LIBRARY

Research Guide 2

OXFORD BROOKES UNIVERSITY

Citing your references using the Harvard (Author-Date) system

Before using this guide, please check whether your Department, School or Faculty specifies the use of a particular referencing system (Harvard, Chicago, MLA, OSCOLA etc) and, if so, whether it provides its own referencing guidelines. If so, you should follow those instead of this guide.

What is this guide based on and where can I get more information?

- Pears, R., and Shields, G.J. (2022) *Cite Them Right: the essential referencing guide*. 12th edn. London: Bloomsbury Academic.
  - print book available at **808.02 PEA** at all Brookes Library sites
- *Cite Them Right Online* (website providing the same guidance) available via your Brookes login at https://www-citethemrightonline-com.oxfordbrookes.idm.oclc.org/

Why is it important to cite (reference) your sources?

- to make clear in your work when you are using other people's words, ideas or work
- to enable other people to identify and trace your sources quickly and easily
- to support facts and claims you have made in your text

Failure to cite your sources can be considered a form of plagiarism – see https://www.brookes.ac.uk/library/how-to/reference-and-avoid-plagiarism

What information do I need to cite/reference?

For guidance on this, see *Cite Them Right Online* DOI: 10.5040/9781350928060.1 or Pears and Shields (2022) pp. 3-5.

What goes in a Harvard reference?

1. **In-text citation** (in your sentence or paragraph in your work)
2. **Reference at the end of your work** (in the reference list or bibliography)

The rest of this guide will show you how to create both parts of the reference for typical sources.

If you're still stuck after checking this guide and Cite Them Right:

Get in touch with the Academic Liaison Librarian for your course (find their details under **Course resource help** on the Library Web site): https://www.brookes.ac.uk/library/resources-and-services/course-resource-help

WWW.BROOKES.AC.UK/LIBRARY

1. In-text citations

The **in-text citation** is placed at the exact point in your writing where you refer to someone else's work. It consists of **author (or editor) and publication year, in brackets.** See examples below:

One person or organisation as author: use author's surname (family name) or organisation

Agriculture still employs half a million people in rural Britain (Shucksmith, 2000).

The London Blue Plaque scheme is believed to be the oldest of its kind in the world (English Heritage, 2023).

Two or three authors: list all author surnames or organisation names

Reviewing the literature can be a research method in its own right (Jesson, Matheson and Lacey, 2011).

Four or more authors: use first author's surname followed by *et al.* ("and others"):

In foreign language learning, error correction has become one of the important teaching processes (Filade *et al.*, 2021).

Document with no author (Web page, Act of Parliament, law case etc): use a brief title instead of an author name

During his lifetime numerous artists painted Washington (*Imagining George Washington*, 2023).

Document with no identifiable date: use the phrase 'no date'

Early Methodism welcomed new members from across existing Protestant denominations (Southey, no date).

Referring to specific pages in a source (if quoting directly or referring to specific data): use p. for a single page, pp. for multiple pages

'In UK, US, much European, and Australasian higher education, established knowledge is to be questioned' (Wisker, 2018, p. 21).

Secondary referencing (you want to refer to a source which you haven't read, but have seen referred to by someone else): link the two sources with 'cited in' and page number:

(Turner, 2013, cited in Walker, 2021, p. 53.)

Ideally, try to read Turner so you can cite the original source directly; if you can't, then only include Walker in your reference list at the end of your work, as you have not actually read Turner.

Got a question about in-text citation not answered here?
See *Cite Them Right Online* on setting out citations ([DOI: 10.5040/9781350928060.4](DOI: 10.5040/9781350928060.4)) or Pears and Shields (2022) pp. 20-26.

2. Reference list/bibliography

At the end of your assignment/work you need to provide a complete list of all sources used. Check the requirements for your course or module to see which of these you are expected to provide:

- **Reference list:** this only includes sources you have referred to/cited in your work.
- **Bibliography:** this may include additional sources you have read but not referred to/cited.

Your reference list/bibliography should be arranged **alphabetically by author's surname (family name)**, or by title for any references which have no author.

Every in-text citation should have a matching entry in the reference list, and every reference should have a matching in-text citation, so that your reader can easily go from any in-text citation to the relevant reference in your list.

Example reference list in Harvard style:

See *Cite Them Right Online*'s sample text and reference list ([DOI: 10.5040/9781350928060.10](DOI: 10.5040/9781350928060.10)) or Pears and Shields (2022) pp. 40-41.

Reference examples

Just a few of the most commonly-used types of source are covered below. For other sources, see *Cite Them Right Online* or Pears and Shields (2022) Section G, *Harvard referencing style*.

All references, including those for online sources, must contain (if known): **author, year of publication and title, in that order,** followed by other information which varies by type of source.

Top tip: If your source has 4 or more authors, you can either write them all out in the reference, or use the first author followed by *et al* (in italics). **Some courses may require you to list all authors**. If you're not sure what your course requires, check with your module leader.

Books or reports (including e-books and online reports with full publication details)

- Author/editor (surname/family name, then initials; or organisation name)
- Include **all** authors unless there are 4 or more (see above)
- Year of publication (in round brackets)
- *Title* (in *italics*)
- Edition (edition number if not the first edition, or if a revised edition)
- Place of publication: Publisher
- Series and volume number if the book or report has one

Shone, A., and Parry, B. (2013) *Successful event management: a practical handbook*. 4th edn. Andover: Cengage Learning.

Department of Health (2012) *Manual of nutrition*. 12th edn. London: TSO.

Online reports/documents or e-books which do NOT have full place/publisher details

- Author/editor (surname/family name, then initials; or organisation name)
- Include **all** authors unless there are 4 or more (see p.3)
- Year of publication (in round brackets)
- *Title* (in *italics*)
- Available at: URL
- (Accessed: date you accessed the material)

National Autistic Society (2023) *Education report 2023.* Available at: https://www.autism.org.uk/what-we-do/news/education-report-2023 (Accessed: 7 June 2023).

Chapter or section in an *edited* book (where different authors wrote different chapters)

- Author of the **chapter**/section (surname followed by initials)
- Year of publication (in round brackets)
- Title of chapter/section (in single quotation marks)
- 'in' followed by editor(s) of **book** (initials followed by surname) and (ed) or (eds)
- *Title* of book (in *italics*)
- Place of publication: Publisher
- Pages of the chapter or section

Perkins, M. (2017) 'Young children becoming writers', in P. Goodwin (ed) *The literate classroom.* 4th edn. London: Routledge, pp. 36-47.

Journal articles

- Author(s) (surname followed by initials) - all authors unless there are 4 or more (see p.3)
- Year of publication (in round brackets)
- Title of article (in single quotation marks) followed by a comma
- *Title of the journal* (in *italics*) - capitalise the first letter of each **significant** word in the title
- Volume number, then (in brackets) issue number (unless an online article lacks either/both)
- Page numbers (unless an online article lacks these and only has an article number)
- If you accessed the article online, you need to include **one** of the following**:**
  - Available at: URL (Accessed: date you accessed the article)
  - DOI (no Accessed date needed as DOIs are permanent)

Vardi, I. (2012) 'Developing students' referencing skills: a matter of plagiarism, punishment and morality or of learning to write critically?', *Higher Education Research & Development*, 31(6), pp. 921–930. Available at: https://doi.org/10.1080/07294360.2012.673120.

Web pages (not a pdf found on a web page; for pdfs see online reports, above)

- Author (if known - often an organisation rather than an individual person)
- Date page was last updated, if known
- Title
- Available at: URL (Accessed: date you accessed the article)

Artsmark (2023) *Artsmark.* Available at: https://www.artsmark.org.uk (Accessed: 1 May 2023).