

## CHAPTERS IN BOOKS WITH EDITORS

Author's surname, Initial. (year of publication) 'Title of chapter', in surname/s and initial of editor/s. (ed.) Title of book. Place of publication: Publisher, page numbers of chapter. For example:

Grub, H. (2015) 'The Amazing Ant', in Phelps, E. and Leyton, M. (eds.) *Insect Lifecycles*. Hollywood: California Press, pp. 56-79.

## ARTICLE IN PRINTED OR ELECTRONIC JOURNAL

Author's surname, Initial. (year of publication) 'Title of article' *Title of Journal*, volume number (part number/month/season) page numbers. For example:

Baldock, F. (2015) 'Interpretations of Reality', *Psychology Today*, 21 (3), pp.19-26.

Some journal articles may have a doi identification number. For example:

Shane, T. (2016) 'Teaching in higher education', *Journal of Higher Education*, 56 (10), pp. 421-429.  
doi: 10.4080/02614561007702156.

## WEB PAGES

Author's last name, Initial. or Name of organization (year published/last updated) *Title of site*. Available at: URL (Accessed: date). For example:

Health and Safety Executive (2014) *Workers: Health and Safety*. Available at: <http://www.hse.gov.uk/workers/> (Accessed: 23 October 2016).

For web pages where there is no author or organization, use the title of the site and put it in italics, as in the following – imaginary – example:

*Make learning fun!* (2019) Available at: <http://www.spooof.url.com> (Accessed: 10 January 2019).

## NEWSPAPER ARTICLES: WITH AUTHOR

Author's surname, Initial. (year) 'Title of article', *Name of Newspaper* (regional edn. – if applicable), day and month, page number. For example:

Grundy, E. (2020) 'As easy as ABC?', *The Guardian*, 9 May, p. 24.

## NEWSPAPER ARTICLES: WITH NO AUTHOR

*Title of Newspaper* (capital letters for each word except 'and' 'of' and so on) (year) 'Title of article', day and month, page number.

*The Herald* (2015) 'Business ethics going bust?', 3 May, p.14.

## MATERIAL ON BLACKBOARD

You need to make clear what type of material you are referencing. This example is for other types of material, see *Cite Them Right* pp. 39-41.

Last name, Initial of tutor. (year) 'Title of item' *Name of academic module*. Available at: URL of access page to virtual learning environment (date accessed).

Woody, Z. (2016) Week 3: 'Basic nutrition guide' *Nutrition in Health and Growth*. Available at: <https://learn.canterbury.ac.uk/webapps/portal/frameset.jsp> (Accessed: 30 October 2016).

For more resources, see the Student Learning Development Blackboard.

# STUDENT LEARNING DEVELOPMENT

## A QUICK GUIDE TO HARVARD REFERENCING

Most departments in the university use the Harvard referencing system but there are some exceptions, and individual subjects may have specific rules for things like footnotes. Check with your department to make sure.

This is a short guide to the most commonly used types of sources. Detailed information can be found in:

Pears, R. and Shields, G. (2016) *Cite Them Right: The Essential Referencing Guide*. 10th edn. Basingstoke: Palgrave.

It is available in the library, from the bookshop or on Blackboard.

**NB** If your department does not use Harvard, short guides to other referencing systems are available in *Cite Them Right* or from the library website:

<http://www.canterbury.ac.uk/library/citing-references/citing-references.asp>

## MAKING REFERENCES

It is essential to give references whenever you use ideas, images or information that come from someone else. References go in two places:

- At the point in your essay where you use the material (give key information).
- In the bibliography or list of references at the end (give full details).

Failure to do this can be considered plagiarism.

## IN YOUR TEXT: USING QUOTATIONS

When quoting from a source, you use the author's exact words. You should put these words inside quotation marks and include the key information:

- the author's last name (**not initials or title**)
- the year of publication
- the number of the page that the quote comes from

If the author's name is part of your sentence, it does not go inside the brackets. For example:

Crane (2015, p. 23) claims that 'the majority of single pets live in very privileged circumstances'.

If the author's name is **not** part of your sentence, it goes inside the brackets. For example:

It has been suggested that 'the majority of single pets live in very privileged circumstances' (Crane, 2015, p. 23).

Quotations of more than three lines should be written as separate paragraphs and indented. This paragraph should be single spaced. You do **not** need quotation marks but you should still give the author's last name, the year and the page number, all in brackets at the end.

## IN YOUR TEXT: PARAPHRASING OR SUMMARISING

If you summarise or paraphrase (put into your own words) what the author says, you do not need to use quotation marks but you must include the key information (the author's last name and the year of publication). For example:

Doyle (2014) argues that despite technological advances, radio production is less sophisticated than in the past.

Or

There is evidence to suggest that despite technological advances, radio production is less sophisticated than in the past (Doyle, 2014).

## MULTIPLE AUTHORS:

If there are two authors, you should list both in your text and reference list.

Similarly, if there are three authors, all three should be listed in the text and reference list.

If there are four or more authors, use only the first surname followed by **et al.** in your text. For example:

Howard *et al.* (2015) account for the increase in cat ownership by referring to recent changes in family life.

Or

Recent changes in family life have led to an increase in cat ownership (Howard *et al.*, 2015).

**NB** You must include all the names on your list of references. For example:

Howard, C., Smith, T., Jones, L. and Brown, N. (2015) *Enemies and Friends*. Oxford: Oxford University Press.

## CITING MULTIPLE SOURCES

If you include more than one reference for the same point, list them all in brackets, earliest first, and separate by semicolons. For example:

Various studies (Smith, 2011; Brown, 2012; Green, 2013) have shown that cats prefer to avoid dogs in the multi-pet household.

## BIBLIOGRAPHY / LIST OF REFERENCES

Check with your department which name you should use and whether you should include **only** sources you have actually mentioned in your essay, or **all** the sources that you have read.

Items in the bibliography are put in alphabetical order of the first author's/editor's surname. You must include **all** the authors/editors. You should **not** separate different types of items (e.g. books, journal articles, websites). If there is no author, consult *Cite Them Right* for what to do in each individual case.

## EXAMPLES - BOOKS

Author/editor's surname, Initial. (year of publication) *Title*.  
Place of publication: Name of Publisher. For example:

Doyle, R. (2014) *The Art of Radio Production*. Boston: Boston Press.

Mason, P. (ed.) (2017) *Marketing*. London: Business Press.

If the book is not the first edition, add this information between the title and the place of publication:

Doyle, R. (2018) *The Art of Radio Production*. 3rd edn. Boston: Boston Press.