

Citing References: Harvard Style

Why reference

We get our ideas and information from many different sources, such as books, journals and websites. When we write an assignment, we use relevant information from these sources to help us produce a well-argued answer that is supported by evidence. If we write something in an assignment and we don't say where the idea or argument comes from, we could be accused of plagiarism.

This guide will give you brief advice on how to refer to (reference) commonly used sources using the Harvard Style. For a more comprehensive guide, with examples of many other types of reference sources, see this publication:

Pears, R. and Shields, G. (2022) *Cite them right: the essential referencing guide*. 12th edn. London: Palgrave.

This book is available to borrow from the campus libraries (at classmark 025.48 PEA) or to purchase from the CCCU bookshop.

There is also an online version accessible via the **Assist** menu on Blackboard, or under the **Find databases A-Z** option in LibrarySearch. (Note: that other versions of Harvard referencing are available, but this is the version approved for referencing at CCCU).

Parts of referencing

There are two parts to referencing - how to refer to a material in the text of your assignment (**citations**) and secondly, how to reference at the end of your assignment (**reference list**).

The reference list includes only the sources that you cite in your text, a bibliography includes all material that you read in preparation for your assignment.

Citations in your text

Acknowledging ideas

In the text you should include the author's or authors' surname(s) followed by the date of publication in brackets, e.g. Smith (2005) states that it is important to consider.

Alternatively, you could include both the surname(s) and date in brackets e.g. It has been suggested that it is important to consider... (Smith, 2005).

If what you are crediting is a particular observation made at a specific point within the text, then you need to add the number(s) of the page(s) in question e.g. Smith (1995, pp. 49-50) states that it is important to consider.

Secondary referencing

If you have not actually read Smith (2005) but have only read about Smith's ideas in Jones (2010), you should use the phrase 'cited in' e.g. It is claimed (Smith, 2005, cited in Jones, 2010, p. 30) that....

If Jones uses Smith's exact words, then Smith has been "quoted"—rather than "cited"—by Jones.

Setting out Quotations (authors' exact words)

If quotations are brief then they are absorbed into the main text using quotation marks. If they are lengthy, they are indented from the rest of the text and do not require quotation marks. In either case, the quotation is followed by a bracketed reference, e.g. (Brown, 2012, p. 38).

Creating your reference list

Your reference list is located at the end of your assignment, or piece of work. Entries should be in alphabetical order by author's surname, or by title where there is no author.

When referencing four or more authors/editors, you can include the first name followed by *et al.* in the in-text citation e.g. a book written by Smith, J., Jones, R., Sherwood, C. and Green, D. is referenced as Smith *et al.* (2014); however, in the reference list you should include all the names.

When compiling your reference list please ensure you follow the punctuation, italics and abbreviations given in the following examples for different sources, as these form part of the referencing style.

Note: the title of a book, journal article or website should be in sentence case (only capitalize the first word), apart from proper nouns (the name used for an individual person, place, or organization, spelled with an initial capital letter). The title of a journal should be in title case (capitalize all words apart from articles within and not at the start of the sentence e.g. a, an, the and prepositions e.g. of, in).

Lemon, M. (2015) 'The use of surgical stockings in Kent and Canterbury hospital', *Nurse Education in Canterbury Now*, 35(7), pp. 947-952.

Bold has been used for illustrative purposes only in this example.

Referencing examples:

Note: that these examples below are for the most commonly used sources. See *Cite them Right* for a wider range of sources.

Book

In-text citation: Cottrell (2013)

Reference list:

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

If the author has published more than one document in the same year, distinguish between them by

adding a, b, c etc. after the date and ensure that they are all listed in the bibliography e.g. (Cottrell, 2013a).

If a book has an editor instead of an author, use the following:

In-text citation: Baillie (2009)

Reference list:

Baillie, L. (ed.) (2009) *Developing practical adult nursing skills*. London: Hodder Arnold.

E-book – resembles a printed book

If the e-book looks like a printed book and includes publication details and page numbers, then you can reference it like a printed book (see above).

E-book – downloaded to a personal device

These e-books often lack specific page numbers, so you need to use the information available such as loc, chapter/page or % as well as the date that the book was downloaded.

In-text citation: (Preston, 2006, 21%) or (Preston, 2006, ch.4, p.61).

Reference list:

Preston, P. (2006) *The Spanish Civil War: reaction, revolution and revenge*. Available at: <http://amazon.co.uk/kindle-ebooks> (Downloaded: 15 May 2015).

Chapter/sections in edited books

Where books contain collections of chapters written by different authors you will need to reference the chapter you have read. Use single inverted commas around the title of the chapter.

In-text citation: Gibbs (2006)

Reference list:

Gibbs, G. (2006) 'How assessment frames student learning', in Bryan, C. and Clegg, K. (eds) *Innovative assessment in Higher Education*. London: Routledge, pp. 20-36.

Journal article – electronic or print or both

In-text citation: Kim and Law (2015)

Reference list:

Kim, H. and Law, R. (2015) 'Smartphones in tourism and hospitality marketing: a literature review', *Journal of Travel and Tourism Marketing*, 32(6), pp. 692-711.

Journal article only available online

If a journal article is *only* available online, then include the URL OR the doi (digital object identifier) if available. Note: a full-stop is not required after a DOI.

In-text citation: Noonan (2013)

Reference list:

Noonan, M. (2013) 'Mind maps: enhancing midwifery education', *NurseEducation Today*, 33(8), pp. 847-852. doi: 10.1016/j.nedt.2012.02.003

Newspaper article - online

In-text citation: Soap (2012)

Note: If no author is given, use the newspaper title instead. *Evening Mail* (2012)

Reference list:

Soap, J. (2012) 'The trends in bubble bath production', *Evening Mail*, 6 January. Available at: <http://www.eveningmail.com/local/2012/jan/bubble-bath> (Accessed: 20 June 2019).

UK Government publications

Many UK government publications are accessed at <https://www.gov.uk> but you should provide specific author or department information where possible.

In-text citation: Department for Education (2016)

Reference list:

Department for Education (2016) *Child poverty strategy 2014-17*. Available at: <https://www.gov.uk/government/publications/child-poverty-strategy-2014-to-2017> (Accessed: 7 June 2016).

Films via streaming service

In-text citation: (*The Little Shop of Horrors*, 1960)

Reference list:

The Little Shop of Horrors (1960) Directed by R. Corman. Available at: Kanopy (Accessed: 10 June 2019).

Programmes via streaming service (episode from a series)

In-text citation: 'Finding food' (2014)

Reference list:

'Finding food' (2014) *The Trials of Life*, episode 3, 13 September. BBC Two. Available at: Box of Broadcasts (Accessed: 10 June 2019).

Music via streaming service (track from an album)

In-text citation: Coldplay (2000)

Reference list:

Coldplay (2000) 'Shiver', *Parachutes*. Available at: Spotify (Accessed: 10 June 2019).

Photograph in online collection

In-text citation: Branford (2019)

Reference list:

Branford, R. (2019) *Green tomato*. Available at: <http://www.flickr.com/photos/branford/4304295484/> (Accessed: 13 June 2019).

Stock image from PowerPoint

In-text citation: (*A striped cat sits with paws crossed*, 2024)

Reference list:

A striped cat sits with paws crossed (2024) [Stock Image]. Available at: Microsoft PowerPoint (Accessed: 16 January 2024).

Web pages

If what you are referencing from the internet is a journal article, e-book, government publication, image etc. then refer to the guidelines for referencing specific items. When referencing a web page give the name of the individual author or organisation as author. If no author, then use the web page title. If no author or title, then use the URL (though you are advised to use uncredited or unidentifiable web pages with caution).

In-text citation: Ciocia (2015)

Reference list:

Ciocia, S. (2015) *The 150th anniversary of Alice's Adventures in Wonderland*. Available at: <http://www.wordsworth-editions.com/blog/alice> (Accessed: 10 June 2019).

Graphs

In-text citation:

The number of books borrowed indicates high student engagement with recommended reading (Shock and Brown, 2023, p. 90) ...

Reference list:

Shock, R. and Brown, B. (2023) *Student attainment in higher education*. Canterbury: Surveys Press, p. 90, graph.

Tutor's handouts

You will need to include the module name and code which will be displayed at the top of the Blackboard.

In-text citation: The tutor's handout (Przybyszewski, 2023) ...

Reference list:

Przybyszewski, S. (2023) 'Public Health: introductory readings'. *U28945: Health and Society*. Canterbury Christ Church University. Unpublished.

Tutor's lecture notes on Blackboard

Przybyszewski, S. (2023) 'Public Health: introductory readings'. *U28945: Health and Society*. Canterbury Christ Church University. Unpublished. Available at: <https://learn.canterbury.ac.uk/> (Accessed: 6 December 2023).

Live lectures

In-text citation: In his lecture on modern warfare, Dr Brown (2021) outlined the role of the tank....

Reference list:

Brown, T. (2021) 'Tanks in modern warfare' [Lecture]. *U34516: MA Modern History*. Canterbury Christ Church University. 21 March.

Patents

In-text citation: Randall (1998) made an important contribution to entertainment machine design.

Reference list:

Randall, D. (1998) *Entertainment machines*. UK Intellectual Property Office Patent no. GB9702844A. Available at: <https://worldwide.espacenet.com/> (Accessed: 6 December 2023).

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