

HOW TO REFERENCE

The Harvard Style of referencing is used at the School of Management. The basic idea of the Harvard Style is to: (1) use citations (a partial reference) in the text; and (2) List all references in full at the end of an assignment

1. USE CITATIONS IN THE TEXT

In the text of your assignment you give a partial reference (called a **citation**). This is the last name of the author, followed by the year of publication. If you don't have the author's name, you use the name of an organisation, newspaper, journal, or whatever the main **source** is. You can abbreviate lengthy organisational names; see example below (YHES 1998).

Example: Citations

Although Handy (1994) has argued that education is the key to economic success for individuals, organisations and nations, a majority of adults in the UK have yet to be convinced or persuaded of this argument. In 1999 only forty per cent of adults had participated in any sort of formal learning in the previous three years. Of these, a significant majority was from social class groups A, B and C. Only a quarter of adults from semi-skilled or unskilled work backgrounds had involved themselves in formal education (Tuckett 1999). The consequences for people without qualifications who lose their jobs are often serious. A study of long-term unemployed people in Yorkshire found that sixty-one per cent had no educational qualifications, and a significant number of these had special learning needs (YHES 1998).

There would appear to be a link too, between lack of qualifications, poor health and a disengagement from participation in political or civic life, and could aggravate the situation of unemployment for the people concerned (Hagen 2002).

2. LIST ALL REFERENCES IN FULL AT THE END OF THE ASSIGNMENT

At the end of the assignment, you list the sources cited in a 'References' section. These would give full details of the source cited in the text and would be listed in alphabetical order. You only have one list – you don't have separate lists of books, journals, websites etc. A list of references for the sources cited above would look like this:

References

- Hagen, J. (2002). *Basic Skills for Adults*. Birmingham: The Guidance Council.
- Handy, C. (1994). *The Empty Raincoat*. London: Hutchinson.
- Tuckett, A. (1999) 'Who's Learning What?' *The Guardian* 18/5/1999, p. 13.
- YHES: Yorkshire and Humber Employment Service (1998). *Survey of Clients Aged 25+ Unemployed for Two Years or More*. London: Department for Education and Employment.

NEED MORE INFORMATION?

Read Effective Learning Service booklet 'References and Bibliographies' for more detailed explanation.