Citation Practice: comprehensive guide to Harvard Referencing
Introduction

Students are expected to present research and evidence-based essays and assignments as part of their course work. Books, journal articles and other sources used in the preparation of such work must be acknowledged. Quotations, statistics, other people’s thoughts and ideas need to be used, cited and referred to.

Your assessment guidelines tell you how marks are awarded for referencing. The marks are not just awarded for the quality of the sources you have used, but also for citing and referencing correctly according to the Harvard citation system in use at the School of Health and Community Sciences. By learning to cite references properly you will have gained a skill, which is necessary in all scholarly activity.

What is a citation, reference and bibliography?

A citation is when you refer to the work, theories, arguments and ideas of other authors, in the body of your own writing, giving brief details only. Other authors’ works are used to show evidence of background reading and to support your content and conclusions.

Each citation needs to be listed, at the end of your writing, with full details, in a list of references. The main requirement in citing and referencing is to provide the full, accurate details that will enable the reader to be able to trace back to the original information you have used.

A bibliography is a list of all the items that you read and found to be useful in forming your ideas, but which were not necessarily referred to in your text.

Reasons for using citation/referencing and bibliographies:

- **Demonstrate that you have an awareness and understanding of other people’s ideas.**
- **Show that you have located relevant works, read and analysed them and formed your own opinions in the subject area.**
- **Acknowledge other people’s ideas, opinions, and research to avoid plagiarism.**
- **Provide the full details so the reader can find the original material you used.**
- **Support points and arguments you want to make.**
- **Reflect the range of research you have undertaken, not just the sources quoted.**

Remember:

- **Keep a detailed note of all your sources as you read/make notes from them, including websites (eg, author, title, URL and date accessed).**
- **Keep a note of the details of the items you use from the library before you return them.**
- **If you photocopy an article make sure you write the full details on the copy you have made.**
- **There is a difference in the way you cite different types of resources.**
- **In work submitted to the School of Community and Health Sciences (SCHS), the reference list and bibliography should be presented in separate lists, but in a common layout.**
- **Your assessment guidelines will tell you what percentage of marks are awarded for correct citation and referencing. Don’t lose vital marks through poor/inaccurate citation and referencing.**
What is plagiarism?

Plagiarism is presenting someone else’s ideas and work as your own, ie not citing and referencing properly.

Remember:

- It is an attempt to pass off someone else’s ideas as your own, or to copy sections of text from another’s work without attempting to put these ideas into your own words or acknowledge sources by clearly referencing.
- It is a form of theft/cheating and is regarded as a serious offence in educational settings.
- Citations/references must be provided for all information/ideas used.
- You must cite/reference all sources found in electronic formats as well as paper-based information found in books, journals, statistical volumes, government reports, leaflets etc.
- Assignments will be failed if work has been plagiarised. If in doubt ask your personal tutor.
- Full details about plagiarism are given in your student handbook.

Which citation/referencing system do we use?

The referencing system in use at the School of Community and Health Sciences is based on the Harvard referencing system.

Remember:

- Students preparing their MSc Dissertation or PhD Thesis should consult their supervisor. The Harvard System is extremely detailed and students at this level will be expected to have an in depth understanding of the referencing system they choose to use.

How many references or quotations do I need to use?

There are no exact rules on this and it will depend on the assignment you are undertaking. However, you should support all the major arguments and points you make and show that you have an understanding of other authors’ works.

How do I use quotations and citations in my text?

In-text citations can take the form of quotations, paraphrasing or summarising.

Paraphrasing (express others’ writing in your own words)

This is a way of referring to an author’s ideas or arguments, without using their actual words. Paraphrasing shows that you truly understand what the author is saying and it allows you to acknowledge their ideas, while maintaining your own style and flow.

It is important not to change the meaning of what the author was saying. You still need to cite the author’s work and reference the source at the end of your writing.

eg

Sully and Dallas (2005, p.182) discuss the ending of placements and remind us that we must keep all informed so that placements run smoothly, which develops our knowledge and skills in dealing with relationships.

Summarising

Summarising is where you pull out the key points from a book, web page etc and state these briefly, in your own words. There is less detail than paraphrasing.

eg

Sully and Dallas (2005, p.182) discuss the best way of dealing with the end of a placement.
Quotations should be very relevant and used sparingly or they may disrupt the flow of your text.

Short quotations (up to two or three sentences) should be included in the body of the text and placed in quotation marks. The quotation is followed by author’s surname, date of publication and page number, all in brackets. The citation in brackets is part of the quote, so the full stop comes after the brackets.

eg

Sully and Dallas make a good point about informing patients at the end of a placement period, which reinforces my argument, when they state, “it is highly likely that you will have developed a good relationship with both patients and staff and so leaving unannounced will create varying levels of concern and possible anxiety” (Sully and Dallas, 2005, p. 182).

Longer quotations should be indented on the page, to show it is a quotation. The writer’s name, date of publication of the work and page numbers follow the quote in brackets. The full stop is put at the end of a long quotation (before the author date page citation).

eg

Sully and Dallas develop this idea further when they say:

Endings provide a variety of opportunities to develop our knowledge with regard to our relationships, knowledge and our skills. There may be an opportunity to negotiate when the ending may occur or this may be predetermined: either way, those with whom you are working will need to be informed and reminded when this takes place. This is particularly important in clinical placements for a number of reasons. (Sully and Dallas, 2005, p. 182)

What is secondary referencing?

Secondary referencing is where you read an author who refers to a previous author’s work, where you haven’t read the original book. Secondary referencing is best avoided wherever possible; it is better to find and read the original source. If it is not possible, refer as necessary and use “cited by” and the name of the author and date of publication of the text actually used.

eg

Bowlby (1998) suggests that changes in personal tutor or group/module leader may add to student anxieties since the “secure base” from which to explore this learning experience has been disturbed (cited by Sully and Dallas, 2005)

OR


Remember:

- In this example only details of the publication by Sully and Dallas will appear in the reference list at the end of the essay.
**How do I set out citations in my text, reference list and bibliography?**

### Books

<table>
<thead>
<tr>
<th>Cite in the text</th>
<th>In the reference list</th>
</tr>
</thead>
</table>
| **Book with one author**                                                        | Author, Initials. (Year) *Title* [in italics]. Edition [If later than the first]. Place of Publication: Publisher.  
| Freeth (2002, p.23) explains that there is a difference between ... or            |                                                                                                                                                       |
| There is a difference between ...(Freeth, 2002, p.23)                            |                                                                                                                                                       |
| Goddard and Barrett (2007) suggested that ... or                                |                                                                                                                                                       |
| ...despite possible objections from the patient (Heneghan and Badenoch, 2006, p.124). |                                                                                                                                                       |
| Critical thinking and discussion can be a great challenge for many students (Savage et al, 2006, p29) |                                                                                                                                                       |
**eg.** Treasures of Britain and Ireland. 2nd ed. (1990) London: Reader's Digest Association Ltd. |
| The formation of professions was examined in Prest (1987).                      |                                                                                                                                                       |
| The Percy Tomb has been described as “one of the best masterpieces of medieval European art” (Treasures of Britaiin, 1990 p.84). |                                                                                                                                                       |
| **Chapter in an edited book**                                                    |                                                                                                                                                       |
| The view proposed by Franklin (2002, p.88) was that ...                          |                                                                                                                                                       |
**eg.** Carroll, L. (2007) *Acute medicine: a handbook for nurse practitioners*. MyiLibrary resource [Online]. Available at:  
| In her analysis, Carroll (2007, pp.36-92) writes that ...                        |                                                                                                                                                       |
| Butcher’s (1961) guide talks about ...                                           |                                                                                                                                                       |

**Remember:**

- For reprints, use the year of the original publication, as a reprint is not a new edition.
### Journal articles

<table>
<thead>
<tr>
<th>Type of Journal</th>
<th>Cite in the text</th>
<th>In the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electronic journals/e-journals</td>
<td>This information has recently been updated (Zhang, Pare and Sandford, 2008).</td>
<td>Zhang, J., Pare, P.D. and Sandford, A. (2008) ‘Recent advances in asthma genetics’, <em>Respiratory Research</em>, 9(4), Available at: respiratory-research.com/content/9/1/4 (Accessed: 4 July 2008).</td>
</tr>
</tbody>
</table>

### Remember:

- The rules regarding authors are the same as those for books.
- Page numbers – include the first and last including the references or appendix but if there are intervening advertisements or other matter they must be excluded by a comma, e.g. 78-80, 82, 84-5 shows pages 81 and 83 are not part of the paper.
- The full text of the journal article may be held in a variety of places; it could be hosted by a full text service or held only as an e-journal by the publisher. The important thing in terms of referencing is giving the information needed so your reader can find it.

### Websites

<table>
<thead>
<tr>
<th>Type of Website</th>
<th>Cite in the text</th>
<th>In the reference list</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web pages with no authors</td>
<td>Illustrations of the houses can be found online <em>(Palladio’s Italian villas, 2005)</em></td>
<td><em>Palladio’s Italian villas</em> (2005) Available at: <a href="http://www.boglewood.com/palladio/">http://www.boglewood.com/palladio/</a> (Accessed: 2 June 2008).</td>
</tr>
</tbody>
</table>
### Other publications and items

<table>
<thead>
<tr>
<th>Other publication type</th>
<th>Cite in the text</th>
<th>In the reference list</th>
</tr>
</thead>
</table>
| **Audio/Video downloads**                      | *Mr Brightside* was a major success (The Killers, 2004).                        | Artist if available if not put title first (year of distribution) *Title of recording. Name of download site.* [Download]. Available at: URL (Accessed: date).  
   eg  
| **Book illustrations, diagrams, tables etc.**  | … as shown in the comparison of skeletal, cardiac and smooth muscles (Marieb, 2006, p.179) | Author, Initials. (Publication year) *Title of book*. Place of Publication: Publisher, page reference, illus./fig./table.  
   eg  
| **British Standards**                          | Loft conversions are subject to strict controls (British Standards Institute, 1989) such as … | British Standards Institute (1989) *BS5268-7.4: Structural use of timber: ceiling binders*. London: British Standards Institute. |
   eg  
| **DVD – episode**                              | Close attention was paid to period details, for example, the costumes of the dancers (‘Episode 4’, 2006). | ‘Title of episode’ (year of distribution) *Title of programme/series* In *Title of compilation* [DVD] Place of distribution: Distributor.  
   eg  
   eg  
| **EU Publications**                            | The predicted migration of labour (European Commission, 2003) …                  | Name of EU Institution (Publication Year) *Title*. Place of Publication: Publisher.  
   eg  
| Genealogical sources, i.e., censuses | Thomas Wilson moved to Willington in the 1850s ('Thomas Wilson', 1861). | ‘Name of person’ (year of census) *Census return for ...*Street, place, county, Registration sub-district. Public Record Office: piece number, folio number, page number. If certificate was obtained online, add: Name of website (year of last update). Available at: URL (Accessed: date).

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| International Publications | A report by the United Nations (2005) states that ... | Name of organisation (Publication Year) *Title,* Place of Publication: Publisher.

eg.


| Interviews – internet, newspaper and television | The Democrat appeared confident in the discussion (Obama, 2008). | Name of Person Interviewed (year of interview) *‘Title of the interview’ Interview with/interviewed by.* Interviewer's name. *Title of publications or broadcast.* Day and month of interview. If published on the interview, add: [Online] Available at: URL (Accessed: date).

eg

| **Leaflets** | Lloyds TSB Bank plc (no date) provides insurance for its mortgages … | Author (corporate or individual) (Date, if known) *Title* [Leaflet obtained …] Date.  
*eg*  
| **Lectures, seminars, webinars** | Points of interest from the lecture (Brown, 2008) included … | Author/speaker (year) *Title of communication* [Medium]  
Day/month.  
*eg*  
| **Minutes of meetings** | Jones (2008) suggested work shadowing and mentoring … | Author (individual or group) (year of meeting) ‘Item being referenced’ *Title and date of meeting*. Organisation. Location of meeting.  
*eg*  
| **Newspaper articles by an author** | House prices fell by 2.1% last month (Old, 2008, p.25). | Author, Initial (year of publication) ‘Title of article’ Title of newspaper. (edition, if necessary), Day and Month, page number.  
*eg*  
| **Newspaper articles without an author** | The article (The Times, 2008, p.7) reported that … | Title of Newspaper (year of publication) ‘Title of article’ Day and month, page number.  
*eg*  
| **Online discussion groups and bulletin boards** | Debt was discussed by Peters (2008) … | Author of message (year of message) ‘Subject of the message’ *Discussion group or bulletin board*. Date posted: day/month [Online]. Available e-mail: e-mail address.  
*eg*  
| **Personal communications, eg in person, by letter, email, phone, text, fax etc.** | This was disputed by Walters (2008) when he said … | Sender/speaker/author (year of communication) Medium of communication, receiver of communication, Day/month of communication.  
*eg*  
Walters, F. (2008) E-mail to John Stephens, 14 August.  
Walters, F. (Text message to John Stephens, 14 June).  
Walters, F. (Fax to John Stephens, 17 December). |
*eg*  
#A conversation with Mark Zuckerberg’ (2007) Phonecasting. Available at:  
<table>
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<tbody>
<tr>
<td>Posters</td>
<td>The image (Chagall, no date) was so beautiful ... Smith’s poster (2003) ...</td>
<td>Artist (if known, or use title) (year) Title [Poster] Exhibited at. Location and date of exhibition. Dimensions (if relevant and available). Eg Chagall, M. (not date) <em>Le violiniste</em> [Poster]. 84cmx48cm/33”x19”. Eg Smith, K. (2003) Prints, books and things [Poster]. Exhibited at New York, Museum of Modern Art. 5 December 2003-8 March 2004.</td>
</tr>
<tr>
<td>RSS feeds</td>
<td>Really simple Syndication is a method of notifying subscribers if a web page has been updated. You should reference the original source, eg new web page or journal article, not the RSS feed.</td>
<td></td>
</tr>
<tr>
<td>Reference Type</td>
<td>Description</td>
<td>Example</td>
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<tr>
<td>---------------------------------------------</td>
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<tr>
<td>Screencasts ie, video screen captures</td>
<td>An online video demonstrated functions ('Putting Flickr on rails', 2008).</td>
<td>'Title of screencast' (year of production) *Title of web page [Screencast]. Available at: URL (Accessed: date).</td>
</tr>
<tr>
<td>Television programmes viewed on the Internet</td>
<td>The effects of the accident were portrayed graphically ('Love you', 2008).</td>
<td>'Title of episode' (Transmission year) *Title of programme/series, series and episode number, Name of channel, Day/month of transmission [Online] Available at: URL (Accessed: date).</td>
</tr>
<tr>
<td>UK Statutes</td>
<td>The statute (Great Britain. Mental Health Act 1983) brought into effect many changes, such as ...</td>
<td>Great Britain. <em>Short Title of the Act and Year</em>. Name of Sovereign. Chapter number. (year of publication) Place of publication: Publisher.</td>
</tr>
<tr>
<td>UK Statutory Instruments</td>
<td>The Primary Care Trusts (Establishment) Amendment Order 2006 was introduced.</td>
<td><em>Name/title including year</em> (SI number and year).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>eg <em>Primary Care Trusts (Establishment) Amendment Order 2006</em> (SI 2006/2077).</td>
</tr>
<tr>
<td>Vidcasts – video podcasts</td>
<td>The vidcast was most informative (Walker and Carruthers, 2008).</td>
<td>Author, Initials. (Year site was published) <em>Title of vidcast</em> <em>Title of Internet site</em>. Available at: URL (Accessed: date).</td>
</tr>
<tr>
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<td>Illustrations of the houses can be found online (Palladio’s Italian villas, 2005)</td>
<td>Palladio’s Italian villas (2005) Available at: <a href="http://www.boglewood.com/palladio/">http://www.boglewood.com/palladio/</a> Accessed: 2 June 2008).</td>
</tr>
</tbody>
</table>

**Remember:**

- If referring to an online version, rather than a print version, then replace place of publication and publisher with [Online]. Available at: URL. (Accessed: date).
- You must have permission of the person who sent the e-mail before using it as a reference source.
- If there is not clear author, the information on the website might be unreliable.
- If there are no dates on the website, the information may be out of date.

**Notes on compiling your reference list and bibliography**

**Remember:**

- The details you need are usually found on the front and back of the title page. This is normally the first or second unnumbered page inside the book.
- Note where the punctuation appears; it is very important that this is correct.
- Do not include an edition statement if it is the first edition, however all later editions DO require an edition statement.
- Be very careful not to confuse the date of the edition with any reprint dates. Publishers sometimes reprint titles when they have run out of copies, this could be years after the date that edition was issued. e.g. Rowntree, D. (1981) Statistics Without Tears. London: Penguin. This book was reprinted in 1991 and again in 2000 with minor corrections and new further reading, but it is still the 1981 edition.
- The place of publication is the city or town, not country.
- You should not use an ampersand i.e. “&” between names, always write the word “and”.

March 2011 Liz Murray – SCHS Library 12