

# Citation and Referencing for the Social Sciences

## What Is Citation?

A **citation** is the note in the text to indicate where a quotation or idea has come from.

Why do we cite?

- To acknowledge the sources used in quotation, paraphrasing, or to support arguments.
- To avoid being accused of PLAGIARISM. To plagiarise is to cheat by passing off someone else's work as your own. For more information on plagiarism and how to avoid it, please see <http://www.brad.ac.uk/library/plagiarism>
- To give your reader sufficient information to be able to find your source in a library or book shop.

It is therefore very important to cite carefully and completely when you produce written work.

## Citation Systems: Harvard

There are several systems of citation, all of which are equally correct. However, it is very important that when you have started to use one system, you keep to it. CONSISTENCY and ACCURACY are the most important aspects to citation.

***This guide will consistently use the Harvard system.*** In this system, author name and year of publication and page number is used in the text, and full references are given at the end in alphabetical order by author.

In the Harvard system, you cite in two places:

1. In brief, at the point in the text where you refer to a document
2. In full, at the end of your work

## 1. Citing brief references within the text

Within the text give the author's name and year of publication either within the sense of the sentence [as a)] if it fits with the flow of the text, or entirely within brackets if it does not [b)]

- a) These examples are fully discussed by Todaro (1997) and expanded upon further by Gillis et al. (1996).
- b) These examples have been fully discussed (Todaro1997) and expanded upon further (Gillis et al. 1996).

When the same author has published more than one cited document in the same year, you can distinguish them by letters in lower case:

A recent study (Jones, 1995a) has found this to be the case, and has been corroborated by further research (Jones, 1995b).

When using a direct quotation include page numbers:

"It is possible that, instead of selecting and citing literature based on its importance and relevance, a scholar may select works to cite based on friendships and rivalries." (Cohn, 2008, p. 20)

Where there are two authors, both should be given:

Smith and Jones (2001) have concluded...

If there are more than two authors, cite the first author, followed by *et al.* in *italics*. (list all the authors in the bibliography at the end):

Weiss *et al.* (1995) used the following arguments...

## 2. Listing references at the end of your text

In the Harvard system, full references referred to in your text are listed at the end, in alphabetical order of the author's name, then in date order: **e.g.:**

Dean, H. (2003). The Third Way and social welfare: the myth of post-emotionalism. *Social Policy and Administration*, 37(7), December. pp.695-708.

Giddens, A. (2001a). *The global third way debate*. Cambridge: Polity Press.

Giddens, A. (2001b). *Sociology*. 4<sup>th</sup> ed. Cambridge: Polity Press in association with Blackwell.

Jacobs, M. (1992). *Sigmund Freud*. London: SAGE

White, S. ed. (2001). *New Labour: the progressive future?* Basingstoke: Palgrave.

## Citation examples for the reference list

### Books

**REMEMBER:** wherever possible, always take your information for these references from the title page of a book which has the most accurate information, not the front cover.

Citation order:

Author(s) [surname(s) followed by initials]. (Year of publication). Title of work [in *italics*]. Edition number [if not the first]. Editor and/or translator etc. Place of publication: Publisher, number of volumes if more than one. Title of series and volume number in such series. **e.g.:**

Cottrell, S. (2003). *The study skills handbook*. 2<sup>nd</sup> ed. Basingstoke: Palgrave.

Authors may be organisations, **e.g.:**

Working Party on Women Migrants. (1978). *Migrant women speak*. London: Search Press.

### Parts of books

E.g.: chapters, sections, contributions to a collection.

Citation order:

Author(s) of contribution [surname(s) followed by initials]. Year of publication. Title of contribution. In: followed by author(s) or editor(s) of whole book. Title of book [in *italics*]. Edition number. Volume number. Place of publication: Publisher, date. Pagination or chapter or section number of contribution. **e.g.:**

Mardon, J. (1996). A parenting course for young men. In: Newburn, T. and Mair, G. eds. *Working with men*. Lyme Regis: Russell House Publishing, 1996. pp. 123 – 40.

## Articles in periodicals

Citation order:

Author(s) of article [surname(s) followed by initials]. Year of publication. Title of article. Title of journal [in *italics*]. Volume number, part/issue number, date of volume/part. Pagination. **e.g.:**

Park, C. (2004). Rebels without a clause: towards an institutional framework for dealing with plagiarism by students. *Journal of Further and Higher Education*. Vol. 28, no. 3, August. pp. 291 – 306.

The part must be specified by its number (e.g. 3) or its date (e.g. August) if the pagination of the volume is not continuous. In some journals, each part starts at page 1, so the same page numbers can appear many times in each volume.

You can, if you wish, abbreviate the volume and part numbers, but this makes it even more important that you get the citation order right. The example above would then look like this:

Park, C. (2004). Rebels without a clause: towards an institutional framework for dealing with plagiarism by students. *Journal of Further and Higher Education*. 28 (3), August, 291 – 306.

## Secondary referencing

Sometimes you may wish to quote a piece of work that has been referred to in something you have read. You should always make it plain that you did not consult the original source in the text:

Freud (1912) cited by Jacobs (1992, p.69) noted that....

'Cited by' indicates that the reference to Freud's case notes was found in the book by Jacobs. **Include only Jacobs in your reference list.**

Secondary references should be used sparingly, when it is not possible to consult the earlier work. In most cases you should only cite material you have actually read.

## Articles in electronic journals

If you are referencing an article in an electronic copy of a print journal (the article being available as a PDF file is a good guide), then follow the instructions as for print journals.

When referencing an article from an electronic journal existing only on the internet, you include:

Author. Year. Title. Journal title [online], volume (issue), page numbers. Available at: <URL> [accessed date in fullest form] **e.g.:**

Halford, S. 2003. Towards a sociology of organizational space. *Sociological Research Online* [online], 9 (1). Available at: <http://www.socresonline.org.uk/9/1/halford.html> [Accessed: 4th March 2011].

If the electronic article is displayed on a single screen rather than divided into pages – i.e. if page numbers are not available - then it may be helpful to refer to paragraph numbers.

### **Citing a website**

To cite a web document (that is not an electronic journal), you include:

Author or Editor. Year. *Title* [online]. Place of publication: Publisher. Available at: <URL> [fullest possible accessed date] **e.g.:**

Glass, B. (2007). *MMU LearnHigher CETL : Information Literacy* [online]. Manchester: Manchester Metropolitan University. Available at: <http://www.learnhigher.mmu.ac.uk/> [Accessed 15 March 2011].

### **Further Reading**

More information about citation and referencing can be found at:

<http://www.bradford.ac.uk/library/electinfo/cite.php>

*Study skills books are kept in the JBPL at D371.30281 (study skills) and F808.4 (Writing skills).*