

# i-skills Guide



## How to reference your work

This is an introductory guide to the Harvard referencing style. It is based on *Cite them right: the essential referencing guide*, by Pears and Shields (2016).

When you are writing your college work, it is essential that you provide detailed information about all the sources (e.g. websites, books, journals) which you have used to find information. You need to **cite** these sources in the text of your assignment and give details about them in a **reference** list at the end.

### Why is referencing important?

By referencing your sources you:

- show your tutor what you have read
- allow the reader to find the original text and read it for themselves (also useful if you need to go back and check something yourself!)
- acknowledge the work of other people
- avoid **plagiarism** by making it clear when you have used someone else's ideas.

### Jargon buster – what do the terms mean?

**Citation** – When you use someone else's ideas in your assignment you need to mention (or 'cite') the author(s) and year of publication of the source you used. This 'citation' in your text tells the reader where to look in the reference list to find the full details of your source. For example:

Research has shown that many people think students are hardworking (Bloggs, 2008)

Here is the citation

**Reference** – A reference is a detailed description of where you found the information and enables the reader to identify your source precisely. For example:

Bloggs, J. (2008) *Life as a student*. London: Macmillan.

The book used to find the information

You put a list of references at the end of your assignment, listing all the sources you used.

**Quotation** – Exact copying of someone else's work, word for word, is called quotation. Limited amounts of this are usually allowed, as long as you include the citation.

**Plagiarism** – Using someone else's words or ideas and pretending they are your own is called plagiarism. It is a form of cheating and can have very serious consequences.



When you are doing research, it is a good idea to write down details of the websites, books etc. you use as you go along – much easier than looking for them all again after you have written your assignment!

## How to cite

If you use the author's name in your sentence, put the year of publication in brackets:

Smith (2007) proposed a three stage process to analyse the progress of nurses through their careers.

If you do not use the author's name in the sentence, the surname and the year go in the brackets:

A similar result was obtained when teachers were questioned (Thomson, 2010).

## Quotations

If you are using a direct quotation, word for word, or referring to an idea on a specific page in your source, then include page numbers. Use **p.** for a single page and **pp.** for several pages.

Short quotations, of up to three lines, can be included in your text and enclosed in 'quotation marks':

Addlestone has been described as 'the most exciting holiday destination on the planet'

Longer quotations do not need quotation marks. They should be put in a separate paragraph and indented from the main text:

After the fight, Jameson focuses on the young boy's actions:

Once everything had gone quiet, he stood up and looked around the room. The cabinet, which had held Mr Quinn's precious china collection, had been smashed in the struggle. 'Good riddance', he thought, 'it was a pile of junk anyway'. Still with the cricket bat in his hand, he walked calmly across the room and whacked the last remaining jug against the wall ... Now his only problem was getting out without the others spotting him. (Jameson, 1998, pp. 145-146). Later studies argued that this form of analysis was too simplistic (Miller, 2008; Barrington, 2010).

If some of the quotation is not used, then this can be shown by using three dots (...) in place of the missing part.

## What if there is more than one author?

If there are two or three authors, give the surnames of both:

Barker and Jones (2004) found that...

This was also supported by a study among older children (Willis, Smith and Adams, 2004).

If there are 4 or more authors, give the first author's name followed by et al. (which means 'and others') both in the reference and the citation:

Wyse, D. et al. (2013) Teaching English, language and literacy. 3rd edn. Abingdon: Routledge.

(Wyse et al.,2013, p.XX)

## I've found something that mentions another source - secondary referencing

Sometimes you may read a source which refers to someone else's work; because you have not read the original text you must make it clear that you are citing a 'secondary source'. Use the phrase 'cited in' and the relevant page number:

A study by Corrigan (1998, cited in Jameson, 2009, p. 56) showed that...

You should list the book you have actually read (Jameson) in your reference list.

## How to reference

Your references give full details of all the sources you have used. References are listed at the end of your assignment, with all types of resources listed together. List them in A-Z order by first author's surname. If you cannot find personal authors, use the name of the organisation which produced the work, e.g. BBC. If you cannot identify an author at all, use the title of the work. If you use two documents by the same author published in the same year, use letters after the date to distinguish between them, e.g. (Timings, 2003a) and (Timings, 2003b).

Here is part of the reference list for this guide:

Jameson, F.R. (2009) Introduction to child care. 2nd ed. Edinburgh: Thomson.  
Jameson, W. (1998) Stealing from Mr Quinn. New York: Palgrave.  
Johnson, D., Jacks, M. and Shah, H. (2009) How not to boil an egg. Available at: <http://www.tcs-cookery.org.uk/techniques> (Accessed: 13 March 2011).  
Mansoor, H. and Cooper, R. (2006) The UK as a tourism destination. Oxford: Oxford University Press.  
Miller, A.A. (2008) 'Investigating the careers of teachers in primary schools', Educational Research, 3(2), pp. 34-39.

References are written in different ways, depending on the type of resource. (The example above includes books, a website and a journal article.) The next section of this guide shows you how to write references for different types of material.



Be careful with your punctuation and be consistent. Always remove hyperlinks from website URLs (right click – remove hyperlink).

## Books or e-books

Author/s (Year) *Title of book*. Edition. Place of publication: Publisher.

Markham, K. and James, S. A. (2008) *A history of the English speaking world*. 5th ed. London: Squires.

If the book or e-book has an editor instead of an author use (ed.) like this:

Davidson, F.R. (ed.) (2004) ...

*The title of the book is given in italics.*

Only include the edition if it is **not** the first edition.

## A chapter in a book

Author/s of chapter (Year) 'Title of chapter', in Author of book *Title of book*. Edition. Place of publication: Publisher, page numbers of chapter.

Arkin, A. (2003) 'Heroes and villains', in Hughes, F. *Characters in fiction*. London: Prentice Hall, pp. 67-81.

'The title of the chapter is given in quotation marks'.

*The title of the book is given in italics.*

## Journal or ejournal articles

Author/s (Year) 'Title of article', *Title of Journal*, Volume(Issue), Pages.

Petersen, V. and James, B.M. (2007) 'Enhancing strategic management decisions in the motor trade', *Management Today*, 12(3), pp. 23-27.

'The title of the article is given in quotation marks'.

*The title of the journal is given in italics.*

The journal may not number its issues, using instead months or seasons, e.g. 12(March)...

**Don't forget to also include the citations in the text of your assignment!**

## Newspaper articles

Author/s (Year) 'Title of article', *Title of Newspaper*, Day and Month, Pages.

Hammond, E. (2007) 'New breakthrough in the treatment of heart disease', *The Independent*, 3 June, p. 14.

## Websites

Author/s (Year) *Title of website*. Available at: URL (Accessed: Date).

Coleson, M.M. (2008) *Ice caves*. Available at: <http://www.everythingice.net/icecave> (Accessed: 17 May 2011).

The title of the web page is given in italics.

Give the URL in full.

As online resources may change you need to state when you accessed the website.

### More on referencing websites

Sometimes it can be hard to find all the information to reference a web page.

#### Can't find an author?

Sometimes a web page will be written by an organisation rather than an individual.

Citation in the text:

...is one of the satellite navigation methods used (Trinity House, 2011).

Reference:

Trinity House (2011) *Satellite navigation*. Available at:

[http://www.trinityhouse.co.uk/mariner\\_info/aids\\_to\\_navigation/satellite-navigation.html](http://www.trinityhouse.co.uk/mariner_info/aids_to_navigation/satellite-navigation.html) (Accessed: 14 October 2011).

If there is no personal author or organisation, use the title of the web page.

Citation in the text:

A description of the style can be found online (*Early Tudor pottery*, 2007).

Reference:

*Early Tudor pottery* (2007) Available at: <http://www.pottery-central.com/early-tudor> (Accessed: 10 October 2011).

#### Can't find an author or title?

Are you sure that you want to use it? If you are, use the URL.

Citation in the text:

Additional remodelling might be necessary (<http://educart-zmc.com/style>, 2011)

Reference:

<http://educart-zmc.com/style>, (2011) (Accessed: 13 October 2011).

## Can't find a date?

If the website does not have a date of publication or revision, write (no date)

Citation in the text:

This technique was developed further in the late 20<sup>th</sup> century (Goodrich, no date)

Reference:

Goodrich, M. (no date) *Glazing and finishing*. Available at:  
<http://www.hillhousedesigns.co.uk> (Accessed: 6<sup>th</sup> March 2011)

## Television programmes

*Title of programme* (Year) Name of channel, Day and month of transmission.

*Casualty* (2009) BBC One, 14 March.

If you viewed the programme on the Internet you would need to add the electronic information at the end ... Available at: URL (Accessed: Date).

## Films

*Title of film* (Year) Directed by director's name [Format]. Place of distribution: Distribution Company.

*The Matrix reloaded* (2003) Directed by A. & L. Wachowski [DVD]. Los Angeles: Warner

If you refer to the title of the film in the text of your assignment you should put the title in italics, e.g. ...The Wachowski brothers developed this further in *The Matrix reloaded* (2003).

## Sound recordings

Artist/s (Year) *Title of recording* [Format]. Place of distribution: Distribution Company.

Dylan, B (2001) *Love and theft* [CD]. London: Columbia Recordings.

## Class notes

Name of tutor (Year) *Class title* [Class notes in name of class]. Day and month.

Jones, S. (2010) *Observing young children* [Class notes in BTEC Childcare Level 3]. 14 October

## Images

Author/s (Year) *Title of book*. Edition. Place of publication: Publisher, Page, format.

Jermin, W. (2008) *Political theory in the 21<sup>st</sup> century*. London: Viking, p.23, illus.

Typical formats are fig. (for figure), illus. (for illustration), image, or table.

If you saw the image on a website, reference the website and add [Format] after the title:

The Peterson Trust (2007) *Hair loss* [Image]. Available at:  
<http://www.petersontrust.org.uk/hair> (Accessed 17 January 2013).

Where an image, music, etc. has been downloaded to a device change the word 'Accessed' to 'Downloaded' followed by the date.

For more detailed information and examples of referencing other sources see:

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th ed. Basingstoke: Palgrave Macmillan.

This guide gives advice on referencing the following types of resource:

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