How to use the Harvard Referencing System (referencing printed sources)

This help sheet provides basic guidance on how to reference the books and journal articles which you have used in your essays or reports. The Harvard System is one of several methods available and is the preferred choice of most departments in the University. You should check if your course requires you to use it before you do your first assignment.

What is a "Reference"?
A Reference is a detailed description of any document from which you have taken Information. It can relate to a complete book or just a chapter from it, or an article from a journal or newspaper.

What is "Citing"
"Citing" a reference is the act of recording it. This is done in two ways: 1. By putting a brief entry for each source in the text of your work. 2. By listing all your sources in full, at the end of your work.

Why do I need to do it?
It is required academic practice to provide references to guide your reader to the sources you have used for your research, to support the arguments you are making, and to credit the established work of others.

What happens if I don't?
Failure to acknowledge your sources will lead to a suspicion of PLAGIARISM – i.e. trying to pass off someone else's work as your own. Please see the academic regulations for more detail on the implications and penalties of plagiarism.

2. Putting References and quotes into the text of your essay/report

For each reference you make in the text of your essay, you need to provide the **surname** (family name) of the **author(s)** and the **date** it was published.

If the author's name is part of the sentence statement, only the date needs to be in brackets**. Example**: … Hartley (1999) declared that…

If you do not use the author's name in part of the sentence, then both the name and the year must be in brackets at the end of the sentence, separated by a comma. **Example** ……although other authors have denied this (Hartley, 1999)

The page number(s) can be added if a specific part needs to be identified, or (ideally) you are using a direct quote, in which you copy a small part of the author's work word for word and place that quote in quotation marks "".
Example: Jackson (2004) declared that "this is the finest example of postmodernism" (Jackson 2004, p.575).

If you use a particularly long quote, it is clearer to indent the quote and separate it from the main bulk of your text. **Example:** Sinclair describes the role of tourism in the North West as:

> "so significant to a regional economy in decline, from which many of the core manufacturing industries have departed, and where farming can no longer offset those losses alone. It is essential to maintain the industry with governmental support and private sector investment wherever possible. It would be remiss to do otherwise" (Sinclair, 1999, p.250)

However, be warned, don't use quotes too often or their impact is reduced. Only repeat very significant points verbatim. An essay or report comprising of too many direct quotes will end up reading as a 'mish mash', it will not flow, and will be confusing to the reader (it may even confuse you!).

If you need to cite a website. Four rules.

- On the whole, avoid them. If you really must use them, follow these rules.

- Do not cite websites that are not obviously authoritative. "Outsmart Your Brain" is not authoritative. "The British Psychological Society" is. If in doubt, don't use and don't cite.

- If you do refer to a web site, first be absolutely sure that what you're referring to is not actually a printed journal article that is also online through some database (like Meta-Lib, PsychInfo and so on). If that's what it is, find its ordinary referencing information (as below) and refer to it as (Author Surname, year) as above. Don't cite it as a website. If in doubt, see the example in "Common Mistakes", below.

- If, however, it's some other sort of reliable information (that is, if it's an explicitly on-line authoritative source which is *not* a printed journal), then it's something like a charity organisation or a University department or some such. Use that name as "author" in (Author Surname, year). If there isn't a date visible, put "undated": for example, (British Psychological Society, undated). In the Reference section put the full details as below.

3. Listing references at the end of your work

Your reference list (to be titled **'References'**) should only contain the details of documents or sources referred to **within the text of your work**. The list must be **in alphabetical order:** list A to Z, according to author(s) surname.

Where do I find the full details that I need?

You should always take the details of the author, title, etc. from the title page of a book (NOT the front cover) The date, edition, publisher, etc. may be on the back of the title page. Do not confuse an edition with a reprint. The date that you enter next to the author is the date of publication, which is located by the copyright symbol ©. If the book states that it is a 2nd edition, then you must also note this by inserting "2nd edition", after you have listed the title. Generally, if you are not used to this procedure, look and see how published authors, especially in academic textbooks, cite their references.

The Harvard system gives you the option to use *italics* or underlining to emphasise the title. Whatever you decide, you must **be consistent** throughout. Use lower case for all title words after the first unless there is a proper name (as per the library catalogue).

The preferred order of presentation is:
· Surname of author(s), preferably in capital letters, comma, initial(s), full stop.
· Year of publication (in brackets)
· Title (underlined), including the edition (if other than the first), full stop.
· Place of publication (city or town) (followed by a colon)
· Publisher's name, (full stop)

A book by a single author: Example
ATKINS, P.W. (1998) *Physical chemistry* 6 th ed*.* Oxford: OUP

If there are two authors: Example:
McCARTHY, P. and HATCHER, C. (2002) *Presentation skills: the essential guide for students.* London: Sage Publications.

If there are three authors or more, indicate this by giving the name of the first author only followed by the Latin phrase '*et al'* (meaning "and others").
Example:
ENG, M *et al.* (1998) *Global finance.* 2 nd ed. Reading (Mass.): AddisonWesley.

If the book is edited:
Use the name of the editor(s) followed by (ed.) or (eds.) in place of the author.
Example:
EZRA, E. (ed.) (2004) *European Cinema.* Oxford: OUP.

A chapter from an edited book:
If you refer to a chapter in a book edited by someone other than the author of the chapter, you need to make this clear by using "*In"* (in italics and followed by a colon). The book title is in italics, NOT the title of the chapter. **Example:**
GASKELL, G. (2003) Attitudes, social representations and beyond *In* : DEAUX, K. and PHILOGENE, G. *Representations of the social.* Oxford: Blackwell.

Information from a website
British Psychological Society (2001) Frequently asked questions about psychometric testing. http://www.bps.org.uk/about/psychometric11.cfm [accessed 2 November 2005]
Cornwall County Council (2007b) Mining Tramways Project, www.cornwall.gov.uk/index.cfm?articleid=32473 [accessed Dec 2007]
Honistor Slate Mine (2007) Educational Resources, http://www.honister-slate-mine.co.uk/school_trips.asp [accessed Dec 2007]

Electronic article from a newspaper
Birkett, D (2004) Family Favourite, The Guardian, 7 February, http://www.guardian.co.uk/saturdaysection/story0,8922,1142420,00.html [accessed Dec 2007]

Electronically-accessed press release
Swansea Council (2007) Press release: Mining heritage inspires pupils, April, www.swansea.gov.uk/index.cfm?articleid=16616 [accessed Dec 2007]

Appendix: extracts of a references list
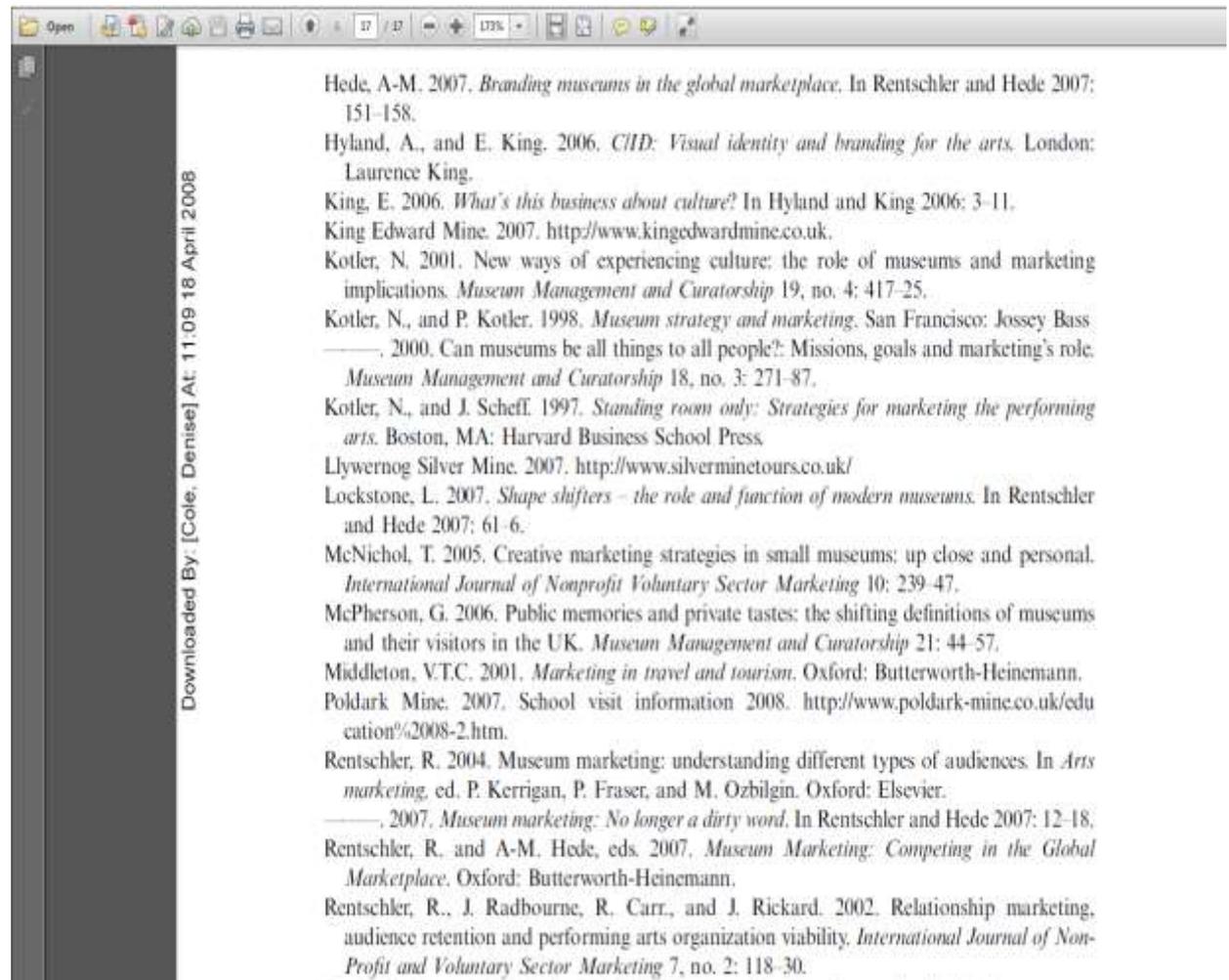
Hede, A-M. 2007. *Branding museums in the global marketplace.* In Rentschler and Hede 2007: 151–158.

Hyland, A., and E. King. 2006. *CI/D: Visual identity and branding for the arts.* London: Laurence King.

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King Edward Mine. 2007. http://www.kingedwardmine.co.uk.

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Llywernog Silver Mine. 2007. http://www.silverminetours.co.uk/

Lockstone, L. 2007. *Shape shifters – the role and function of modern museums.* In Rentschler and Hede 2007: 61–6.

McNichol, T. 2005. Creative marketing strategies in small museums: up close and personal. *International Journal of Nonprofit Voluntary Sector Marketing* 10: 239–47.

McPherson, G. 2006. Public memories and private tastes: the shifting definitions of museums and their visitors in the UK. *Museum Management and Curatorship* 21: 44–57.

Middleton, V.T.C. 2001. *Marketing in travel and tourism.* Oxford: Butterworth-Heinemann.

Poldark Mine. 2007. School visit information 2008. http://www.poldark-mine.co.uk/education%2008-2.htm.

Rentschler, R. 2004. Museum marketing: understanding different types of audiences. In *Arts marketing,* ed. P. Kerrigan, P. Fraser, and M. Ozbilgin. Oxford: Elsevier.
——. 2007. *Museum marketing: No longer a dirty word.* In Rentschler and Hede 2007: 12–18.

Rentschler, R. and A-M. Hede, eds. 2007. *Museum Marketing: Competing in the Global Marketplace.* Oxford: Butterworth-Heinemann.

Rentschler, R., J. Radbourne, R. Carr., and J. Rickard. 2002. Relationship marketing, audience retention and performing arts organization viability. *International Journal of Non-Profit and Voluntary Sector Marketing* 7, no. 2: 118–30.