



Guide to....

Referencing using the Harvard system



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Contents

	PAGE NO.
INTRODUCTION -----	1
THE HARVARD SYSTEM -----	2
What Is It? -----	2
What Should I Reference? -----	2
HOW DO I REFERENCE? -----	3
What Goes in the Text? -----	4
What Goes in the Bibliography? -----	5
1. Printed material -----	6
1a. Books -----	6
1b. A Chapter in a Book -----	7
Second Hand References -----	8
2. Internet / online Resources -----	9
2A. Web pages -----	9
2B. Online Journals-----	10
2C. Images from the Web-----	10
2D e-books -----	11
2E YouTube -----	11
2F. Podcasts -----	12
2G Blogs and Wikis-----	13
3. Broadcasts – Television & Radio -----	14
4. DVDs, Videos & CD-Roms -----	15
Other Types of Material -----	15
EXAMPLE BIBLIOGRAPHY -----	16

Introduction

When you are producing a piece of written work you are likely to use a number of different sources of information, opinions and ideas, written or produced by others. You *must* acknowledge the creators of the material you have used in your work whether it is a direct quote, a picture, statistics, a graph or a paraphrase of another person's ideas and opinions. This process is called **citing references**. Your references are then collected in a list called a **bibliography**.

If you do not reference your work properly it can be interpreted as **plagiarism**. Plagiarism means presenting the words or ideas of someone else as your own without proper acknowledgement of the source. This constitutes academic theft and is a serious matter.

Referencing properly shows you have read widely and researched your work correctly. It also allows the marker to check the accuracy of your statements by following up your references.

Therefore it is essential that you know how to reference *every* piece of work you hand in at College!

The set of rules for citing references and compiling bibliographies covered in this guide is called the **Harvard system**. This is the method preferred by the majority of your lecturers at Aberdeen College. If you are already familiar with another system please consult your lecturer before using it.

This guide sets out the general rules for using the Harvard system followed by templates and examples for specific kinds of media e.g. web pages, pod casts, journal articles etc.

The Harvard System

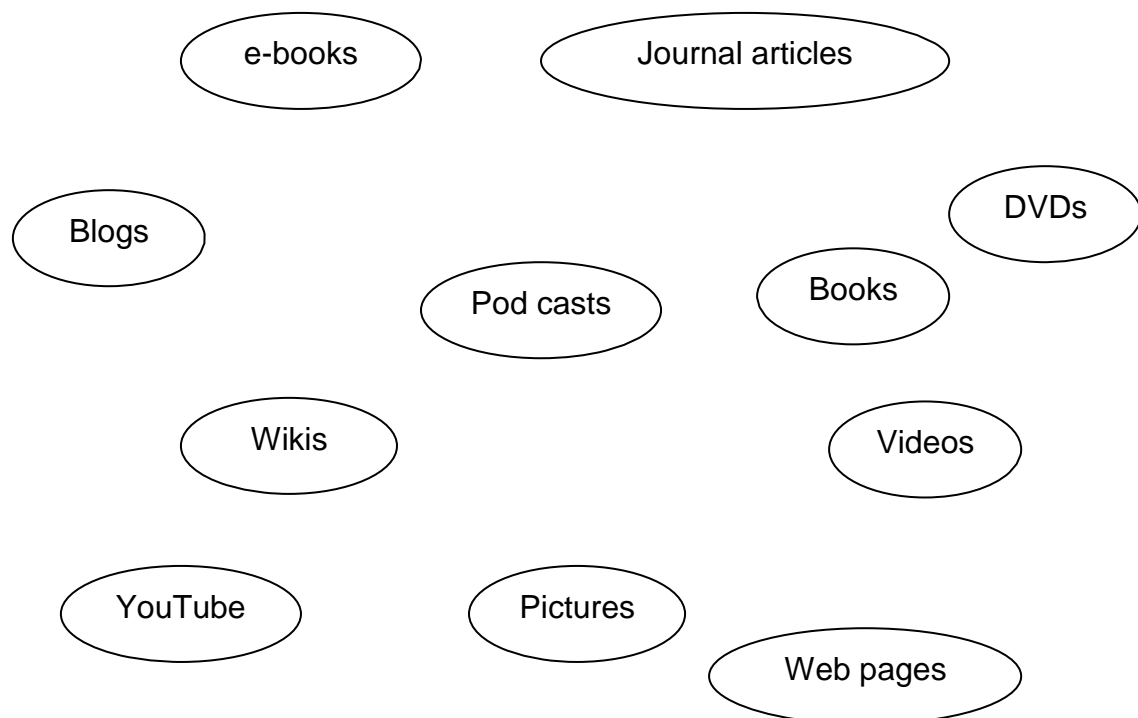
What Is It?

The **Harvard System** is a widely used method of referencing made up of two main parts.

1. What goes in the text
2. What goes in the bibliography at the end

It is important to understand the process before you start so that you know what information you will need to find. This guide aims to steer you through referencing in a simple manner.

What Should I Reference?



In other words – **just about anything you use.**

For class notes in Blackboard please consult your lecturer.

How Do I Reference?

The first step is to make sure that you note down the details of the books, articles, web pages or other sources of information that you use when you use them. If you don't take notes you may find that you have used a quote in your work but all you can remember is that it was in a "green book with a picture of an elephant on the front".....

As a general rule you should look for the following information:

- Author(s) or editor(s)
- Year of publication
- Title (of the book/journal/journal article/web page etc)
- Edition of the work (only if there has been more than one edition)
- Place of publication
- Publisher
- Page number(s)
- URL (web address)
- Accessed date (this is the date you viewed a web page)

This information will then be used to create your reference citations and your bibliography.

The following pages explain the process in more detail and include examples.



Tip! If the item you need to reference came from Aberdeen College Library+ and you don't have all the details, you can search the **Library+ catalogue** or your borrower history to find the information you need.

What Goes in the Text?

In the Harvard system, the author's name and the year of publication are placed in brackets in the text at the point of reference (ie. immediately after reference to the work). This is called the **reference citation**. It will enable the reader to find the full details of the source in the bibliography at the end of your assignment.

For example:

Culture defines accepted ways of behaving (Haralambos, 2008) ...

or

Haralambos (2008) claims that culture defines accepted ways of behaving.....

If you have taken a direct quote you should also put the page numbers of the book or journal in the text. This will pinpoint where the quote came from.

For example:

Jacobs (2002, p63) claims that "it is a matter of luck whether we are born into wealth or poverty..."

When using the material just as **background reading**, you should only include the author's name and year of publication.

These rules are for all types of material. Any variations are given later in the guide.

What Goes in the Bibliography?

A bibliography is a list, at the end of your work, of all the information sources that you have used, in **alphabetical order** by the author's surname. (See the example Bibliography at the end of this guide.)

The details for each entry in your bibliography depend on what type of material you took your information from. Was it a book? A journal? A website? YouTube? The details for each type of material are set out in a slightly different way.

The order and grammar rules of the different parts of an entry in a bibliography are shown in this guide by the symbol and box below.



Use the format (e.g. brackets or *italics*) and the punctuation (eg comma or colon) given.



Important!

- ❖ The author's name must always go in **reverse order** ie. **SURNAME** first followed by a **comma** and the **FIRST INITIAL** then a **full stop**.
eg. Jones, K. or Allan, S.
- ❖ **Editors** are treated the same as authors. Just use (ed) or (eds) after their name.
- ❖ It is **essential** to ensure you keep your punctuation consistent in every entry.
- ❖ Any item you have used only needs to go in the Bibliography **once**, no matter how many times you have used it in your piece of work.

1. Printed material

1a. Books

If there is only **ONE** author or editor:



Author or editor (year) Title. Edition (if there is one). Place of publication: Publisher.

Here are a couple of examples as they would be set out in a bibliography:

Giles, J. (ed.) (2008) *Access 2007*. Oxford: Harcourt Education.

Hayes, N. (2000) *Foundations of psychology : an introductory text*.
3rd edn. London: Thomson Learning.

If there are **TWO** or **THREE** authors or editors:

In the **text**, you can list up to and including the first three names.

For example...

Payne, Williams and Allan (2008) claim that.....

If there are **MORE THAN THREE**:

In the text list the first name followed by **et al.** (this means 'and others')

For example...

Bruce et al. (2007) believe that.....

In the **bibliography** list all the names

For example...

Bruce, S., Glendinning, T., Paterson, I. and Rosie, M. (2004)
Sectarianism in Scotland. Edinburgh: Edinburgh University Press.



Important!

If there are no individual authors or editors then use a **company** or **organisation** name.

Readers Digest (2006) *The most amazing places to visit in Britain*.

London: Readers Digest

1 b. A Chapter in a Book

If you are using a book that has **chapters** by individual authors you will need to cite the chapter *and* the book.

The author & title of the chapter are given first, followed by the word **in** and then the author & title of the book.

Page numbers also need to be included. These are the page numbers of the whole chapter (first page to last). In the example below pp26-29 means pages 26 to 29.



Author or editor of chapter (year) 'Title of chapter' in Author of book.

***Title of book.* Place of publication: Publisher, Page numbers.**

For example....

Loynes, C. and Higgins, P. (2007) 'Safety and risk in outdoor education' in Higgins, P. *A Guide for Outdoor Educators in Scotland*. Penrith: Adventure Education, pp. 26-29.

In the text use the author of the chapter:

In outdoor activities risks have to be assessed on a daily basis
(Loynes and Higgins 2007)

1c Journal Articles

If you use a journal, magazine or newspaper article in your work you must reference the **title of the article** as well as the name of the journal.

The **page numbers** of the article (first page to last) also need to be included.



**Author or editor of article (year) 'Title of article', Name of journal.
Volume (part), page numbers.**

For example...

Smith, L. and Gibb, S. (2007) 'Postnatal support for drug users: evaluation of a specialist health visiting service', *Community Practitioner*, 80 (7), pp. 24-29.

Second Hand References

Whenever possible reference from the **original** source of the quote or information. However if you need to use the work of one person quoted in another persons work you must highlight this in the text.

For example...

Giddens (2006), using results from Gunter's research outlines that children's programmes have high levels of violence, especially in cartoons.....

In the bibliography you must cite the source you have been using – not the original. So from the example above, Giddens and not Gunter. Your bibliography entry for the above example will look like this:

Giddens, A. (2006) *Sociology*. 5th edn. Cambridge: Polity Press.

2. Internet / online Resources

2A. Web pages

References for web pages take much the same form as for printed material but you will also need to take note of

- the **URL (web address)**
- the **date you viewed the site**
- The word (**Accessed...**) should be used in the citation as in the example below.



**Author or editor of webpage (year) *Title of webpage*. Available at:
URL (Accessed: Date).**

For example:

Nursing & Midwifery Council (2010) *Equality and diversity*. Available at: <http://www.nmc-uk.org> (Accessed: 15 February 2010).



Important!

Often you will not find an individual author or editor. In this case use the **organisation** or **company** who own or publish the site. (Note this is not the site designer)

In the **text** you do not need to include the URL



Tip! If you cannot find all the details try one or all of the following:-

- Going to the **home** page of the website
- Clicking on '**contact us**' to find out more about the site.
- Look at the bottom of the screen for '**About**' and '**last updated**'

2B. Online Journals

Citing articles in online journals is similar to citing print articles with the addition of [online], URL and [accessed date]



Author or editor of article (year) 'Title of article', *Name of journal* Volume (part number), Page numbers, *Name of Collection* [online]. Available at: URL (Accessed: Date).

For example:

Regenold, S. (2002) 'Over the river and through the woods: how to cross dangerous river ice', *Climbing Online*, 209(5) [online]. Available at: <http://www.climbing.com> (Accessed: 9 Jan 2008).

2C. Images from the Web



Blue Mountains, Australia.
Photo by Michael Myers

You should, wherever possible, credit the **creator of the picture** in a caption to the picture and reference in your bibliography at the end.



Photographer (year) *Title of Photograph* [online]. Available at: URL (Accessed: Date).

For example...

Myers, M. (2002) *Blue Mountains, Australia* [online]. Available at: <http://www.climbing.com> (Accessed: 21 July 2008).

2D e-books

e-books follow the same format as books with addition of [Online] and URL.



**Author or editor (Year) *Title. Name of e-book collection* [Online].
Available at: URL (Accessed: date).**

For example

White, M. (2006.) *The body and the screen : theories of Internet spectatorship. Ebrary* [Online]. Available at:
<http://site.ebrary.com/lib/abcol/Doc?id=10173716> (Accessed: 8 February 2010).

Or

Davies, A. (2009) *Close-Up and Macro Photography. Mylibrary* [Online]. Available at:
<http://lib.mylibrary.com/Browse/open.asp?ID=228900&loc=cover>
(Accessed 8 February 2010).

2E YouTube

To reference films on YouTube

Name = the name of the person or the organisation posting the video

(year) = the year the video was posted



Name (year). *Title.* Available at URL [Accessed: date]

For example:

ExpertVillage (2008) *How to Use Basic Woodworking Tools: Using a Biscuit Joiner*. Available at: http://www.youtube.com/watch?v=_Jl-PjJY14U (Accessed: 21st January 2010).

And

MarumotoCavyRescue (2008) *Feeding Guinea pigs*. Available at: <http://www.youtube.com/watch?v=pWQqk71gdCc> (Accessed: 21 January 2010).

2F. Podcasts

For podcasts reference the site where it was originally published. This is not generally i-tunes and definitely not “my i-pod”.

(year) = the year the podcast was posted or last updated

Day month = the day of the month when the podcast was posted



Author/ presenter (year) ‘Title of podcast’, Title of internet site [Podcast]. Day month. Available at: URL (Accessed: date).

For example

Dan and Kate (2010) '6 Minute English: Burns Night', *BBC World Service Podcast* [Podcast]. 21 January. Available at: <http://www.bbc.co.uk/podcasts/series/how2> (Accessed : 23 January 2010).

And

Armitstead, C. (2010) 'Looking ahead in science fiction', *The Guardian Books podcast* [Podcast]. 14 January. Available at <http://www.guardian.co.uk/books/series/books> (Accessed: 21 January 2010).

In the text:

...computer technology has already surpassed that shown in the early Star Trek films (Armitstead, 2010).

Or without an author

For example

'Lesson 134' (2009) *Learn French by podcast* [Podcast]. 4 December. Available at: <http://www.ftew.libsyn.com/> (Accessed: 21st January 2010).

In the text

French is a romance language (Lesson 134, 2009).....

2G Blogs and Wikis

Author = whatever name has been used in the blog, however weird!

year = Year site was published or last updated



Author of message (year) 'Title of message', Title of internet site, day month of posting. Available at: URL (Accessed: date).

For example

Fry, S. (2009) 'A tale of two cities', *Stephen Fry's blog*, 18 September. Available at: <http://www.stephenfry.com/category/miniblog/> (Accessed: 21 January 2010).

In the text

Stephen Fry (2009) observed that.....

3 Broadcasts – Television & Radio



'Title of episode' (Year of transmission) Title of programme, Series no, episode no. Channel, Day month of transmission.

For example

'Enemy of the state?' (2010) *The Virtual Revolution*, Episode 2. BBC 2, 5 February.

In the text use the episode title

Bill Gates ('Enemy of the state?', 2010) argued that.....

If the programme is a single broadcast and not part of a series start with the title



Title of programme (Year of transmission) Channel, Day month of transmission.

If you have listened to the programme on the Internet or watched through a service such as the BBC i-player or 4oD you also need to add the URL and the accessed date.



Title of programme (Year of transmission) Channel, Day month of transmission [Online] Available at: URL (Accessed: date).

For example:

The daily politics (2010) BBC Parliament, 5 February. [Online]

Available at

http://www.bbc.co.uk/iplayer/episode/b00qm57c/The_Daily_Politics_05_02_2010/ (Accessed: 6th February, 2010).

For podcasts see 2F.

4. DVDs, Videos & CD-Roms

Often you will not have an author or editor, so start with the **TITLE** instead.

Year = the year of release.

Medium = the type of material it is eg. Video, DVD, CD-Rom etc

Available: = Publisher/ Distributer.



***Title of publication* (year) [Medium]. Producer. Available:
Publisher or Distributer**

For example...

Tractor catalogue (2008) [CD-Rom]. Profi International. Available:
Agri publishing International.

In the text:

The specifications for this model (*Tractor catalogue*, 2008) would be quite sufficient for a small horticulture operation.

Other Types of Material

If the item you need to reference is not covered by this guide, all College libraries hold copies the book "*Cite them right: The essential referencing guide*" or you

could look online at the RGU Harvard referencing guide available at

<http://www.rgu.ac.uk/library/howto/page.cfm?pge=25531>

If you can't consult either of the above then as long as you make it obvious what type of material you have used and you remember to be consistent this should be enough.



Remember if you have any questions or are unsure of how to reference correctly please contact Library+.

Example Bibliography

- BBC (2008) *US rivals to vote on crisis bill*. Available at: <http://www.bbc.co.uk> (Accessed: 1 October 2008).
- Cressy, S. (2008) *Illustrated beauty therapy dictionary*. Harlow: Heinemann.
- Dovidio, J. and Penner, L. (2004) 'Helping and altruism' in Brewer, M. *Emotion and motivation*. Oxford: Blackwell, pp. 247-280.
- ExpertVillage (2008) *How to Use Basic Woodworking Tools: Using a Biscuit Joiner*. Available at: http://www.youtube.com/watch?v=_JI-PjJY14U (Accessed: 21 January 2010).
- Gunn, S. (2008) 'Employing deaf people: the Donaldson School example', *WorkplaceLaw*, 40, pp. 22-23.
- Health and Safety Executive (2008) *What is work related contact dermatitis?*. Available at: <http://www.hse.gov.uk> (Accessed: 1 October 2008).
- Kingston, B. (2005) *Understanding muscles: a practical guide to muscle function*. 2nd edn. Cheltenham: Nelson Thornes.
- Lee, G. (2010) 'Assignment : Guantanamo reunited', *BBC World Service Podcast* [Podcast]. 21 January. Available at: www.bbc.co.uk/podcasts/series/docarchive (Accessed: 21 January 2010).
- Legg, B. (2008) *Jewellery from natural materials*. London: A&C Black.
- Lomas, C. (2008) 'Why are nurses still paying to park?', *Nursing Times*, 104(39), pp. 20-22.
- Matthews, R. (2008) 'Not so Nobel', *Focus*, 195, pp. 66-69.
- Ptak, C. (2008) 'Perfect cherry pie', *The Guardian's Organic Allotment blog*, 29 July. Available at: <http://www.guardian.co.uk/lifeandstyle/allotment/2008/jul/29/nowthisiswhatim> (Accessed: 21 January 2010).
- Singer, P. (ed.) (1991) *A companion to ethics*. Malden: Blackwell.
- Singleton, J. and Luckhurst, M. (2000) *The creative writing handbook*. 2nd edn. Basingstoke: Palgrave.
- Smith, Z. (2001) *White teeth*. London: Penguin.

Your Notes

