Referencing (Teesside University – Harvard style)

How do I reference?

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 University uses a standardised version of the Harvard style, which is based on advice in Section E from the following book – Cite them right:


Copies are available to borrow from the Library and are shelved at 808.027/PEA.

An online version of this book is available at: http://www.citethemrightonline.com/

There are two parts to referencing:

1. Acknowledgement of the source of your information in the text of your assignment (in-text citation). (See In your assignment section).

2. Full details of this source in your Reference List at the end of your work. (See In your reference list or bibliography section).

Note: Footnotes and Endnotes are NOT used in Harvard.

For a glossary of terminology used in referencing see p. 245 of ‘Cite them Right’ or at https://www.citethemrightonline.com/Basics/glossary-of-referencing-terms
In your assignment

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

There are two main styles of in-text citations you can use in your writing. One as part of a sentence e.g. (a) below; the other in brackets at the end of a sentence, e.g. (b) below.

(a) Williams and Carroll (2018, p. 52) maintain that “plagiarism is part of the bigger picture of academic integrity”.

OR alternatively

(b) Plagiarism can be considered as part of the wider issue of academic integrity (Williams and Carroll, 2018).

Note: 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 examples:</th>
</tr>
</thead>
<tbody>
<tr>
<td>One author or editor:</td>
<td></td>
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<tr>
<td>• Use family name only (no initials) (English name)</td>
<td>Smith (2016) maintained that…</td>
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<tr>
<td>• For non-English names see Section D (p.18) in ‘Cite them Right’</td>
<td>It was maintained by Smith (2016) that …</td>
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<td>Two authors or editors:</td>
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<tr>
<td>• List both connected with ‘and’</td>
<td>Smith and Jones (2018)</td>
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<td>(Smith and Jones, 2018).</td>
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<td>Three authors or editors:</td>
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<td>• All three are listed, with ‘and’ between the second and third named authors</td>
<td>(Brown, Smith and Jones, 2012).</td>
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<td>Brown, Smith and Jones (2012)</td>
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<td>Four or more authors or editors:</td>
<td></td>
</tr>
<tr>
<td>• Cite the first authors / editors family name listed followed by <em>et al.</em> (<em>et al.</em> means ‘and others’)</td>
<td>Johnson <em>et al.</em> (2019, p. 9) found that …</td>
</tr>
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<td>It was found that … (Johnson <em>et al.</em>, 2019, p. 9).</td>
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</table>
| Corporate author / Organisation: | Teesside University (2019)  
(BBC, 2019).  
In claims made by the World Anti-Doping Agency (WADA, 2016). |
<table>
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<td>Cite the name (or initials, if well known)</td>
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</table>
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 |
| No author or editor: | Health of the nation (2011) reported…  
It was reported… (Health of the nation, 2011).  
The article stated… (The Times, 2018, p.7). |
| Use the title (in italics) |  
For journal, magazine or newspaper articles – use the title of the journal, newspaper or magazine |
| For journal, magazine or newspaper articles – use the title of the journal, newspaper or magazine | |
| Multiple sources: | It has been noted that… (Smith, 2010; Brown and Johnson, 2015).  
Johnson (2008); Brown and Jones (2013); Smith (2013) all concluded that …  
In both editions (Smith, 2009; 2017) confirmed that …  
Smith (2009; 2017) confirmed that… |
| 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 | |
| Works published by the same author in the same year: | Smith (2017a) found that … and further work confirmed this (Smith, 2017b). |
| Use lower case letters in alphabetical order after the publication date | |
| If there is no date: | This was shown to be effective (Armstrong, no date).  
Armstrong (no date) showed that this was effective. |
| Use ‘no date’ | |
| Web-page: | The latest findings (http://tees.ac.uk, 2018) reveal that … |
| Use preceding guidelines. If there are no discernible authors, dates or title use the URL | |
Paraphrasing

Paraphrasing is expressing someone else’s writing in your own words.

It is preferable to use paraphrasing rather than quoting all the time in your assignment.

This has some benefits over quoting:
- It helps achieve greater clarity in your writing
- It shows you have understood and thought about what they are saying
- It helps the flow of your writing. It fits in with your own writing style.

Note:
- It is, however, important that you do not change the original meaning.
- You still need to cite and reference your source of information.

For tips on how to paraphrase see: [http://libguides.tees.ac.uk/referencing](http://libguides.tees.ac.uk/referencing)

For further information on using quotations and paraphrasing see ‘Cite them right’, Section C, p.13.
In your reference list or bibliography

Each citation you have used (cited) in your assignment should link (or signpost) 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 all your references are:

- **consistent** (in method and style)
- **correct** (all the details are accurate)
- **complete** (the reader needs enough information to locate the source you are referring to themselves).

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

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. The style will be the same for your reference list and bibliography.

A reference list is a basic minimum requirement for an assignment.

For examples:

- Check on your subject LibGuide ([http://libguides.tees.ac.uk/subject_libguides](http://libguides.tees.ac.uk/subject_libguides)) – How to Reference section

- Check in ‘Cite them right’ which includes examples of many different types of sources. ([https://www.citethemrightonline.com/](https://www.citethemrightonline.com/))

- This help-sheet has examples at the end.
What you generally need to include in your reference list:

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>Book</th>
<th>Journal</th>
<th>Web-page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of author</td>
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<td>(in round brackets)</td>
<td>Year the site was published / last updated (in round brackets)</td>
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<tr>
<td>Title (in italics)</td>
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<td>•</td>
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<tr>
<td>Edition number (if 2nd edition or later)</td>
<td>(Title of article (in single quotation marks)</td>
<td>Title of page (in italics)</td>
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<tr>
<td>Place of publication</td>
<td>•</td>
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<td>Name of publisher</td>
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<tr>
<td>Reference an e-book</td>
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<td>the same as a printed version.</td>
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<tr>
<td>(i.e. there is no need for an url or database) if it includes details you would find in the printed work such as pagination.</td>
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</table>

A doi or url can be used for an article where it is only available online i.e. where there is no pagination or paper / printed equivalent). For a doi you do not need an accessed date.

If no author is available – use the title of the page.

If no author or title – use the url (check if it is suitable for academic work – how reliable, and objective it is and what is the authority of the author?).

*a doi is a unique identification number given to articles
Examples for reference list:

Books


1. Author, Surname first, then initials.
2. Year of Publication (in round brackets)
3. Title of work (in italics)
4. Edition (not needed for 1st edn. of a work)
5. Place of publication
6. Publisher

Note: If an e-version of a book includes all the elements seen in the print version (i.e. publication details, edition and page numbers) reference it the same way as a print version.

A chapter in a book


1. Author(s) of the chapter (surname followed by initials)
2. Year of publication (in round 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 for chapter
Journal article


Internet sources / webpage

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 (primary) work but have read someone else’s interpretation of that work. This is known as secondary referencing (see p. 3 in ‘Cite them right’).

To show this you need to use the phrase ‘cited in’ or ‘quoted in’ and give 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 this case) 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.

It is always better to try and read the original (primary) source if available, 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 / Assistant Academic Librarians for advice and guidance (http://libguides.tees.ac.uk/academic_staff/contact). You can book tutorials at http://libguides.tees.ac.uk/lrs/tutorials.

- Be organised. Whenever you consult a source, immediately make a note of all the details you need for a reference – you won’t remember later. Include publisher’s details for books and page numbers for book chapters and journal articles and the date that you accessed web sites.

- Compiling your reference list may take longer than you anticipate, so allow time to do this properly before your assignment hand in. You may lose marks if your referencing is poor.

- Check and re-check. Allow time to check through your referencing.

- Use the same method of referencing to ensure consistency and make sure your reference list follows the same layout and style.

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

- Be thorough. 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.

- Use the online tutorial on How to Reference and come along to the Succeed@Tees workshop How to use references (http://libguides.tees.ac.uk/referencing).

- Consult Cite them Right - https://www.citethemrightonline.com/ \n
- Consider using RefWorks – see http://libguides.tees.ac.uk/refworks. RefWorks is a web-based tool that allows you to create and manage your own personal database of useful references. You can then use these to quickly compile a bibliography for your reports and papers.

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

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