

SKILLS FOR LEARNING

HARVARD REFERENCING- THE BASICS

This guide is intended as a quick introduction to Harvard style referencing at the University of Wolverhampton. A full guide is available separately through the [Skills for Learning webpages](#).

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. If you use a direct quote the page number should also be included.

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....
More than three Authors	(Smith <i>et al.</i> , 2015)	Smith <i>et al.</i> (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)

Cottrell (2010) 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 ed. Harlow: Pearson.

Book with more than three authors

Include the following information:

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 ed. Oxford: Mosby Elsevier.

Note: although *et al.* should be used for in-text citations where there are more than three authors, you should always name all of the authors (surnames and initials) in your reference list.

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: Humberstones, B. and Stana, I. (2011) Outdoor learning. *Education 3-13: International Journal of Primary, Elementary and Early Years Education*, **39**(5), pp.529-540.

Web page with named author(s)

Include the following information:

Author(s) (Published Year) *Title of Webpage* [online]. [Accessed date]. Available at: <full web address>.

Example: LeBlanc, M. (2015) *Friedrich Froebel: His life and influence on education* [online]. [Accessed 28 August 2015]. Available at: <<http://www.communityplaythings.co.uk/resources/articles/friedrich-froebel.html>>.

Web page with organisation as author

Include the following information:

Organisation name (Published Year) *Title of Webpage* [online]. [Accessed date]. Available at: < full web address>.

Example: Smart Design (2015) *Oxo good grips: A startup that keeps on growing* [online]. [Accessed 4 March 2015]. Available at: <<http://smartdesignworldwide.com/work/oxo-good-grips/>>.

Report accessed online

Include the following information:

Author (Published Year) *Title of report* [online]. Reference number (if there is one). [Accessed date].

Available at: <full web address>.

Example: Department for Education (DfE) (2017) *Early education and childcare: Statutory guidance for local authorities* [online]. Ref: DFE-00083-2017. [Accessed 13 April 2017]. Available at: <https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596460/early_education_and_childcare_statutory_guidance_2017.pdf>.