



GUIDE TO HARVARD REFERENCING

- A bibliography should contain sufficient information for someone else or yourself to trace the resource.
- References in the text should give the author's name with the date (year of publication), and then all references should be listed in alphabetical order at the end of the assignment.

Citing in the text.

Referencing is also known as citation. When you use someone else's work or ideas you must reference it within the text of your assignment. You may take a direct quotation from a book or website etc or you may just rewrite what the writer said but you must reference it. There are **two** ways to reference in the text. The first is where you take a direct quotation from a book or website etc.

1. Direct quotation in the text

When you quote directly from a book etc you must use quotation marks as well as acknowledging the author's name, year of publication and the page number in brackets.

- If the quotation is no more than two lines long it can be included in the body of the text, for example:

Kenrick (2008, p209) states that "the 1930s turned out to be a fascinating decade for the musical theatre".

- If the quotation is longer than two lines then it should be indented in the text, for example:

According to Kenrick (2008, p219):

"Noel Coward remained a creative dynamo, writing, composing, and appearing in a myriad of plays and films. He wrote notable songs for several non-musicals."

2. Citation in the text (i.e. not a direct quotation)

If you don't use a direct quotation from a book or website but simply rewrite what the author has written you must still reference it. The method is slightly different to a direct quotation. The difference is you don't indicate the page number or use quotation marks, for example:

According to Kenrick (2008) Novello's success was considerable bearing in mind he couldn't sing as an adult.

You could also write it like this:

Novello's success was considerable bearing in mind he couldn't sing as an adult (Kenrick 2008).

Creating your bibliography at the end of your assignment

At the end of your assignment you must create your bibliography. Essentially the bibliography is a list of all the books, websites or journals you used to write your assignment.

- The bibliography should be in alphabetical order by author's surname and then by date (earliest first).
- The title of the book or website etc should either be written in italics or underlined, just keep it consistent.

BOOKS

A book by a single author

Kenrick, J. (2008). *Musical theatre: a history*. London: The Continuum International Publishing Group Ltd.

A book by two authors

Burns, Nancy and Grove, Susan K. (1997) *The practice of nursing research: conduct, critique & utilization*. 3rd edition. London, Saunders.

A book by more than two authors

Mares, Penny *et al.* (1995) *Health care in multiracial Britain*. Cambridge, Health Education Council.

A book by a corporate author (eg a government department or other organisation):

Health Visitors' Association (1992) *Principles into practice : an HVA position statement on health visiting and school nursing*. London, Health Visitors' Association.

An edited book

Basford, Lynn and Slevin, Oliver (eds) (1995) *Theory and practice of nursing: an integrated approach to patient care*. Edinburgh, Campion.

A book by a corporate author (eg a government department or other organisation):

Health Visitors' Association (1992) *Principles into practice : an HVA position statement on health visiting and school nursing*. London, Health Visitors' Association.

JOURNAL ARTICLES

An article in a journal

Allen, A. (1993) Changing theory in nursing practice. *Senior Nurse*, 13(1), 43-5.

An article in a newspaper

White, M. (1998) £68m to cut NHS waiting lists. *Guardian*, Monday May 18 1998, p.8.

INTERNET

This is more difficult to reference as often there is no author or it is less clear what year it was created. Try looking to see when the website was last updated. If there is no author you can put the organisation which has created the website, i.e. BBC.

Individual authors

Kenrick, J. (2009). *History of the musical stage 1700-1865: musical pioneers*. Available from: <http://www.musicals101.com/1700bway.htm> (Accessed July 4, 2013)

Organisations

Equality and Human rights commission (2013). *Commission acts to support right to life for people detained under the Mental Health Act*. Available from: <http://www.equalityhumanrights.com/news/2013/july/commission-acts-to-support-right-to-life-for-people-detained-under-mental-health-act/> (Accessed July 25, 2013).

ELECTRONIC JOURNALS

An article from an online database

Author surname, initial. (Year) Title of article. *Journal title*. Volume (part), pages. Online database name [Accessed date]. Full text link

Fenge, L.A. (2011) 'A second chance at learning but it's not higher education': experience of a foundation degree. *Journal of Further and Higher education*, Vol 35 No 3, pp375-390. Accessed December 11, 2011, from <http://www.tandfonline.com/doi/abs/10.1080/0309877X.2011.569013>

The accessed date is when you viewed or printed the Web page and allows for any changes to the page or if it is no longer available.

CD

Artist (Year of distribution) *Title*. [CD] Place of distribution: Distribution company

For example:

Oasis (1995) (*What's the story*) *Morning Glory* [CD] London: Creation Records

DVD

Title of film, (Year of distribution) Directed by (DVD) Place of distribution: Distribution company.

For example:

Blade Runner: The Director's Cut. (1992) Directed by Ridley Scott. [DVD]. USA: Warner Bros.

Tips when referencing

- Always be consistent.
- Always note down where you take information from as you go along. Finding the source once you've finished writing the assignment is very time consuming.
- The publication details of a book are to be found in the first few pages (after the title page).

Please feel free to ask a member of staff if you need help with referencing.

Further guidance is also available from a book entitled 'Cite them right' which is obtainable from all LRCs.