LIBRARY

Research Guide 2

OXFORD BROOKES UNIVERSITY

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

Is this the correct guide for you?

Before using this guide, please check whether your Department, School or Faculty specifies the use of a particular referencing style and, if so, if it provides its own guidelines to that style.

The information in this guide is in line with that contained in *Cite them right online* - accessible from http://www.brookes.ac.uk/library/skill/skill1d.html and the printed book equivalent:
Pears, R. and Shields, G.(2013) *Cite them right: the essential referencing guide.* 9th edn. Basingstoke: Palgrave Macmillan – in the Library at 808.02 PEA.

Why is it important to cite references?

- It is accepted practice in the academic world to acknowledge the words, ideas or work of others and not simply to use them as if they were your own. Failure to do this could be regarded as plagiarism - see http://www.brookes.ac.uk/library/skill/plagiarism.html
- to enable other people to identify and trace your sources quickly and easily
- to support facts and claims you have made in your text

There are 2 parts to a referencing system:
(1) an in-text citation
(2) an entry in the reference list/bibliography at the end of the assignment/work

1. In-text citations

The **in-text citation** is placed at the exact point in your document where you refer to someone else's work, whether it is a book, journal, online document, website or any other source. **The following guidelines apply to all types of sources, including online documents & websites.**

It consists of author (or editor) and publication year, in brackets:

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

An author can be an organisation or Government Department (known as a 'corporate author'):

eg (English Heritage, 2010)

If there are 2 or 3 authors, both, or all 3, names should be given:

eg (Lines, Pritchard and Walker, 2007)

If there are 4 or more authors, cite the first author, followed by '*et al.'* (in italics)

eg (Morgan *et al*., 2013)

For several documents by the same author published in the same year, use (a,b,c):

eg (Watson, 2009a)

If the author's name occurs naturally in the sentence, only the year of publication is given:

eg In his groundbreaking study, Jones (2014) …

If the date cannot be identified, use the phrase 'no date':

eg (Labour Party, no date)

If there is no author, use a brief title instead (title is in *italics*):

eg (*Burden of anonymity*, 1948)

Page number(s): These should be included when there is a need to be more specific, e.g. referring to specific information or data, or when making a direct quotation. Use p.(for a single page) or pp. (for more than one page). If page numbers are not given (e.g. for some ebooks), use the information that is available, such as 58%.

eg (Thompson, 2011, p.100) or (Thompson, 2011, 58%)

Citing a web page: This should follow the preceding guidelines – so use author and date where possible; if no author then use title and date; if no author or title use URL and date

eg (www.brookes.ac.uk, 2014)

Secondary sources: (this means a document which you have not seen but which is mentioned or quoted in one of your references). The two items should be linked with the term 'cited in' or 'quoted in':

eg …Turner's analysis of development trends (2000, cited in Walker, 2004, p.53).

NB for above example of secondary sources: *You would only be able to include the source you have actually read in your reference list, so unless you have read Turner yourself you would only be able to include Walker in your reference list. It is good practice to try to read the original source (Turner) so that you can cite and reference it in addition to the source which mentioned it (Walker*).

Handling Quotations in the text

Short quotations may be run into the text, using single or double quotation marks ***(be consistent):***

eg As Owens stated (2008, p.97), 'the value of...'

Longer quotations should be separated from the rest of the text by means of indentation and do not need quotation marks:

eg Simone de Beauvoir (1972, p.365) examined her own past and wrote rather gloomily:

> The past is not a peaceful landscape lying there behind me, a country in which I can stroll wherever I please, and will gradually show me all its secret hills and dates. As I was moving forward, so it was crumbling.

2. Reference list/bibliography

At the end of your assignment/work you need to provide a complete list of all sources used. Please note that some Departments, Schools or Faculties may expect 2 lists – (1) a reference list of all sources cited in your text and (2) a general bibliography of sources used but not specifically cited as in-text citations.

The entries in the list(s) are arranged in **one alphabetical sequence** by author's name, title if there is no author, URL if no author or title – **whatever has been used in the in-text citation**, so that your reader can go easily from an in-text citation to the correct point in your list.

All entries/references, **including those for online resources**, must contain author, year of publication and title (if known) in that order. Further additional details are also required, varying according to the type of source, as follows:

Books:
Ebooks which look the same as a printed book, with publication details and pagination:
Reports – print and online (pdfs):

1 **Author/Editor:** Surname/family name first, followed by initials. Include **all** authors. For editors, use (ed.) or (eds). Remember that an author can be an organisation or Government Department.

2 **Year of publication:** Give the year of publication in round brackets, or (no date).

3 **Title:** Include title as given on the title page of a book; include any sub-title, separating it from the title by a colon. Capitalise the first letter of the first word and any proper nouns. Use *italics*.

4 **Edition:** Only include if not the first edition. Edition is abbreviated to 'edn'.

5 **Place of publication and publisher:** Use a colon to separate these elements. If more than one place of publication, use the first or most prominent.

6 **Series:** Include if relevant, after the publisher.

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

Example of organisation/Government Department as author:
eg Department of Health (2012) *Manual of nutrition.* 12th edn. London: TSO.

Example of book with no author:
eg *Whitaker's almanack* (2013) London: J Whitaker and Sons.

Ebooks for which bibliographic details such as page numbers are not available (typically on a personal edevice such as a Kindle):

1 Author/editor
2 Year of publication (in round brackets)
3 Title (use *italics*)
4 Available at: URL
5 (Downloaded: date)

eg Marr, A. (2012) *A history of the world.* Available at: http://www.amazon.co.uk/kindle-ebooks (Downloaded: 23 June 2014).

Chapter in book:

1 Author of chapter
2 Year of publication
3 Title of chapter (in single quotation marks)
4 'in' and then author, title of complete book *(in italics)*, place of publication, publisher, page numbers of chapter.

eg Smith, H. (1990) 'Innovation at large', in James, S. (ed.) *Science and innovation.* Manchester: Novon, pp. 46-50.

Journal articles, print and electronic:

1 Author
2 Year of publication
3 Title of article (in single quotation marks)
4 Title of journal *(in italics)* Capitalise the first letter of each word in title, except for words such as 'and', 'the', 'of'
5 Volume number (unbracketed), issue number and/or date (all in round brackets)
6 Page numbers
7 DOI (if an ejournal and if available)

NB: URL and date accessed are not required, but you can include a DOI (Digital Object Identifier) if you wish

Example of print or online journal article:
eg Matsaganis, M. (2011) 'The welfare state and the crisis: the case of Greece', *Journal of European Social Policy,* 21(5), pp.501-512.

Example of online journal article including doi:
eg Williams, J. (2000) 'Tools for achieving sustainable housing strategies in rural Gloucestershire', *Planning Practice & Research,* 15(3), pp.155-174. doi: 10.1080/02697450020000131

Newspaper articles*:* Potter, R. (2013) 'Time to take stock', *The Guardian,* 20 May, p.15.

Web page *(the main webpage, not a pdf on the webpage):* OXFAM (2013) *Gender justice.* Available at: http://policy-practice.oxfam.org.uk/our-work/gender-justice (Accessed: 12 June 2014).

Pdf on webpage: *[Follow guidelines on previous page for referencing books, ebooks and reports].*

Report from a database: Mintel Oxygen (2014) 'Prepared meals review – UK – May 2014'. Available at: http://academic.mintel.com (Accessed: 12 June 2014).

Email: Saunders, L. (2010) Email to Linda Hinton, 18 August. ***[You can also use this pattern for other personal communications e.g. letter, conversation]***

Film on DVD: *Pride and prejudice* (2000) Directed by Simon Langton [DVD]. Based on the novel by Jane Austen. London: BBC Worldwide Ltd.

Thesis: Matheson, C. M. (2004) *Products and passions: explorations of authenticity within Celtic music festivities.* PhD thesis. Glasgow Caledonian University. Available at: http://ethos.bl.uk/OrderDetails.do?did=5&uin=uk.bl.ethos.414865 (Accessed: 23 June 2014).

Conference paper: Sattler, M.A. (2007) 'Education for a more sustainable architecture', *Sun, wind and architecture: proceedings of the 24th International Conference on Passive and Low Energy Architecture.* National University of Singapore, 22-24 November. Singapore: Department of Architecture, National University of Singapore, pp. 844-851.

Interview: Taylor, F. (2014) 'The future is bright'. Interview with Francis Taylor. Interviewed by Sally Ross for *BBC News*, 15 March.

For further examples see: *Cite them right online* The print equivalent is:
Pears, R. and Shields, G. (2013) *Cite them right: the essential referencing guide.* 9th edn. Basingstoke: Palgrave Macmillan. **Shelfmark: 808.02 PEA**

EndNote: This service enables you to build up a database of your references and then automatically format both in-text citations and the references in the Brookes Harvard style (like this guide). For full details see http://www.brookes.ac.uk/library/endnote.html