

**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). |
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| **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). |
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| **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). |
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| **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). |
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| **Document with no identifiable date: use the phrase ‘no date’**  Early Methodism welcomed new members from across existing Protestant denominations (Southey, no date). |
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| **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). |
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| **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. |
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**Got a question about in-text citation not answered here?**

See *Cite Them Right Online* on setting out citations (DOI: 10.5040/9781350928060.4) or Pears and Shields (2022) pp. 20-26.

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**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. |
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| **Example reference list in Harvard style:**  See *Cite Them Right Online*’s sample text and reference list (DOI: 10.5040/9781350928060.10) or Pears and Shields (2022) pp. 40-41. |
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**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. |
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| **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. |
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| **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). |
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| **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. |
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**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**:** o Available at: URL (Accessed: date you accessed the article)

o 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). |
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