Why reference

When writing assignments you may refer to ideas that have been written or produced by someone else. It is important that you acknowledge all the resources you have used and enable people who read your work to find these resources themselves. Failure to provide references may expose you to charges of plagiarism.

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


This book is available to borrow from the campus libraries (at classmark 025.48 PEA) and to purchase from the CCCU bookshop. There is also an online version accessible via the Referencing tab on Blackboard, or under the Find databases 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).

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 give only the first name followed by et al. in both the in-text citation and the reference list, e.g. a book written by Smith, J., Jones, R., Sherwood, C. and Green, D. is referenced as Smith, J. et al. (2014)...

However if your tutor prefers you reference all the authors in the reference list then 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.

Reference 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)

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)

**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)

**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)

**Journal article – electronic or print or both**

**In-text citation:** Kim and Law (2015)

**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.

**In-text citation:** Noonan (2013)
Newspaper article - printed

**In-text citation:** Soap (2012)
N.B. If no author is given, use the newspaper title instead. Financial Times (2012)

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)

Audio-visual material: Film on DVD

**In-text citation:** *(Blazing saddles, 1974)*

Audio-visual material: Music recording (whole album) on audio CD

**In-text citation:** Coldplay (2000)

Audio-visual material: Television programme

**In-text citation:** Amnesia (1995)
**Reference list:** Amnesia (1995) Channel 4, 4 March.

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 webpage 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 advised to use these webpages with caution).

**In-text citation:** National Institute for Health and Care Excellence (2014)