University of Bedfordshire

Harvard Referencing Guidelines for Students

Introduction

Referencing is a way of acknowledging that you have used ideas and material belonging to another author. It applies to what you have read, watched, or listened to, including electronic sources, such as websites.

Why reference?

Accurate referencing demonstrates you have undertaken appropriate reading. Proper and consistent referencing is an important aspect of achieving academic standards in your work and you will lose marks for lack of (or poor) referencing. So it is important to note all the sources you use when researching your assignment. Failure to acknowledge another person's work or ideas will be considered plagiarism. You can read the university's academic offences regulations here: http://www.beds.ac.uk/aboutus/quality/regulations.

When to reference

You must reference all the sources you have used in your work, whether you are quoting directly or paraphrasing (putting someone's work, theories or ideas into your own words). References should be included in all kinds of assignments, such as essays, portfolios, posters, presentations and dissertations. Each reference should appear in two places:

1. *in the body of the text*
   Whenever you refer to someone else's work, either directly or indirectly, indicate whose work it is. This applies equally to quotations or paraphrases in your own words.

2. *at the end of the assignment*
   A **reference list** including the full details for all the references should be provided. The list should be arranged in alphabetical order by the first author's surname (do not create separate lists according to source type).

Referencing in the text: some principles

In the text of your work you should give the author's name and the year the source you are referring to was published.

Paraphrasing

When paraphrasing (putting someone else's ideas, work, theories or opinions in your own words), give the author's name and the year the work was published. You can add the reference at the beginning or end of the sentence but make sure it is clear what piece of information you are referencing.

> Research by Lanigan (2011) demonstrated that young children showed little awareness of the benefits of physical activity.
>
> Evidence suggests that young children are not aware of the health benefits of exercise (Lanigan, 2011).

Direct quotes

When taking an exact quote from a source, you need to include the author's name, the year of publication and also the page number where you took the quote from. Put double quotation marks (" ") around the text being quoted. You can add the citation at the beginning or end of the sentence.

> Steel and Guest (2006, p.552) define risk perception as "people's beliefs and feelings within their social and cultural context".
>
> Risk perception can be defined as "people's beliefs and feelings within their social and cultural context" (Steel and Guest, 2006, p.552).

Long quotes (over three lines) should generally be indented from the left-hand margin**.**

> The Nursing & Midwifery Council (2007, p.8) states that:
>
> > You must make a clear, accurate and immediate record of all medicine administered, intentionally withheld or refused by the patient, ensuring the signature is clear and legible It is also your responsibility to ensure that a record is made when delegating the task of administering medicine.

Use of *et al.*

et al. means 'and others' and can be used in the text. List the first author followed by *et al.* You may also use *et al.* in the reference list, however, check with your lecturer as some tutors will prefer to have all the authors listed.

In text:
Carter *et al.* (2011) state that ethical considerations are of paramount importance in clinical interventions with obese patients.

In reference list:
Carter, S. *et al.* (2011) 'Evidence, ethics and values: a framework for health promotion', *American Journal of Public Health*, 101(3), pp.465-472.

Secondary referencing

Secondary referencing is when you are referencing a piece of work that has been referred to in something you have read, so you have not seen the original piece of work. Some lecturers consider secondary references to be unacceptable, so always try to track down the original source if possible. Always check with your lecturer to see if they are happy for you to use a secondary reference.

In text:
Parkinson (1817, cited in Butlin, 2000) describes the symptoms…

In reference list:
Butlin, J. (2000) 'Parkinson's disease', *Positive Health*, 53, pp.28-31.

Citing multiple sources

If you want to refer to two or more sources at the same time, you can separate them with semi-colons. The publications should be listed in chronological order, with the earliest date first.

In text:
Evidence suggests that social media can boost brand profile and increase sales (Atwong, 2015; Kumar *et al.*, 2016).

Multiple works by one author

Frequently you may need to cite more than one work by the same author. When these are published in different years you can cite them in the usual way.

In text:
A circular issued by the Nursing & Midwifery Council (2010) superseded the original guidance (Nursing & Midwifery Council, 2007).

To distinguish between works published in the same year, you should attach a lower-case letter of the alphabet to the publication date, starting with 'a'. The letter used is determined by the alphabetical list of references at the end of the document (assign the letter by alphabetical order of title), not the order in which the citations appear in your assignment.

In text:
A recent study found that social work students feel that they have better legal knowledge than their qualified counterparts (Preston-Shoot, 2010b).... Preston-Shoot (2010a) argues that social workers do not know the law well enough.

In reference list:
Preston-Shoot, M. (2010a) 'Help social workers serve the law, not their employers', *Community Care*, (1824) p.21.

Preston-Shoot, M. (2010b) 'On the evidence for viruses in social work systems: law, ethics and practice', *European Journal of Social Work*, 13(4) pp.465-482.

The reference list: some examples

In this guide you will find some examples below of the most common types of sources you may need to reference. For more examples, please see our online guide at http://lrweb.beds.ac.uk/guides/a-guide-to-referencing or obtain a copy of 'Cite Them Right' (10th edition) from the library (classmark: 808 PEA or WX226 PEA) or the University bookshop.

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. Basingstoke: Palgrave.

1 Books, including ebooks

- Author(s) - surname and initials
- (Year of publication) in round brackets
- *Book title* (in italics)
- Edition of book (if not the first edition, abbreviate to 'edn.').
- Place of publication: (the first named if there is more than one place)
- Publisher.

In text:
Evidence suggests that most acute illness is not reported to doctors (Larkin, 2011).

Oko (2011) outlines three key theories which influence ethical decision-making in social work.

In reference list:
Larkin, M. (2011) *Social aspects of health, illness and healthcare*. Maidenhead: Open University Press.

Oko, J. (2011) *Understanding and using theory in social work*. 2nd edn. Exeter: Learning Matters.

1.1 Books with two or three authors

List all the authors both in the text and in the reference list.

In text:
Jackson and Forbes (2015) outline the benefits of introducing very young children to the nursery garden.

In reference list:
Jackson, S. and Forbes, R. (2015) *People under three: play, work and learning in a childcare setting*. 3rd edn. London: Routledge.

1.2 Books with four or more authors

If a book has four or more authors *et al.* can be used both in the text and in the reference list.

In text:
Mooney *et al.* (2014) state the importance of teaching weights and measures to children using real life objects, such as shells or marbles.

In reference list:
Mooney, C. *et al.* (2014) *Primary mathematics: knowledge and understanding.* 7th edn. London: Sage.

1.3 Books with no author

Remember that some resources have a corporate author, instead of a person's name, for example the Department of Health. If **no author** is identifiable, list by the first significant word of the **title**.

British National Formulary: No 70. (2015) London: BMJ Group.

1.4 Books with an editor

Some books consist of writings by a number of people, collected together and organised by one or more editors. If you use an edited book, the reference should look like this:

Turner, J. (ed.) (2007) *Gower handbook of project management.* 4th edn. Aldershot: Gower.

1.5 Chapter in an edited book

Some books have an editor and each chapter is written by a different author. For books like these, reference the individual chapters you have used.

- Author(s) of chapter – surname and initials.
- (Year of publication)
- 'Title of chapter', followed by 'in'
- Name of editor(s) (abbreviated to 'ed.' or 'eds.')
- *Book title* (in italics)
- Edition of book (if not the first edition, abbreviate to 'edn').
- Place of publication: (the first named if there is more than one place)
- Publisher,
- Chapter page numbers.

In text:
Roberts (2011) outlines a seven-step model of crisis intervention...

In reference list:
Roberts, A. (2011) 'Bridging the past and present to the future of crisis intervention and crisis management', in Cree, V. (ed.) *Social work: a reader.* London: Routledge, pp.176-183.

2   BREO

2.1   Lecture materials from BREO
- Author/lecturer – surname and initials.
- (Year of publication) in round brackets
- 'Title of item' in single quotation marks.
- *Name of BREO unit* (in italics)
- Available at: http://breo.beds.ac.uk
- (Accessed: date).

In text:
The surgical department should be divided into distinct areas to minimise the risk of cross-infection (Beckwith, 2016).

In reference list:
Beckwith, M. (2016) 'Introduction to aseptic technique'. *OPE014-1: Intraoperative care of the surgical patient.* Available at: http://breo.beds.ac.uk (Accessed: 7 June 2016).

2.2   Book chapters in BREO
- Author (s) of chapter – surname and initials.
- (Year of publication of book) in round brackets
- 'Title of chapter' in single quotation marks,
- in
- *Title of book* (in italics).
- Place of publication: publisher (if available)
- Page numbers of chapter
- *Name of BREO unit* (in italics)
- Available at: http://breo.beds.ac.uk
- (Accessed: date).

In text:
Lehrer (2009) highlights the importance of emotion in the decision-making process.

In reference list:
Lehrer, J. (2009) 'The quarterback in the pocket', in *The decisive moment.* Edinburgh: Canongate, pp.9-33. *MEC011-6: Simulation in practice.* Available at: http://breo.beds.ac.uk (Accessed: 24 July 2011).

3 Conference papers

- Author of paper
- Year of publication (in round brackets)
- 'Title of paper' (in single quotation marks)
- Title of conference (in italics)
- Location and date of conference
- Place of publication: publisher
- Page references for the paper

In text:
Evidence suggests that employing gamification techniques can increase participation in crowdsourcing initiatives (Morschheuser, Hamari and Koivisto, 2016).

In reference list:
Morschheuser, B., Hamari, J. and Koivisto, J. (2016) 'Gamification in crowdsourcing: a review', *49ᵗʰ Hawaii International Conference on System Sciences*. Grand Hyatt, Kauai, 5-8 January. Kauai: HICSS, pp.4375-4384.

4 Confidential material

If you are bound by a professional code of conduct (for example, the Nursing & Midwifery Council), you may need to reference sensitive or confidential material which needs to be anonymised. You can use terms such as 'Placement hospital' or 'Placement school' rather than institutional names.

- Anonymised institution [in square brackets]
- Year produced (in round brackets)
- Anonymised title (in italics) [use square brackets for the anonymised part]
- Location (use the county if the town may identify a specific institution)
- Anonymised producer or publisher [in square brackets]

In text:
The patient was moved in accordance with the local Trust moving and handling policy (Placement hospital, 2015).

In reference list:
[Placement hospital] (2015) *[Placement hospital] moving and handling policy*. Bedfordshire: [Placement hospital].

5 Corporate and market reports

- Author or organisation
- Year of publication (in round brackets)
- Title of report (in italics)
- Place of publication: Publisher

OR if accessed online:
- Available at: URL
- (Accessed: date)

In text:
Euromonitor International (2016) reports that milk-based drinks are dominating the snack market.

In reference list:
Euromonitor International (2016) *Packaged food: redefining snacks – from conventional snacks to snack replacements*. Available at: http://www.warc.com (Accessed: 7 July 2016).

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6 Dance performances

- Composer or choreographer
- Year of premiere (in round brackets)
- Title (in italics)
- [Location: Date seen]

In text:
The conflicting feelings of Jane were skilfully choreographed (Marston, 2016).

In reference list:
Marston, C. (2016) *Jane Eyre* [Sadler's Wells, London, 1 June].

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7 Dictionaries and reference material

7.1 Printed reference works
When the author's details are clearly stated, articles in reference books should be cited in the same way as chapters in edited books (see section 1.5). In some cases information on the author of the article and the editor of the reference book will not be available. In this case the suggested solution is to cite the reference material by the book's title as follows:

In text:
Albania's financial crisis was precipitated by fraudulent pyramid lending schemes (*The statesman's yearbook 2016*, 2016).

In reference list:
The statesman's yearbook 2016 (2016) 'Albania'. London: Palgrave Macmillan, pp. 89-93.

7.2 Online reference works

Databases such as CREDO provide access to a wide range of reference articles. In some cases details of the author(s) and editors of the material will be easily available. In which case the article should be referenced as follows:

> **In reference list:**
> Brawley, M.R. (2010) 'Globalization' in Reinert, K. and Rajan, R. (eds) *The Princeton encyclopedia of the world economy*. Available at: http://0-search.credoreference.com.brum.beds.ac.uk/content /entry/prewe/globalization/0 (Accessed: 20 July 2016).

Where details of the author and editor are not clearly available, the suggested solution is to cite the title of the work as follows:

> **In text:**
> Surgery may be required in cases of prolonged hiccups (*The Columbia Encyclopaedia*, 2016).
>
> **In reference list:**
> *The Columbia Encyclopedia* (2016) 'Hiccup'. Available at: http://0-search.credoreference.com.brum .beds.ac.uk/content/entry/columency/hiccup/0 (Accessed: 20 July 2016).

8 DVDs/Blu-ray

- Title of film (in italics)
- Year of distribution (in round brackets)
- Directed by
- [DVD] or [Blu-ray]
- Place of distribution: distribution company

> **In text:**
> Films may use background props to convey symbolic meaning, such as the use of oil paintings in *Skyfall* (2012).
>
> **In reference list:**
> *Skyfall* (2012) Directed by S. Mendes [DVD]. Los Angeles: Metro-Goldwyn Mayer.

9 Government reports

- Name of government department
- (Year of publication)
- *Title* (in italics).
- Place of publication: Publisher.

If you are referencing the online version of a government report replace the Place of publication: Publisher with:

- Available at: URL
- (Accessed: day month year).

If you are referencing government reports from more than one country include the country of origin (in round brackets) after the department name.

10 Journal articles

When referencing journal articles, ensure that the reference provides enough information for the reader to be able to locate the article. Some journals are available in print, some electronically and some are accessible in both formats. Generally, you only need to include the URL for a journal article if it is only available online and not in print (sometimes a way to tell this is if the journal article has no page numbers). You don't need to include the name of the database where you found the article.

- Author(s) - surname and initials.
- (Year of publication) in round brackets
- 'Title of article',
- *Title of the journal* (in italics, in Title Case),
- Volume number (issue number), page numbers.

In text:
Ethical fashion is a relatively new phenomenon (Haug and Busch, 2016).

In reference list:
Haug, A. and Busch, J. (2016) 'Towards an ethical fashion framework', *Fashion Theory*, 20(3), pp.317-339.

10.1   Electronic journal articles with doi
Remember that you do not need to include the doi if you have already provided a complete reference. Some types of referencing software will include the doi in the reference list automatically. If you want to include it in your reference list, this is how it should appear.

In text:
Ethical fashion is a relatively new phenomenon (Haug and Busch, 2016).

In reference list:
Haug, A. and Busch, J. (2016) 'Towards an ethical fashion framework', *Fashion Theory*, 20(3), pp.317-339. doi: 10.1080/1362704X.2015.1082295

10.2   Journal articles only available online
It can be confusing to know which journals are only available online and which also have a print copy. Online-only journals will sometimes have no page numbers. Where no volume/issue number are available, include the season or month of the publication if possible.

In text:

Travellers routinely experience prejudice and discrimination in their everyday lives (Wigerfelt and Wigerfelt, 2015).

In reference list:
Wigerfelt, B. and Wigerfelt, A. (2015) 'Anti-Gypsyism in Sweden: Roma's and travellers' experiences of bias-motivated crime, *Internet Journal of Criminology* (February). Available at: http://www.internetjournalofcriminology.com/Wigerfelt_And_Wigerfelt_Anti-Gypsyism_in_Sweden_IJC_Feb_2015.pdf (Accessed: 7 July 2016).

11 Legislation

- Title of Act including year and chapter number (in italics)
- Available at: URL
- (Accessed: date)

In text:
The statute (*Mental Capacity Act 2005*) established five key principles…

In reference list:
Mental Capacity Act 2005,c.9. Available at: http://www.legislation.gov.uk/ukpga/2005/9/contents (Accessed: 7 July 2016).

12 Newspaper articles

- Author(s)/byline – surname and initials
- (Year of publication)
- 'Title of article' in single quotation marks,
- *Name of Newspaper* (in italics, in Title Case),
- Day and month of publication,
- Page number of article.

For online newspapers you do not need the page number but you need to add:

- Available at: URL (include the full web page address)
- (Accessed: date month year).

In text:
There is a need for greater interdisciplinary working to improve care for the elderly (Arnot, 2011).

In reference list:
Arnot, C. (2011) 'Older people still invisible in care, says leading academic', *The Guardian*, 19 July, p.7.

Arnot, C. (2011) 'Older people still invisible in care, says leading academic', *The Guardian*, 19 July. Available at: http://www.guardian.co.uk/society/2011/jul/19/alisoun-milne-older-people-invisible-in-care?INTCMP=SRCH (Accessed: 28 July 2011).

13 PDF documents

When referencing PDF documents, reference according to the type of material (e.g. government report, journal article etc). Generally you can reference PDFs as online documents, such as the example below.

In text:
Meldonium was recently added to the list of banned substances due to its performance enhancing effects (World Anti-Doping Agency, 2016).

In reference list:
World Anti-Doping Agency (2016) *Prohibited list*. Available at: https://wada-main-prod.s3.amazonaws.com/resources/files/wada-2016-prohibited-list-en.pdf (Accessed: 7 July 2016).

14 Theatre performances

- Title (in italics)
- by Author
- Year of performance (in round brackets)
- Directed by
- [Location. Date seen]

In text:
The production used video screens on stage to display both pre-recorded and live images (*Richard II*, 2005).

In reference list:
Richard II by William Shakespeare (2005) Directed by Trevor Nunn. [The Old Vic Theatre, London. 15 September].

15 Webpages

- Author(s)
- (Year of publication) - use the date the page was updated, created or copyrighted. If no publication date is given, write (No date).
- *Name of webpage* (in italics).
- Available at: URL (include the web page's full address, no matter how long it is)
- (Accessed: day month year).

In text:
Mental attitude may be an important factor in stroke rehabilitation (Stroke Association, 2011).

In reference list:
Stroke Association (2011) *Life after stroke*. Available at: http://www.stroke.org.uk/information/stroke_rehabilitation/index.html (Accessed: 26 July 2011).

16 You Tube videos

- Name of person/channel posting video
- Year the video was posted (in round brackets)
- Title of film (in italics)
- Available at: URL
- (Accessed: date)

In text:
Big data can contribute significantly to public health programmes (TED Talks, 2016).

In reference list:
TED Talks (2016) *A smarter, more precise way to think about public health*. Available at: https://www.youtube.com/watch?v=ddxHlkIuHqg (Accessed: 7 July 2016).

How to find out more about referencing

If you are confused about referencing for your assignment visit the Study Hub Online (available from your BREO Gateway page). You can also attend one of our Study Hub drop in sessions (see our What's On calendar here: http://lrweb.beds.ac.uk/studyhub/whats-on.   Make sure you read the feedback you receive on the references you include in your initial assignments as this will give you advice on how you can improve. You may find it useful to purchase your own copy of Cite Them Right from the University bookshop.

Referencing software

There are a number of different applications and programmes available to help you with your referencing. If you choose to use one, look for a 'Cite Them Right' referencing style, which will match our guidance. RefWorks is available to all University of Bedfordshire students and staff through the library catalogue. Choose the 'Cite Them Right - Harvard' output style. Contact your librarian for more details or email librarians@beds.ac.uk

Glossary

Citing: the act of referring to a piece of work in the body of your text.

doi: Digital Object Identifier, a unique web address that acts as a permanent link to an item online.

et al.: literally 'and others', used in the body of your text and reference list where there are more than four authors.

Paraphrasing: putting someone else's thoughts, ideas or opinions in your own words.

Secondary referencing: referencing a piece of work that has been referred to in something you have read, i.e. you have not seen the original research or item.

Title case: all words begin with a capital letter except for short words such as of, in etc, e.g. *Journal of Advanced Nursing*

URL: stands for 'Uniform Resource Locator' which is the web site address you can see in the address bar of your browser, beginning 'http://...'