Harvard Referencing

Why do I need to reference?

Referencing is the way you show the person reading your work where you got your ideas from. You may reference someone else's work because you quoted from them directly, you mentioned or paraphrased their work, or used images, statistics or tables that they are credited with creating. Referencing is also a way of showing the reader or marker that your own ideas are backed up with reputable sources.

You must always reference any work that is not your own and make sure you do it correctly for the type of resource you have used. A failure to reference your sources or incorrectly references sources may be considered plagiarism.

> ### Plagiarism
>
> Plagiarism is when you present someone else's work or ideas as your own. It is a serious offence, especially in education and academics. It can have serious consequences including mark caps, fail grade. At universities, it can be cause for removal from a unit or course.
>
> You can learn more about plagiarism in the plagiarism guide in the study skills section on the library website.

Loughborough College uses the **Harvard Referencing** system, and this guide will remind you how to use it. If you need more information, there are more tools and resources available on the library website or you can book a 1:1 session with the librarian.

Included in this guide

In this guide you will find the following information:

- **In-text citations**
  - Direct quoting
  - Paraphrasing
- **Reference list**
  - Books

In-text citations

In-text citations are the first part of all references. Unlike the reference list, it does not matter what type of source you are referencing. In-text citations are done in the same way for all. However, there is a slight difference depending on how you are using the information. An in-text citation for a direct quote is different than an in-text citation for paraphrasing.

This guide will go through the different ways to do an in-text citation.

Directly quoting

When you are directly quoting from a source, you will need the following information for your in-text citation.

- Authors surname
- The year of publication
- Page number

The quote itself will need to be in quotation marks " ". The in-text citation should be immediately after the quote, in rounded brackets ( ). It should follow the following format.

(Authors surname, year of publication, page number)

For example:

"In-text citations give the brief (abbreviated) details of the work you are quoting from, or to which you are referring in your text" **(Pears & Shields, 2019, p.7)**

Some online materials may not necessarily have page numbers on their pages. On these occasions you should use whatever is available to indicate the area in the book that you are quoting from such as: location, %, chapter/page/paragraph.

Paraphrasing

Paraphrasing is when you are putting text into your own words, instead of directly copying or quoting. There are two ways in which you can use an in-text citation for paraphrasing depending on whether you are already using the authors surname in the main body of text.

If you are using the authors surname in the main body of the text you will only need the year of publication for your in-text citation. Your in-text citation should still be in rounded brackets ( ) and should be immediately after the authors surname.

For example:

Pears and Shields **(2019)** state that in-text citations give brief details on the source you are referring to in your text.

If you are not using the authors surname in the main body of text then you will need to include it in your in-text citation with the year of publication. Your in-text citation should still be in rounded brackets ( ) and should be at the end of your paraphrased sentence or paragraph.

For example:

In-text citations give brief details on the source you are referring to in your text **(Pears and Shields, 2019)**.

Reference List

The reference list is the second part of your reference. The reference list will go into more detail about the sources you have used. It will include the details your reader needs to find the source for themselves. This is to assist the reader to access the validity and reliability of your sources and therefore your information and conclusions.

The reference list is always placed at the end of the document and will be in alphabetical order. Each resource type has a different format. In this guide we will cover books, eBooks, journals, eJournals, websites, news, social media, videos, class notes and presentations/lectures. If you need to reference something that is not listed in this guide, you can find the correct formation in '*Cite them right: the essential referencing guide'* by Richard Pears and Graham Shields. We have a physical copy in the study skills section of the library (copy location: K 2.5 PEA) as well as an eBook version that can be accessed using the library catalogue on the library website.

When using this guide, you should take note on how the examples are presented and what punctuation has been used. Some readers/tutors are lenient on punctuation in a reference, but others can be very strict. You should also ensure that your course or tutor does not use and prefer a modified version of Harvard. If they have provided you with a referencing guide you should follow the guidance given in that guide.

Books

To reference a book, you will need the following information. This information should be in the book. Most can be found on the copyright page at the beginning of the book.

- Authors surname and initial
- Year of publication
- Title
- Edition
- Place of publication

■ Publisher

The information should be presented in the following format.

Authors surname, authors initial. (Year) *Title.* **Edition. Place of publication: Publisher.**

For example:

Pears, P and Shields, G. (2019) *Cite them right: the essential referencing guide.* **11th Edition. London: Palgrave.**

There may be some variation to this.

Author - If there is more than one author you should list them by alphabetical order by the surname. If there are more than four, then you use the first author with 'et al.' immediately afterwards. For example: **Watson, J. et al.**

Year - The book may have multiple editions and multiple release dates. You are not informing the reader of when the book was originally published but when the book that you are using was published. Make sure you are using the correct year.

Edition - You only need to include the edition if there is more than one and you are not using the first edition.

Place of publication - There may be multiple places of publication listed on the copyright page. You need to use the one closest to where you are. For example, you would use London rather than California.

eBooks

If an eBook looks like a printed book with publication details and pagination, you should reference it as a printed book. However on some electronic devices and virtual platforms, specific eBook pagination details may not be available, so you should use the information that you have.

■ Authors surname and initial
■ Year of publication
■ Title
■ DOI or available at: URL
■ Accessed date

DOI
A DOI number (Digital Object Identifier) is a unique string assigned to online works. This is to assist with identifying and locating online sources.

URL
The URL is the web address. You can find the URL in the address bar at the top of the page. It will look like this - https://www.loucoll.ac.uk

The information should be presented in the following format.

Authors surname, authors initial. (Year) *Title.* DOI (Accessed: date)

or

Authors surname, authors initial. (Year) *Title.* Available at: URL (Accessed: date)

For example:

> **Pears, P and Shields, G. (2019) *Cite them right: the essential referencing guide.* Available at: https://r2.vlereader.com/EpubReader?ean=1781352005141 (Accessed: 18th September 2024)**

> ### Accessed date
>
> Including the accessed date on any online resources is extremely important and it covers you and your research for any incidentals. If the website or virtual platform fails or drops out or is removed, your accessed date tells your readers that it was operational on that date. Your reader may not be able to verify the source as normal, but it tells them there was a source there that provided

Journals

This section will refer to journals in print form. Online journal articles can be referenced differently and will be covered further into the guide. To reference a journal you will need the following information.

- Author's surname and initial
- Year of publication
- Article title
- Journal title
- Volume number
- Issue number
- Page numbers for the entire article

This information can usually be found at the front of the journal. The author, year and article title will at the beginning of the article. The rest may be on the cover page or inside the front cover. It may also be on the very top or the very bottom of each page.

The information should be presented in the following format.

Authors surname, authors initial. (Year) 'Article title' in *Journal title.* Volume number(Issue number) page numbers

For example:

> **Carnery, N. (2024) 'Referencing word and phrase lists in an online vocabulary notebook' in *Language Training Research.* 28(1) p.253-272**

There may be some variations.

Author - if there is more than one author then list them alphabetically. If there is four or more authors then you should use the first author followed by 'et al.' For example: **Watson, J. et al.**

eJournals

Similarly to eBooks, you can reference some eJournals in the same way as a print journal. If the journal has the correct information available and looks like the print copy, then you can reference it as a print journal.

However, some eJournal will not provide the same information. You should still be able to find the author, article title, journal title, and year of publication. What you will need instead of the volume number, issue number and page numbers is either the DOI or the URL and accessed date.

They should be presented in the following format.

Authors surname, authors initial. (Year) 'Article title' in *Journal title.* DOI (Accessed: date)

or

Authors surname, authors initial. (Year) 'Article title' in *Journal title.* Available at: URL (Accessed: date)

For example:

> **Carnery, N. (2024) 'Referencing word and phrase lists in an online vocabulary notebook' in *Language Training Research.* Available at: https://journals.sagepub.com/doi/pdf/10.1177/1362168821997613 (Accessed: 17th September 2024)**

Some readers may prefer that the references are in plain text and not hyperlinked. This is especially prominent when the reference list is presented in printed form rather than submitted online. Web addresses may automatically hyperlink to the webpage, however your reference list needs to be cohesive, so even if the link remains, you should ensure that the linked text is not underlined, in bold or another colour.

Website

Websites can vary drastically on what information is available depending on what type of website it is so website references can vary. However there is a generalised reference format that can be used. You will need the following information.

- Author's surname and initial
- Year of publication
- Title of webpage
- URL
- Accessed date

This information should be presented in the following format.

Authors surname, authors initial. (Year) *Webpage title*. Available at: URL (Accessed: date)

For example:

> **Eaton, A. (2024) *Harvard Referencing.* Available at: https://library.loucoll.ac.uk/study-skills/havard-referencing/ (Accessed 18th September 2024)**

As stated previously, websites can vary on the information that they provide. Some of the variations are detailed below.

No author - If there is no author given on the website then you should use the organisation responsible for the website such as NHS or YouTube. If there is not a clear organisation responsible then you can use the title of the webpage and use the following format.

> ***Webpage title.* (Year) Available at: URL (Accessed: date)**

Publication year- Some websites will have their publication date and/or the date they last updated the website. The most recent year should be used. If no date is available then you should put **(no date)** in the place of the year.

Newspapers

Referencing a newspaper is mostly the same whether you are accessing it online or in print format. To reference a newspaper you will need the following information.

- Author or byline
- Year of publication
- Article title
- Title of the newspaper
- Edition
- Day and month
- Page number

This information should be presented in the following format.

Authors surname, authors initial. (Year) 'Article title' *Newspaper title*. (Edition) day month, page number

For example:

> **Old, D. (2019) 'House price gloom', *Evening Chronicle* (Newcastle Edition), 26 January, p.25**

There are some variations for referencing Newspapers.

No author - If there is no author you should begin your reference with the newspaper title.

> For example: ***The Times* (2018) 'Bank accounts', 14 June, p.7**

Online newspaper with no page numbers - In this situation, you would use the DOI or URL and accessed date instead of the page number.

> For example: **Lawrence, A. (2024) ''Shut up and dribble' no more: US athletes juggle the interplay of sports and politics' *The Guardian* (London edition) 10 September. Available at: https://go.gale.com/ps/i.do?p=STND&u=lo_jisc&id=GALE%7CA808245992&v=2.1&it =r&sid=ebsco&aty=ip (Accessed 18th September 2024)**

> ### Remember
> Make sure you include your accessed date so your readers/tutors know that the webpage was working and accessible on that date.

Magazines

Magazines and newspapers are very similar in how they are referenced. To reference a magazine you will need the following information.

- Authors surname and initial
- Year of publication
- Article title
- Magazine title
- Issue number/season/month
- Page number

This information should be presented in the following format.

Authors surname, authors initial. (Year) 'Article title' *Magazine title*. (Issue number/season/month) page numbers.

For example:

Roach, L. (2023) 'Is history written by the winners?' *History Today*. (June) p.8-10

If you accessed the magazine online then you also need to provide the DOI or Available at: URL and the accessed date.

For example:

Roach, L. (2023) 'Is history written by the winners?' *History Today* (June) p.8-10. Available at: https://research.ebsco.com/c/tyzym7/viewer/pdf/fr7aeo2so5 (Accessed 18th September 2024)

Pictures / photographs

Pictures and photographs are often forgotten about when it comes to referencing but they too need to be referenced. To reference a printed photograph and picture you will need the following information.

- Photographer's surname and initial
- Year of publication
- Title of the photograph
- Place of publication
- Publisher

This information should be presented in the following format.

Photographer's surname, photographer's initial. (Year) *Title* [Photograph] place of publication: publisher

For example:

Thomas, T. (2017) Redevelopment in Byker [Photograph}. Newcastle upon Tyne: Then and Now Publishing.

There are some variations possible for print photographs.

Publisher details - If you do not have any details about the publisher i.e. the place of publication and the publisher, then you can miss them out of the reference.

Online pictures are referenced in the same way, except you will use the URL and access date instead of the publisher details.

> For example: **Kitto, J. (2013)** *Golden sunset.* **Available at: http://www.jameskitto.co.uk/photo_1827786.html (Accessed: 14 June 2018)**

Videos

> **Be aware**
>
> This section of the guide will use the term video to refer to online videos only. This restricts this reference format to online video sharing platforms such as YouTube, Vimeo and TED. You can reference films and television programs but they will follow a different referencing format which can be found in *Cite them right* by Pears and Shields.

To reference a video you will need the following information.

- Name of person or organisation that is posting the video (surname and initial)
- Year it was posted
- Title of video
- Date uploaded (day and month)
- DOI or URL
- Accessed date

This information should be presented in the following format.

Surname, initial. (Year) *Title***. Upload date. Available at: URL (Accessed: date)**

For example:

> **Stainton, H. (2021)** *Harvard Referencing made easy | Simple Harvard Referencing Tutorial.* **8 September. Available at: https://www.youtube.comwatch?v=tKCsriGcXds (Accessed 18 September 2024)**

> **In-text citation change**
>
> When you are completing an in-text citation for an online video there is a slight change when you are directly quoting a video. Instead of a page number you can use the time code.
>
> For example: **(Stainton, 2021, 02:15)**

Presentations

It is possible to use and reference a PowerPoint presentation in your work.

To reference a presentation you will need the following information.

- Author / tutor
- Year of publication or delivery
- Title of presentation
- Module Code and module title
- URL of VLE

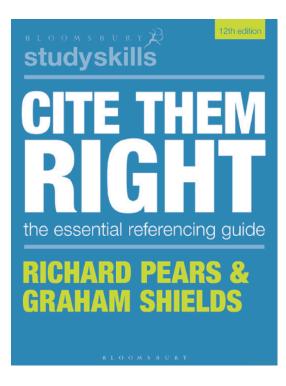This information should be presented in the following format.

Watson, J. (2024) 'Referencing for beginners.' [PowerPoint presentation] *SS003: Referencing.* **Available at: https://www.learnzone.com/loughboroughcollege/study-skills/referencing/ (Accessed: 18 September 2024)**

Where can I find more help?

There is lots of help available around the college and online.

Cite them Right

You can find more resource types and more reference variations in Pears and Shields' *Cite them Right.*

Cite them right: the essential referencing guide

by Richard Pears and Graham Shields

You can find a copy of this book in the library in the study skills section. (Location - K 2.3 PEA)

You can also access this book online via the online catalogue or by using the link below.

eBook | Cite them right : the essential referencing guide

1:1 study sessions

The library offers 1:1 study sessions with the Librarian. The study sessions are one hour long and can be booked as often or as rarely as you like. The Librarian can help you understand how to reference.

Email the Librarian, Anysia Eaton, to book.

anysia.eaton@loucoll.ac.uk
library@loucoll.ac.uk