in order to present another's ideas as one's own.
- Copying someone else's work without acknowledgement.
- Copying the work of another student.
- Working with another person and presenting their work as your own.

The Student Handbook contains further helpful advice about plagiarism and Turnitin. Turnitin is software that will enable you to check an assignment for possible plagiarism before the final submission date (Page 20, section 12.5).

Appendix 2 – Sample Reference List / Bibliography

Bowlby, R. (1969) *Attachment*. Oxford: Oxford University Press.

Bowlby, R. (1973) *Infant Attachment*. Oxford: Oxford University Press.

Brown, D., Jones, A., Alvarado, F. and Allsop, S. (2009) *The Attractions of Stupidity*. London: Penguin.

Friedland, B. (2009) *A minimum income standard for Yorkshire: what people think*. Available at: <http://www.jrf.org.uk/yorkshireresearch> (Accessed: 19 June 2015).

Godfrey, A (2008) *A Concise Guide to Budgeting*. [e-book reader], Washington DC: The National Academic Press.

Jones, H. M., McKay, J., Alvarado, F., Plath, E., Jordan, A., Porter, M., Allsop, S. (2005) 'The attractions of stupidity'. *The St. Croix e-Review*, vol. 30, no. 2, pp. 6–10 [Online]. Available at http://st_croix_e-review.com/index.php/articles/view/30/6/ (Accessed: 28 October 2010).

Lee, G (ed.) (1976-1990) *Rush: The Early Years*. (30 vols). Toronto: Toronto Press.

Smith, B., Jones, R. and Thomas, S. (2015) *Italian Opera: Puccini and his Music*. (3rd edn) New York: Anchor Books.

Stevens, N. (2011) Circular Motion, *Physics Monthly* (November, pp. 8-15.

Townshend, P. (2011) 'Can Peelism survive the internet?', BBC 6 Music [Podcast]. 4 November. Available at www.bbc.co.uk/podcasts/series/jpl (Accessed: 11 September 2015).