How do I cite references?

When making reference to other people’s work in your writing, there are many different styles available. The Harvard system is one of the most frequently used in UK Higher Education. Teesside has a standardised version of the Harvard style in operation, which is based on advice in Section E from the following book:


Copies are available at 808.027/PEA on the third floor of the Library.


There are two parts to referencing:

1. Acknowledgement of the source of your information in the text of your document (in-text citation)
2. Full details of this source in your Reference List at the end of your work (this is sometimes also called a bibliography).

N.B. Footnotes and Endnotes are NOT used in Harvard.

- **In your Text**
  
  Incorporate brief details of the work into your text - usually author(s) or editor(s); year of publication and page number(s) if required:

  Williams and Carroll (2009, p. 52) maintain that “plagiarism is part of the bigger picture of academic integrity”.
  
  OR
  
  Plagiarism can be considered as part of the wider issue of academic integrity (Williams and Carroll, 2009).

N.B. In-text citations are usually included in your word-count for your assignment.
<table>
<thead>
<tr>
<th>If you have:</th>
<th>In-text citation format:</th>
</tr>
</thead>
</table>
| One author or editor  
• Use family name only (no initials) (UK name)  
• For non-UK names see Section D (p.12) in *Cite them Right* | Smith (2016) maintained that….It was maintained by Smith (2016) that ….It was maintained that …. (Smith, 2016). |
| Two authors or editors  
• List both connected with ‘and’ | (Smith and Jones, 2013). |
| Three authors or editors  
• All three are listed, with ‘and’ between the second and third named authors | (Brown, Smith and Jones, 2012). |
| Four or more authors or editors  
• Cite first family name listed followed by *et al.* *(et al. means ‘and others’)* | Johnson *et al.* (2011, p. 9) found that …… It was found that …… (Johnson *et al.*, 2011, p. 9). |
| Corporate author / Organisation  
• Cite the name (or initials, if well known)  
• For corporate bodies with long names and you want to make it clear what its initials stand for, write out the name in full the first time you use it and use the abbreviation for the citation. | Teesside University (2016).  
(BBC, 2015).  
In claims made by the World Anti-Doping Agency (WADA, 2016)… |
| No author or editor  
• Use the title (in italics) | *(Health of the nation, 2011).* |
| Multiple sources  
• List different works in chronological order with the earliest date first and separate using a semicolon (;)  
• If more than one work is published in same year then list alphabetically by author/editor | It has been noted that…*(Smith, 2010; Brown and Johnson, 2015)*  
Johnson (2008); Brown and Jones (2013); Smith (2013) all concluded that … |
| Works published by the same author in the same year  
• Use lower case letters in alphabetical order after the publication date | Smith (2012a) found that …… and further work confirmed this (Smith, 2012b) |
| If there is no date  
• Use ‘no date’ | This was shown to be effective (Armstrong, no date). |
| Web-page  
• Use preceding guidelines. If there are no discernible authors, dates or title use the URL | The latest findings *(http://tees.ac.uk, 2016)* reveal that … |
| Page Number(s)  
• Required for direct quotations; or ideas from a specific page or page range.  
• Use p. (single page) or pp. (range). | Brown (2014, p. 5) quotes that ‘….’  
Johnson *et al.* (2011, pp. 9-10) argued that… |

For further information on using quotations and paraphrasing see *Cite them right*, p. 9
In your reference list or bibliography

Each citation you have used in your text should link to a full reference in your reference list at the end of your work. This should provide enough information for a reader to be able to easily locate the source.

It is important that your references are **consistent** (in method and style), **correct** and **complete**.

Your list of references or bibliography at the end of your piece of work should be presented in one list in **alphabetical author order**. If there is no author, the item should come under the title (in italics).

For non UK names see Section D in *Cite them right*.

A bibliography (as opposed to a reference list) will demonstrate the full range of your reading for a particular piece of work and will include books, articles etc. that you may not have directly cited in your work. Check in your module handbook / with your tutors for what is required. A reference list is a basic minimum requirement.

Check on your subject LibGuide for examples, or in *Cite them right* which includes examples of many different types of sources.

**What you generally need to include:**

<table>
<thead>
<tr>
<th>Authors/ editors</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Surname (family name) first followed by initials (for UK names) (Non UK names see Section D (p.12) in Pears and Shield, 2016)</td>
<td>Smith, J.D. (2016)…</td>
</tr>
<tr>
<td>- Include all authors if there are up to 3 listed</td>
<td>Smith, J., Brown, R. and Johnson, W. (2015) …</td>
</tr>
<tr>
<td>- List in order they appear on the title page</td>
<td></td>
</tr>
<tr>
<td>- For 4 or more use the first named author then <em>et al.</em></td>
<td>Smith, J. <em>et al.</em> (2015) …</td>
</tr>
<tr>
<td>- If the book has an editor or editors use (ed.) or (eds)</td>
<td>Johnson, N. (ed.) (2014)…</td>
</tr>
<tr>
<td>- The author can be an organisation e.g. English Heritage</td>
<td>English Heritage (2005)…</td>
</tr>
<tr>
<td>- If there are no authors – use the title in italics</td>
<td><em>Treasures of Britain</em> (1990)…</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Year / date of publication</strong></td>
<td></td>
</tr>
<tr>
<td>- Place the year of publication in round brackets</td>
<td>(2012)</td>
</tr>
<tr>
<td>- If no date can be found - use (no date)</td>
<td>Smith, L. (no date)…</td>
</tr>
<tr>
<td><strong>Title</strong></td>
<td><strong>Studying and working in Spain: a student guide</strong></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Use title as it appears with any subtitle</td>
<td><em>British Journal of Criminology</em></td>
</tr>
<tr>
<td>In italics</td>
<td>‘Staff and student perceptions of plagiarism and cheating’</td>
</tr>
<tr>
<td>Normally in sentence case</td>
<td></td>
</tr>
<tr>
<td>For the name of a journal, capitalise the first letter of each word, except for connecting words such as the, and, of.</td>
<td></td>
</tr>
<tr>
<td>The title of articles / chapters are not italicised – use ‘single quotation’ marks for these.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Edition</strong></th>
<th>3rd edn.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only include if it is not the first edition</td>
<td></td>
</tr>
<tr>
<td>Abbreviate edition to edn</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Place of publication / publisher</strong></th>
<th>London: SAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Separate the place of publication and publishers with a colon (:)</td>
<td>Cambridge, Mass.: Harvard University</td>
</tr>
<tr>
<td>Not needed for some resources, e.g. journal articles</td>
<td></td>
</tr>
<tr>
<td>If there is more than one place of publication – include only the most local</td>
<td></td>
</tr>
<tr>
<td>Places in the US, add the abbreviated US state name (unless obvious otherwise)</td>
<td></td>
</tr>
<tr>
<td>Unpublished material, which is generally not in the public domain see section E4 in <em>Cite them Right</em></td>
<td>N.B. The Library Catalogue record will give you this information if you are not sure.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Issue information for journals and newspapers</strong></th>
<th>30(3) 29 July Winter</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include volume number, issue (or part) and date or season as appropriate and available.</td>
<td></td>
</tr>
<tr>
<td>Do not include the word volume or vol.</td>
<td></td>
</tr>
<tr>
<td>Issue number should appear in brackets</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Page numbers</strong></th>
<th>p. 89 pp. 170-175. (NOT pp.170-5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Only required for chapters in books and journal/newspaper articles</td>
<td></td>
</tr>
<tr>
<td>Abbreviation p. used for a single page</td>
<td></td>
</tr>
<tr>
<td>pp. used for page range</td>
<td></td>
</tr>
<tr>
<td>Numbers are not shortened but written in full.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>URLs</strong></th>
<th>Available at: <a href="http://www.bbc.co.uk">http://www.bbc.co.uk</a> (Accessed: 8 August 2016)</th>
</tr>
</thead>
</table>
You can shorten a URL as long as the route remains clear.

**DOIs**
- These are *digital object identifiers* and are a unique, permanent number for an online piece of work such as an article from a journal.
- It can be used instead of the URL in a reference.
- It is designed as a stable permanent link so no date is needed.

**E-versions of sources**

If the online source includes all the elements seen in print versions – such as publication details and page numbers – reference in the same way as print.

**Examples:**

**Books**


1. Author,Surname first, then initials.
2. Year of Publication (in brackets)
3. Title of work (in italics)
4. Edition (only include if it is not the first edition).
5. Place of publication
6. Publisher

N.B. If an e-version of a book includes all the elements seen in the print version (i.e. publication details, edition and page numbers) treat it exactly as you would a print version.

**A chapter in a book**


1. Author(s) of the chapter (surname followed by initials).
2. Year of publication (in brackets)
3. Title of chapter (in single quotation marks)
4. ‘in’ plus editor(s) of the book
5. Title of book (in italics)
6. Place of publication: Publisher
7. Page reference
Journal articles

1. Author(s) (surname followed by initials)
2. Date of publication (in brackets)
3. Title of article (in single quotation marks)
4. Title of journal (in italics)
5. Volume and issue
6. Page numbers


Internet sources

1. Author (If no author use the title of the site)
2. Year that the site was published / updated (in brackets)
3. Title of the site (in italics)
4. Available at: URL
5. (Accessed: Date)


What if I want to reference something, which someone else has cited?

This involves using the work of another person which has been mentioned by another author i.e. you haven’t actually read the original work but have read someone else’s interpretation of that work. This is known as secondary referencing (see p. 2 in Cite them right).

To show this you need to use the phrase ‘cited in’ or ‘quoted in’ and by giving the page number on which your source cited the information.


You can only provide full details of the work you have actually read (e.g. Smith, 2008) in your reference list or bibliography. You shouldn’t include details of the other reference unless you have actually read their work and corroborated the facts.

In an ideal situation you should try and read both pieces of work, so you could cite and reference them both fully.
Tips for Good Practice

- Do ask for help if you are not sure of anything! Please ask your Academic Librarian for advice and guidance (http://libguides.tees.ac.uk/academic_staff/contact)

- **Do it now!** Whenever you consult a source, make a note of the details immediately – you won’t remember later. Include page numbers and the date that you accessed web sites.

- Make sure your reference list is consistent in its layout and style.

- Make sure your references include the minimum details needed to identify and locate the source and are complete and correct.

- Use the same method of referencing to ensure consistency.

- Check the details of any source carefully for accuracy. The title page of a book should be used as your authority. The Library Catalogue record will give you place of publication and publishers details.

- Come along to a Harvard referencing and/or How to use References Succeed@Tees workshops.

- Consider using RefWorks – see http://tees.libguides.com/refworks

For more information please ask a member of staff for help.

W: http://lis.tees.ac.uk/
E: libraryhelp@tees.ac.uk
T: 01642 342100 (Monday – Friday 09:00 – 17:00)