UNIVERSITY OF WOLVERHAMPTON

SKILLS FOR LEARNING

THIS GUIDE HAS BEEN UPDATED. THE UPDATED VERSION IS AVAILABLE AT:

https://www.wlv.ac.uk/lib/media/departments/lis/skills/study-guides/LS134-Harvard-Quick-Guide.pdf

HARVARD REFERENCING (CITE THEM RIGHT): THE BASICS

This guide is intended as a quick introduction to Harvard style referencing based on the 11th edition of *Cite Them Right* by Pears and Shields – see https://www.citethemrightonline.com/ for further information.

WHY REFERENCE?

Referencing is the method used to ensure that other research influences are recognised within your assignment. Correct referencing helps ensure that you avoid being accused of plagiarism. Most assignments during your time at the University of Wolverhampton will be assessed on the quality of your referencing which will count towards your grade. Referencing also ensures that you can demonstrate which sources you have used and how your ideas build upon the research of others.

Harvard Referencing includes two main parts:
- a citation within the text of your assignment
- a list of references at the end of your assignment

REFERENCING IN YOUR TEXT - CITATIONS

When you summarise, refer to, or quote from an author's work in your document, you need to acknowledge your source in the text. This is called an 'in-text citation'. When using Harvard, you do this by putting the author's name and publication year. If the name of the author appears naturally in your sentence, only the year should be in brackets. Cite Them Right advises including page numbers for direct quotations and when paraphrasing, although page numbers would not be required when summarising.

In-text citation		
One Author	(Smith, 2015)	…Smith (2015) argues that….
Two Authors	(Smith and Jones, 2015)	…according to Smith and Jones (2015)….
Three Authors	(Smith, Jones and Brown, 2015)	….research by Smith, Jones and Brown (2015) showed that….
Four or more Authors	(Smith *et al.*, 2015)	Smith *et al.* (2015) proved that….

Organisation	(University of Wolverhampton, 2015)	Information from the University of Wolverhampton (2015) states…

Examples:

Excellent study skills are fundamental to academic success (Cottrell, 2010, p. 19)

Cottrell (2010, p. 19) argues that excellent study skills are fundamental to academic success.

"The importance of academic skills should not be underestimated" (Cottrell, 2010, p. 19)

THE REFERENCE LIST – KEY EXAMPLES

Book with one author

Include the following information:

Author (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example: Storey, N. (2013) *Electronics: a systems approach*. 5th edn. Harlow: Pearson.

Book with four or more authors

Include the following information:

Surnames and initials of all authors (Published Year) *Title of book*. Edition (if later than 1st). Place of Publication: Publisher.

Example: Epstein, O., Perkin, G.D., Cookson, J., Watt, I.S., Rakhit, R., Robinson, A.W. and Hornett, G.A.W. (2008) *Clinical examination*. 4th edn. Oxford: Mosby Elsevier.

Note: the University's preference is to name <u>all</u> authors in the full reference, but some subject disciplines may use *et al.* in the reference list as well as for in-text citations. If in doubt please check with your tutor.

Chapter in an edited book

Include the following information:

Chapter author(s) (Published Year) 'Title of chapter', in Editor(s) of book followed by (ed.) or (eds.) *Title of book*. Place of publication: Publisher, Page numbers of whole chapter.

Example: Tan, J. (2012) 'Education and children's rights', in Jones, P. and Walker, G. (eds.) *Children's rights in practice*. London: Sage, pp. 109–123.

Journal article

Include the following information:

Author(s) (Published Year) 'Title of Article', *Title of Journal*, Volume number (issue number), Page numbers of whole article.

Example: Kirwan, B. and Leather, C. (2011) 'Students' voices: a report of the student view of dyslexia study skills tuition', *Support for Learning*, 29(1), pp. 33-41.

Note: if the article is only available online, give the doi (digital object identifier) at the end of the reference. If there is no doi, include Available at: web address (Accessed: date) instead.

Example: Ratnawati, V., Freddy, D. and Hardi, H. (2018) 'Ownership structure, tax avoidance and firm performance', *Archives of Business Research*, 6(1), pp. 1-7. doi: 10.14738/abr.61.4011

Web page

Include the following information:
Author(s) (Published Year) *Title of webpage*. Available at: web address (Accessed: date).

Example with named author(s): Greenfield, S. (2018) *Women in science*. Available at:
http://www.susangreenfield.com/science/detail/women-in-science (Accessed: 15 August 2018).

Example with organisation author: Smart Design (2017) *Getting a grip: a long-term project that changed kitchens everywhere.* Available at: https://smartdesignworldwide.com/projects/oxo-partnership (Accessed: 15 August 2018).

Reports
Include the following information:
Author(s) or organisation (Published Year) *Title of report*. Place of Publication: Publisher.

OR if accessed online

Author(s) or organisation (Published Year) *Title of report*. Available at: web address (Accessed: date).

Example – print copy: Department for Education (DfE) (2017) *Early education and childcare: statutory guidance for local authorities*. London: The Stationery Office.

Example – accessed online: Department for Education (DfE) (2017) *Early education and childcare: statutory guidance for local authorities*. Available at: https://www.gov.uk/government/uploads/system/ uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf (Accessed: 13 April 2017).

Newspaper article
Include the following information:
Author(s) (Published Year) 'Title of article', *Newspaper name*, Day and month published, page number(s) if available.

Example:
Allen, K. (2014) 'Barratt moves to tailor house designs and locations to older population', *Financial Times*, 4 November, p. 1.

Note: add Available at: URL (Accessed: date) at the end for newspaper articles accessed online.
If the article has no named author, move the newspaper name in italics to the start of the reference.

UK Statutes (Acts of Parliament)
Include the following information:
Title of Act including year and chapter number. Available at: web address (Accessed: date).

Example:
Health and Social Care Act 2012, c. 7. Available at: http://www.legislation.gov.uk/ukpga/2012/7/contents/ enacted (Accessed: 17 July 2018).

Note: the in-text citation for an Act would give the Act name and year all in italics, for example:
Recent social care legislation (*Health and Social Care Act 2012*) specifies that …

Items on Canvas
Include the following information:
Author or tutor (Published Year) 'Title of item'. *Module code: Module title*. Available at: web address (Accessed: date).

Example: Bernardes, J. (2018) 'Week 4: problem of studying family living'. *6CF008: Critical debates in social policy*. Available at: http://canvas.wlv.ac.uk (Accessed: 14 July 2018).

Note: add the format or medium in square brackets after the item title if this helps clarify what type of source you've used, for example [PowerPoint Presentation].

Further advice about Harvard style referencing can be found in *Cite Them Right*, available in all of our libraries:

Pears, R. and Shields, G. (2019) *Cite them right: The essential referencing guide*. 11th edn. Basingstoke: Palgrave Macmillan.