



Quick Guide to Harvard Referencing

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1. Introduction to referencing

Referencing at Abertay

Most Abertay programmes and modules will require you to use the Harvard system of referencing. If you don't see an example of what you need to reference in this booklet, please refer to the full Abertay University Guide to Harvard Referencing.

If you are taking psychology modules, you will need to use the APA (American Psychological Association) style. For law modules use the OSCOLA (Oxford University Standard for Citation of Legal Authorities) style.

A referencing section in the **StudySkills@Abertay** module on **Blackboard** (<https://blackboard.abertay.ac.uk>) is available for all students and staff to access, both on and off campus, from the Library website. You can also ask for help at the **Support Enquiry Zone** on Level 1 of the Library.

What is Harvard referencing?

In the Harvard System the author's name and year of publication are given in the text of the document in round brackets, e.g. (Cottrell 2013). This is called 'citing in-text' and there is more information on pp.3-4.

Full bibliographic details of each reference are then given in a list of references and possibly a bibliography at the end of the document. For example:

Reference list

Cottrell, S. 2013. *The study skills handbook*. 4th ed. Basingstoke: Palgrave Macmillan.

Hair, J.F. et al. 2011. *Essentials of business research methods*. 2nd ed. London: M.E. Sharpe, Inc.

O'Leary, Z. 2010. *The essential guide to doing your research project*. London: Sage.

2. Bibliographies and reference lists

A **reference list** refers to the documents, e.g. books, journals and web pages, which have been referred to and quoted from in writing the report or coursework.

A **bibliography** is a list, which includes the references, but may also contain details of other documents you have consulted but have not mentioned directly in your work.

Write your reference first, as that requires you to identify author, title, date etc. Then it is easy to identify the information you require for the in-text citation.

General advice on the reference list (and bibliography)

- Your reference list should be arranged A-Z by author.
- Write the surname or family name first, followed by initials for the first or given names. e.g. Moran, J., Hull, V. and Wheeler, D.
- Multiple authors are linked with **and** not &.
- **One, two or three authors** write them all out e.g. Moran, J., Hull, V. and Wheeler, D. 2013.
- **Four or more authors** you can write the first one followed by 'et al'. ('et al' is short for the Latin 'et alii' meaning and others) e.g. Smith, J. et al. 2013.
- Anything produced by an organisation is referred to as having a **corporate author**, e.g. Abertay University, Royal College of Nursing, Food Standards Agency. These should be listed alphabetically.
- If there is no author you need to use Anon. e.g. Anon. 2001.
- **More than one place of publication**, use the first place mentioned or the UK. Use a town or city as place of publication, not a country. If it is a town or city in the USA, add the abbreviation for the state e.g. Boston, MA. This information can usually be found on the reverse of the title page of a book.

3. Citing references in-text

Whenever you use information from a journal, book or website it is vital that you cite the material within your work in addition to providing a list of references at the end.

You need to include the author or creator's surname and the date of publication (in brackets). **If you are quoting the exact words** or referring to a chart or graph **then you should also include the page number**. These in-text citations then link to the full references in your list at the end of your document.

General advice on in-text citation

- The author's name must be the same as you use in the full reference you include at the end of your document.
- **Personal authors** – use the surname(s) only e.g. (Black 2013). If you are using a direct quotation you should add the page number e.g. (Black 2013, p.45).
- **Multiple authors – up to 3** write them all out, e.g. (Brown, Green and White 2013).
- **Multiple authors – 4 or more** include the first then 'et al.' e.g. (Hamilton et al. 2012).
- **Corporate authors** – include the full name e.g. (Abertay University 2014) – not abbreviated.
- **Missing authors** – if you have decided to use Anon. in your full reference, then you must include this in your in-text citation e.g. (Anon. 1896).
- **More than one reference by the same author(s) with the same date of publication** – use 'a' for the first, 'b' for the second, etc. e.g. (Smith 2013a) for the first citation then (Smith 2013b) for the next one.

Quoting directly from the book, journal or website

Direct quotations from a document should be in quotation marks, e.g.

Perhaps artists need to feel politically motivated against oppressive regimes in order to etch their identity clearly against a social and political reality they deplore. After all, "In a dark time, the eye begins to see" (Roethke 1966, p.239).

Paraphrasing (rewriting what has been said in the book, journal or website)

There are several ways to include a paraphrase in your text, e.g.

- Cavana et al. (2001), Cresswell (2008) and Neuman (2005) all recommend that ...
- By using a mathematical model (Bilbrey and Rawls 1968), we could project...
- Metcalfe (2006) asserts that ...
- A study by McKinney et al. (2009) suggests ...
- Several studies have been conducted which compare the value and effectiveness of wikis (Callis et al. 2009, Chesney 2006, Haigh 2011, Luyt et al. 2007, Rector 2008). These contend ...

Remove your in text citation – does your sentence still make sense? This might help you decide whether you need to include name and date or just date in brackets.

4. Referencing Quick Guide Examples

The examples below are intended as a quick guide only and are limited to the most commonly used materials, for further formats see the complete Abertay University Guide to Harvard Referencing <https://library.abertay.ac.uk/supportingyou/referencinghelp/abertayharvard/>.

These examples are for paraphrasing only. Direct quotations include page numbers as well as the author and year, e.g. (O'Leary 2010, p.101).

<p>Books (single author/editor)</p>	<p>In-text citation (O'Leary 2010)</p> <p>Reference O'Leary, Z. 2010. <i>The essential guide to doing your research project</i>. London: Sage. Ouellette, L. ed. 2013. <i>The media studies reader</i>. New York, NY: Routledge. Smith, P.B. [no date]. <i>Waulking cloth in the Scottish Highlands: songs and chants</i>. Edinburgh: Henderson and Black.</p>
<p>Books (two authors/editors)</p>	<p>In-text citation (McMillan and Weyers 2012)</p> <p>Reference Cottrell, S. and Morris, N. 2012. <i>Study skills connected: using technology to support your studies</i>. Houndmills: Palgrave Macmillan. McMillan, K. and Weyers, J. 2012. <i>The study skills book</i>. 3rd ed. Harlow: Pearson.</p>
<p>Books (three authors/editors)</p>	<p>In-text citation (Jesson, Matheson and Lacey 2011)</p> <p>Reference Jesson, J.K., Matheson, L. and Lacey, F.M. 2011. <i>Doing your literature review: traditional and systematic techniques</i>. London: Sage.</p>

<p>Books (four or more authors/editors)</p>	<p>In-text citation (Hair et al. 2011)</p> <p>Reference Hair, J.F. et al. 2011. <i>Essentials of business research methods</i>. 2nd ed. London: M.E. Sharpe, Inc. McKay, J.P. et al. 2014. <i>A history of Western society</i>. 11th ed. Basingstoke: Palgrave Macmillan. Waelde, C. et al. 2014. <i>Contemporary intellectual property: law and policy</i>. 3rd ed. Oxford: Oxford University Press.</p>
<p>Book chapters</p>	<p>In-text citation (McCarthy 2013)</p> <p>Reference McCarthy, A. 2013. From screen to site. In: L. Ouellette. ed. <i>The media studies reader</i>. New York, NY: Routledge. 2013, pp.144-155.</p>
<p>British Standards</p>	<p>In-text citation (British Standards Institution 2011)</p> <p>Reference British Standards Institution. 2011. <i>BS 31100 : 2011 : risk management : code of practice and guidance for the implementation of BS ISO 31000</i>. London: BSI.</p>

<p>Computer games</p>	<p>In-text citation</p> <p>(Bioshock Infinite 2013)</p> <p>Reference</p> <p><i>Bioshock Infinite</i>. 2013. [computer game]. Xbox 360. Take 2 Interactive.</p>
<p>Images</p>	<p>In-text citation</p> <p><i>Dante's dream on the death of Beatrice</i> (Rosetti 1871)</p> <p>Reference</p> <p>Jun. 2011. <i>Overtake!</i> [online image]. Available from: https://www.flickr.com/photos/biker_jun/6047112580 [Accessed 10 August 2015].</p> <p>Rosetti, D.G.1871. <i>Dante's dream on the death of Beatrice</i>. [oil on canvas]. Liverpool: Walker Art Gallery. Accession Number WAG3091.</p>
<p>Journals (print or electronic)</p>	<p>In-text citation</p> <p>(Loes, Salisbury and Pascarella 2015)</p> <p>Reference</p> <p>Loes, C.N., Salisbury, M.H. and Pascarella, E.T. 2015. Student perceptions of effective instruction and the development of critical thinking: a replication and extension. <i>Higher Education</i>. 69(5): pp.823-838.</p>
<p>Journals (in press articles)</p>	<p>In-text citation</p> <p>Balomenou and Garrod [in press] reported that ...</p> <p>Reference</p> <p>Balomenou, N. and Garrod, B. [in press]. A review of participant-generated image methods in the Social Sciences. <i>Journal of Mixed Methods Research</i>. Available from: doi:10.1177/1558689815581561 [Accessed 5 August 2015].</p>

<p>Secondary sources</p>	<p>In-text citation</p> <p>(Greenhalgh 2006, quoted in Jesson, Matheson and Lacey 2011, p.129)</p> <p>Reference</p> <p>Greenhalgh, T. 2006. <i>How to read a paper: the basis of evidence-based medicine</i>. Oxford: Blackwell. Quoted in: Jesson, J.K., Matheson, L. and Lacey, F.M. 2011. <i>Doing your literature review: traditional and systematic techniques</i>. London: Sage.</p> <p>McKenna, P. 2009. <i>I can make you sleep</i>. Ealing: Bontam Press. Cited in: McMillan, K. and Weyers, J. 2012. <i>The study skills book</i>. 3rd ed. Harlow: Pearson.</p>
<p>Websites</p>	<p>In-text citation</p> <p>(Sport England 2015)</p> <p>Reference</p> <p>Sport England. 2015. Available from: http://www.sportengland.org/ [Accessed 8 August 2015].</p>
<p>Web documents</p>	<p>In-text citation</p> <p>(Wucher 2015)</p> <p>Reference</p> <p>Scottish Parliament Information Centre. 2014. <i>Mental health in Scotland</i>. Available from: http://www.scottish.parliament.uk/ResearchBriefingsAndFactsheets/S4/SB_14-36.pdf [Accessed 5 August 2015].</p> <p>Wucher, J. 2015. <i>Visual tools for debugging games</i>. Available from: http://www.gamedev.net/page/resources/_/technical/game-programming/visual-tools-for-debugging-games-r3976 [Accessed 11 August 2015].</p>
<p>For examples of other materials, see the in-depth Abertay University Guide to Harvard Referencing https://library.abertay.ac.uk/supportingyou/referencinghelp/abertayharvard/</p> <p>Also see the Library Referencing section in the StudySkills@Abertay on Blackboard (https://blackboard.abertay.ac.uk)</p>	

5. Your notes

