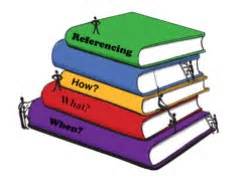


**A GUIDE TO**

**HARVARD**

**REFERENCING**

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**REFERENCING MADE EASY!**

**Referencing** is essential when writing an assessment. Reference information should be cited as other authors’ ideas are added. Whenever using someone else’s ideas or words, a reference must be noted. The only exception to this rule is when the information is common knowledge. For example, referencing is not required when stating in an assignment that Shakespeare wrote plays and poems in Elizabethan times. Remember to always reference direct quotations and paraphrasing.

**Direct quotations** is when an author’s material is copied word-for-word. Demonstrating to the reader a direct quote is essential. This is done by placing the material in double (“) or single (‘) inverted commas. Direct quotations are sometimes difficult to avoid as the author’s words may precisely describe your point. However, try to avoid the overuse of direct quotations; try to paraphrase the author’s work where possible. When using direct quotations, the author’s words must be exactly replicated, this includes spelling, capitalisation, punctuation, and errors. An error can be correct by placing the term ‘sic’ in brackets after the error.

**Paraphrasing** is when another author’s ideas are translated into your own words. This is still someone else’s work, therefore referencing is a must. Inverted commas are not used when paraphrasing, but the reader must be shown the original source of the information.

**Reference Number citation** is a method of documenting sources using a number in the text of the document that references a numbered bibliographic citation in a list of works cited. For reference number citations, repeated citations in the text are assigned the same number, and for numbered references, the reference list is ordered in the order of their appearance in the paper

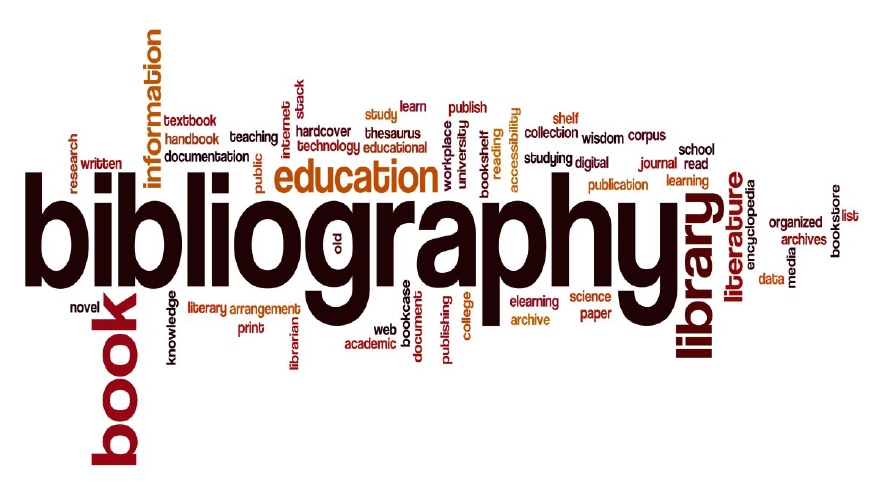
**Examples of number citations:**

Nothing seemed so certain as the results of the early studies [2]. It was precisely this level of apparent certainty, however, which led to a number of subsequent challenges to the techniques used to process the data [1]. There were a number of fairly obvious flaws in the data's aspect: consistencies and regularities that seemed most irregular, upon close scrutiny [1,2].

References

1. Jones, M.R. Cooking the data? Science News 8 (1990) 878-891.

2. Smith, J.P. Studying certainty. Science and Culture 9 (1989) 442-463.



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| **Book Referencing** | | |
| **Variation** | **Layout** | **Example** |
| **One author** | Family name, INITIAL(S). Year. *Title*. Edition (if not first edition). Place of publication: Publisher. | Adams, A.D. 1906. *Electric transmission of water power*. New York: McGraw. |
| **Two authors** | Family name, INITIAL(S). Second Family name, Second INITIAL(S). Year. *Title*. Edition (if not first edition). Place of publication: Publisher. | Ahmed, T. and Meehan, N. 2012. *Advanced reservoir management and engineering*. 2nd ed. Amsterdam: Gulf Professional Publishing. |
| **More than two authors** | Family name, INITIAL(S) (for first author). **et al**. Year. *Title*. Edition (if not first edition). Place of publication: Publisher. | Clayden, J. **et al***.* 2012. *Organic chemistry*. 2nd ed. Oxford: Oxford University Press. |
| **Editor(s)** | **If you are referencing a book with an editor rather than an author, this should be indicated in the reference.**  Family name, INITIAL(S) (of editor). **ed**. Year. *Title*. Edition (if not first edition). Place of publication: Publisher. | Crandell, K.A. **ed**. 1999. *The evolution of HIV*. Baltimore: Johns Hopkins Press.  Wexler, P. **et al*.*** **eds**. 2012. *Chemicals, environment, health: a global management perspective*. Boca Raton, FL: CRC. |
| **Author and editor** | Family name, INITIAL(S) of author. Year. *Title.* Edition (if not first edition). Family name, INITIAL(S) of editor. ed(s). Place of publication: Publisher. | Hobbes, T. 2012. *Leviathan*. Malcolm, N. ed. Oxford: Oxford University Press. |

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| **E-Book Referencing** | | | |
| **Layout** | | **Example** | |
| Family name, INITIAL(S). Year. *Title.* [Online]. Edition (if not first edition). Place of publication: Publisher. [Date accessed]. Available from: URL | | Hollensen, S. 2004. *Global marketing: a decision oriented approach.* [Online]. Harlow: Financial Times Prentice Hall. [Accessed 10 June 2013]. Available from: <http://www.myilibrary.com/Browse/open.asp?ID=60094> | |
| **Website Referencing**  http://3.bp.blogspot.com/-dWYYobVSNAw/TassPe48W_I/AAAAAAAABSM/BEL82gWXrSM/s400/website.jpg | | | |
| **Layout** | | **Example** | |
| Family name, INITIAL(S) (or company name). Year. *Title.* [Online]. [Date accessed]. Available from: URL | | Hawking, S.2000. *Professor Stephen Hawking's website.* [Online]. [Accessed 9 February 2009]. Available from: <http://www.hawking.org.uk/home/hindex.html>  Environment Agency. 2013. *River and coastal maintenance programmes 2013-14*. [Online]. [Accessed 12 July 2013]. Available from: [http://www.environment-agency.gov.uk](http://www.environment-agency.gov.uk/) | |
| **Journal Referencing** | | | |
| **Variation** | **Layout** | | **Example** |
| **One author** | Family name, INITIAL(S). Year. Title of article. *Journal Title*. **Volume**(issue number), page numbers. | | Pajunen, K. 2008. Institutions and inflows of foreign direct investment: a fuzzy-set analysis. *Journal of International Business Studies.* **39**(4), pp.652-669. |
| **Two authors** | Family name, INITIAL(S) and Family name, INITIAL(S). Year. Title of article. *Journal Title*. **Volume**(issue number), page numbers. | | Gutenberg, B. and Richter, C.F. 2010. Magnitude and energy of earthquakes. *Annals of Geophysics.* **53**(1), pp.7-12. |
| **More than two authors** | Family name, INITIAL(S) **et al.** Year. Title of article. *Journal Title*. **Volume**(issue number), page numbers. | | MacNaughton, S.J. **et al.** 1999. Microbial population changes during bioremediation of an experimental oil spill. *Applied and Environmental Microbiology*. **65**(8), pp.3566-3574.  **Use p. to reference a single page, and pp. for a range of pages.** |

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| **E-Journal Referencing** | | |
| **Variation** | **Layout** | **Example** |
| **One author** | Family name, INITIAL(S). Year. Title of article. *Journal Title.* [Online]. **Volume**(issue number), page numbers. [Date accessed]. Available from: URL | El Gharras, H. 2009. Polyphenols: food sources, properties and applications - a review. *International Journal of Food Science & Technology.* [Online]. **44**(12), pp.2512-2518. [Accessed 10 June 2013]. Available from: [http://onlinelibrary.wiley.com](http://onlinelibrary.wiley.com/) |
| **Two authors** | Family name, INITIAL(S). and Family name, INITIAL(S). Year. Title of article. *Journal Title.* [Online]. **Volume**(issue number), page numbers. [Date accessed]. Available from: URL | Selmke, M. and Cichos, F. 2013. Photonic Rutherford scattering: a classical and quantum mechanical analogy in ray and wave optics. *American Journal of Physics.* [Online]. **81**(6), pp.405-413. [Accessed 10 June 2013]. Available from: <http://0-scitation.aip.org.wam.leeds.ac.uk/> |
| **More than two authors** | Family name, INITIAL(S). et al. Year. Title of article. *Journal Title.* [Online]. **Volume**(issue number), page numbers. [Date accessed]. Available from: URL | Royall, C.P. et al. 2001. Radiation damage of water in environmental scanning electron microscopy. *Journal of Microscopy.* [Online]. **204**(3), pp.185-195. [Accessed 10 June 2013]. Available from: <http://0-www3.interscience.wiley.com.wam.leeds.ac.uk/>  Use p. to reference a single page, and pp. for a range of pages. |