



UNIVERSITY OF
BRADFORD

'Making Knowledge Work'

THE CENTRE FOR PSYCHOLOGY STUDIES

**Student guide to the Harvard referencing
system.**

2008

Introduction

This document is structured into three sections. The first section introduces you to what a reference is, what systems exist to guide how references should be formatted, why you need to include references and how references are linked to good scholarship and the avoidance of plagiarism. The following section provides detailed guidance and examples of how to present references from a variety of different source materials in the main body of your writing. Finally, the document illustrates how to create a reference list and again gives guidance and examples on how to present references in the list at the end of your work.

What is a reference?

When you include information that you have read in a book, magazine, journal article, website, etc in your work then you need to acknowledge where this information came from. When you do this you acknowledge that the ideas you are presenting are not your own and give credit to the person who originally developed them. It also allows the people who read your work to track down the original author and read the information in its original form.

The word 'reference' is used to refer to both the brief information contained in the body of your work and the full information contained in the reference list at the end of your work. The reference list should therefore only contain items that you have referred to in the main body of your work.

What does a reference look like?

The exact format and appearance of a reference can differ in different books and journals. This is because there is more than one system for preparing references. Different referencing formats are used in different subject areas. In psychology, you will notice that some academic papers will use the format provided by the American Psychological Association (APA) while others will use the Harvard system, so called because it was devised by Harvard University. The Centre for Psychology Studies uses the Harvard system as this is the most commonly used format.

Why do I need to include references?

Including references shows that:

- the ideas or information that you present are not merely your own opinion,
- there is a body of existing information which offers support to the arguments that you make,
- you can search the academic literature in the relevant area and find appropriate sources of information.

It also:

- enables readers of your work to trace the original source of the ideas you present and read this for themselves, and
- gives appropriate credit and respect to the original authors. This is significant in assisting you to avoid being accused of plagiarism.

What is Plagiarism?

Plagiarism occurs when writers use the ideas or words of other authors without acknowledging it. If you copy, word for word, what an author has said, or if you put this into your own words, but do not acknowledge that the words and ideas are not your own, this is plagiarism. The University has regulations for dealing with plagiarism and strict penalties are applied regardless of whether plagiarism occurs deliberately or unintentionally.

Using references in the main body of my writing

When should I use a reference in the text of my work?

You should use a reference in the text when you:

- quote facts and figures, statistics or examples,
- are describing or discussing a theory, perspective, argument or fact,
- use direct quotes from a source you have read, or
- when you have converted what you have read in a source into your own words.

How should I present a quote?

When you want to use a section of text that you have found in a source in your own work, you should use quotation marks and include a reference. You will also need to include the page number on which the quote appears in the original source. You should use a colon (:) to separate the date and page number. For example

Brown (2006:11)

Or:

(Brown, 2006:11)

If the quote is shorter than three sentences in length it can be presented in the main body of your writing, as below

Brown (2006: 11) suggests that ‘...social psychology has its roots in both European and American academia’.

If the quote is three sentences or longer, than you should indent this, as below

When discussing the origins of Social psychology Brown (2006:11) suggests that

‘...social psychology has its roots in both European and American academia. Initially influences came from Europe (Volkerpsychologie); however, the rise of fascism in Europe in the 1930’s resulted in a shift to American dominance. By the 1950’s America aided the restoration of social psychology in Europe, although the ideas still remained largely American.’

How should I reference work that I have put into my own words?

When you put the original text into your own words and are still using the ideas of the original author you do not need to use quotation marks. But you do need to give a reference to show whose ideas you are discussing. If we use the quotes from Brown, above, as an example

Although social psychology originated in Europe, Brown (2006) suggests that it has a heavy American influence. She argues that this may be due to the changing political climate in Europe in the 1930’s during which time American academics became more influential.

What if there is more than one author?

The presentation of a reference where there is more than one author depends on how many authors there are.

If there are only two authors then you should give both surnames. For example

Peterson and Peterson (1959) hypothesised that information was only held in short term memory for a duration of 20 seconds.

However, if there are three or more authors then you should give the name of the first author, and then add the phrase ‘et al.’. This indicates that there are other authors.

Moscovici et al (1969) suggested that consistency in the minority was important in winning over the majority.

What if I want to refer to an author who has been quoted in the book I am reading?

This is known as secondary referencing. Just as you will need to draw on the work of other authors to support your work, authors of textbooks also need to support or discuss their ideas in reference to other authors. Best practice in this case is to go and read the original work of the author whose ideas you are interested in. You can then reference them directly, as we have already discussed. However, this may not always be possible. If you cannot read the original work then you can use the secondary referencing format. This is slightly different to the format we have been using so far as you need to acknowledge both authors; the one whose ideas you want to discuss and the one whose book you read about those ideas in. There are several different ways to do this, but the key issue is to show that the work of the author you are interested in has been 'cited' by the author whose book you have read. For example;

Butt (2004) cites the work of Kelly (1955) who developed Personal Construct Theory.

Or:

Kelly (1955, cited by Butt, 2000) developed Personal Construct Theory.

Or:

Butt (2004, citing Kelly, 1955) refers to Personal Construct Theory.

What if I want to use more than one reference?

Sometimes you may want to indicate that a substantial body of research exists which supports the point you are making. This often occurs when we write 'many researchers argue that...' Or 'a great deal of research suggests that...'. If we want to make claims like this we need to give more than one reference. For example

Many researchers argue that qualitative research methods offer the opportunity to gain detailed, ideographic accounts of participants lived experience (Silverman, 2000; Willig, 2001; Flick, 2002).

What if the source I am using does not have an author?

It is most unusual for a source not to have an identifiable author. Usually, we can identify a collective author, for example when referring to an article in a newspaper, magazine, television programme, film or website. However, sometimes, particularly with very old sources, the author of a document is simply not known. If this is the case then you can use 'Anon' to illustrate this. For example

Anon (1312) suggested that at that time in history, the Church held considerable power over issues of state.

How do I reference a website?

Check the website to try and find details of the author. This can be either an individual person or sometimes an organisation. The information is usually given at the very top or bottom of either the first or last page. If there isn't an author then you will have to use the title of the webpage instead. You also need to give the year that the page was created. For example

Mind (2008) suggest that in the UK in excess of 250,000 people are admitted each year to a psychiatric hospital.

Social psychological research contributes to many areas of our everyday lives including law, business, politics and education (Society for Personality and Social Psychology, 1998).

How do I reference a personal communication e.g. email or letter?

Sometimes the information you might want to refer to in your work is not published anywhere. You might for example have contacted an organisation and asked them how many people have used their service in the last year. The organisation may have supplied this information to you by email or letter. You can then use this as a source in your work.

You can reference this as follows:

- Name of the person who wrote the email or letter – use the same format as you would for author
- Open round brackets and type - Personal communication by letter **Or** Personal communication by email
- Date of the communication – day, month in words and year – close round brackets.

Personal communications do not appear in your reference list.

Samantha McNary (personal communication by email. 16th August 2008) confirmed that the organisation received 72 letters of complaint from residents in the last year.

Or:

The Administrator confirmed that the organisation had received 72 letters of complaint from residents in the last year (McNary, S, personal communication by email. 16th August, 2008)

Creating and formatting your reference list

So far, we have discussed how a reference would look in the main body of your work. However, in order for the reader to be able to track down the authors you have referred to, you need to include more information about the reference. This detailed information is provided in a reference list at the end of your work.

What should my reference list look like?

Your reference list should be in alphabetical order, organised by the surname of the authors you have included in your main text. You should leave one clear line between each reference to make it easier for the reader to find the details they are looking for. A key issue in the presentation of your reference is the use of punctuation. Full stops, commas, colons, and the use of italics are very important and you will need to copy these *exactly* when you make your own references.

All references begin with the same basic information, the surname and initials of **all** the authors of the source and the date the source was published. For example

Where there is one author

Cooper, C. (2002)

Where there is more than one author

Pervin L., Cervone, D. and John, O. (2005)

However the finer detail of what to include after the author's name depends on the type of source you are using. Below we have illustrated the different formats required for books, journals, webpages, magazines, films and photographs.

How should I reference a journal article?

An article you have used from a journal should be presented as follows

- Author name (or names if there is more than one)
- Year of publication – put this in round brackets e.g. ()
- Title of article – put this in single inverted commas eg ‘ ‘
- Title of journal –put this in italics.
- Volume number (if this is applicable) eg. 53 – include a colon after this
- Part number (if this is applicable) e.g. 2 – include a comma after this
- Page article begins and ends e.g. pp.196-221

For example

Morawski, J.G. (1985) ‘The measurement of masculinity and femininity: Engendering categorical realities’. *Journal of Personality*, 53: 2, pp.196-221

What if my journal is only available electronically?

Some journals are now only available electronically. For articles in electronic journals, give the complete reference as above, followed by:

- Author name (or names if there is more than one)
- Year of publication – put this in round brackets e.g. ()
- Title of article – put this in single inverted commas eg ‘ ‘
- Title of journal –put this in italics.
- Volume number (if this is applicable) eg. vol. 53 – include a colon after this
- Part number (if this is applicable) e.g. part 2 – include a comma after this
- Page article begins and ends e.g. pp.196-221
- [online] Available at: <URL> [Accessed date, month, year]

For example:

Morawski, J.G. (1985) ‘The measurement of masculinity and femininity: Engendering categorical realities’. *Journal of Personality*, 53: 2, pp.196-221[online] Available at: <http://uk.jstor.org/view/01234567/ap012345/01a00000> [Accessed 25th August 2008]

How do I reference a book or journal article that is written in a different language?

You should only reference a book that is written in a different language if you have actually read and used that book itself. If you have actually read about this author in another book then you should use the secondary referencing format given earlier.

If you have read the book in its original form then you should present this as follows:

- Author surname and initials (or Authors if there is more than one)
- Year of publication – put this in round brackets e.g.()
- Title of book –put this in italic font
- Volume or series number (if this applicable)
- Edition (only if the book is not the first edition) – put this in brackets
- Place of publication (this is the town or city where the book was published) – include a colon after this e.g. :
- Name of Publisher.

For example:

Foucault, M. (1966) *Les mots et les choses: une archeologie des sciences humaines*. Paris: Gallimard.

Or :

Foucault, M. (1966) *The order of things: an archaeology of the human sciences*. (in French). Paris: Gallimard.

How do I reference a source that has been translated into English?

When you reference a book or journal article which has been translated into English you need to reference not only the original author, but also the translator and tell the reader what language it was translated from. You should present this as follows:

- Author surname and initials (or Authors if there is more than one)
- Year of publication – put this in round brackets e.g.()
- Title of book –put this in italic font
- Translated from the
- Language in which the source was originally written
- by
- Name of translator – put the initial before the surname in this case
- Place of publication
- Name of the publisher

For example:

Foucault, M. (1990) *The History of Sexuality Vol. 1*. Translated from the French by R. Hurley. London: Penguin.

How should I reference the author(s) of a book?

The information that you need to include can generally be found on the front cover and the copyright page of the book. You will need to present the following information, in this order:

- Author surname and initials (or Authors if there is more than one)
- Year of publication – put this in round brackets e.g.()
- Title of book –put this in italic font
- Volume or series number (if this applicable)
- Edition (only if the book is not the first edition) – put this in brackets
- Place of publication (this is the town or city where the book was published) – include a colon after this e.g. :
- Name of Publisher.

For example:

Where there is a single author

Cooper, C. (2002) *Individual Differences* (2nd ed). London: Hodder and Arnold

Where there is more than one author

Larsen, R.J. and Buss, D.M. (2008) *Personality Psychology: domains of knowledge about human nature*. 3rd ed. New York: McGraw-Hill

What if I want to reference the author of a chapter in a book edited by different authors?

Where you are referencing the author of a chapter in a book which has been compiled by an editor or editors, you should present the information as follows

- Author of the chapter surname and initials
- Year of publication – put this in round brackets eg ()
- Title – ordinary font
- *In:*
- Editor(s) of the book surnames and initials
- eds.
- Title of book – put this in italic font
- Place of Publication (this is the town or city where the book was published) – include a colon after this e.g. :
- Name of Publisher.
- Page chapter begins and ends

For example:

Bettis, P. and Gregson, J. (2001) *The Why of Research: Paradigmatic and Pragmatic Considerations*. *In:* Farmer, E.I. and Rojewski, J.W., eds. *Research Pathways: Writing Professionals Papers, Theses and Dissertations*. Lanham: University Press of America, pp. 52-74.

What if my source is not written by a person, but by an organisation?

Sometimes sources do not identify an author. This particularly common in reports published by organisations. In this case the organisation is the author and the reference should be presented as follows

- Organisation name (or names if there is more than one)
- Year of publication – put this in round brackets e.g.()
- Title of publication –put this in italic font
- Volume or series number (if this applicable)
- Place of publication (this is the town or city where the source was published) – include a colon after this e.g. :
- Name of Publisher.

For example

Audit Commission (2005) *Crime data reviews 2005/06*. London: Audit Commission.

How do I reference a newspaper article?

- Author name (or names if there is more than one)
- Year of publication – put this in round brackets e.g. ()
- Title of article – put this in single inverted commas eg ‘ ‘
- Name of the newspaper –put this in italics.
- Date of publication.
- Page number(s).

For example:

Francis, D. (2008) ‘Children on DNA database built by stealth’, *The Guardian*, August, 16. p.23

If your newspaper article was accessed online, then you should give the full reference in the format above and then include the following:

- [online] Available at: <URL> [Accessed date, month, year]

For example:

Francis, D. (2008) 'Children on DNA database built by stealth' *The Guardian* August, 16. p.23 [online] Available at: <<http://www.guardian.co.uk/politics/2008/aug/16/police>> [Accessed 16th August 2008]

What if I want to reference a diagram or photograph?

The format for referencing a diagram or photograph is as follows:

- Artist or photographer name
- Year of publication – put this in round brackets e.g. ()
- Title of the diagram or photograph – put this in normal font
- Description of the item – put this in square brackets e.g. [photograph].
- *In:*
- Full reference for the book, magazine or journal that the photograph appeared in

For example:

Rushton, J. and Teachman, G. (1978) The effects of reward and punishment on children's willingness to behave generously [diagram] *In:* Hogg, M. and Vaughan, G. (2005) *Social Psychology*. 4th ed. Harlow. Pearson Education Ltd. p.543

If the diagram or photograph was accessed online, then it may not be possible to find out the date it was produced. In this case you can use (n.d.) to indicate that. The reference should be presented as follows:

- Artist or photographer name
- Year of publication - put this in round brackets (if no date, use n.d.)
- Title of the diagram or photograph – put this in italic font
- [online] Available at: <URL> [Accessed date, month, year]

For example:

Gregory, R. (n.d.) [Online image] Available at:
<http://www.exploratorium.edu/exhibits/cafe_wall/cafe.html> [Accessed 19 August 2008].

What if I want to reference conference proceedings [whole document]?

- Name of the conference organising body (if this is applicable)
- Name of the conference.
- Number (if the conference is numbered e.g. 10th Annual Conference).
- Start and end date of conference – month, then dates, then year.
- Location – City and Country – where possible
- Date the proceedings were published - – put this in round brackets e.g. ()
- Title of the conference proceedings document – put this in italic font
- Volume or series number (if this applicable)
- Name of the Author or Editor of the proceedings document.
- Place of publication – (this is the town or city where the proceedings were published) – include a colon after this e.g. :
- Name of Publisher.

For example:

British Psychological Society. Psychology of Women's Section Conference. July 7-9, 2004. University of Brighton, England. (2006) *Proceedings of the British Psychological Society*, Vol.14. British Psychological Society. Leicester: British Psychological Society

A reference for an individual paper reported in the conference proceedings should be presented as follows.

- Author name (or names if there is more than one)
- Year of publication – put this in round brackets e.g. ()
- Title of article – put this in normal font
- *In:*
- Full reference for the conference proceedings document.

For example:

Phoenix, A. (2004) Centering marginality: Otherness, difference and the psychology of women. *In: British Psychological Society. Psychology of Women's Section Conference. July 7-9, 2004. University of Brighton, England. (2006) Proceedings of the British Psychological Society, Vol.14. British Psychological Society. Leicester: British Psychological Society*

How do I reference a thesis or a dissertation?

- Author name (or names if there is more than one)
- Year of publication – put this in round brackets e.g. ()
- Title (and subtitle, if any) – put this in italic font
- Type of document - e.g. PhD thesis, MSc dissertation.
- Place of publication (you may need to check the location of the awarding institution to obtain this)
- Name of awarding institution.

For example:

Brown, P. (2005) *Life in dispersal: narratives of asylum, identity and community*. PhD. Thesis. University of Huddersfield.

How do I reference a leaflet or booklet?

Sometimes you may need to reference a booklet that has been published by an organisation. This should be presented as follows

- Name of the organisation
- Date of publication (if there is no date given, use n.d.)
- Title of the leaflet – put this in italic font
- Description of the item – put this in square brackets e.g. [leaflet].

For example:

NSPCC (n.d.) *Children Matter* [leaflet].

How do I reference official or Government publications?

When referencing an official document you should use the following format:

- Government department or organisation for which the publication was produced (in capitals).
- Date of publication.
- Title of publication – put this in italic font
- Official reference number – if available
- Place of publication
- Name of Publisher
- Name of Chairperson – if the report is from a committee - follow this with the word Report

For example:

HOME OFFICE (2000) *British Crime Survey*. London: HMSO.

HOME OFFICE (2008) *Reducing the Risk of Violent Crime*. London: HMSO (Burr Report)

How do I reference a film, DVD or TV programme?

If the source you want to reference is a single item, for example a film or documentary. Then you should follow the format below:

- Film title – put this in italic font
- Date of release – put this in round brackets e.g. ()
- Name of the Director
- Place of publication.
- Name of Production company
- Format of the source – eg film, documentary etc – put this in square brackets

For example:

The Matrix (1999) Directed by Andy Wachowski. USA, Groucho II Film Partnership. [Film]

However, if the source is one of a series, where there are several episodes, then you should use the format below:

- Series title.
- Series and part number – if applicable
- Year of release.
- Title of programme – put in italic font
- Place of publication:
- Name of Organisation transmitting or publishing the source .
- Date of release (month, day) – sometimes this information may not be available.
- Format of the source — e.g. DVD] or VHS put this in square brackets

For example:

Child of our Time, Series 1, part 1. (2000) *Babies*. London. BBC. [Live Broadcast]

Civilisation: a personal view by Lord Clark, Series 1. (2005) *The Fall of the Roman Empire*, London. BBC. [DVD]

How do I reference a CD-ROM?

Sometimes journal articles are collated onto CD-ROM or increasingly textbooks include CD-ROM as an additional resource. These should be referenced as follows:

- Name of Author.
- Year of release,
- Title of source – put this in single inverted commas e.g. – ‘ ‘
- Format of source – e.g. CD-ROM – put this in square brackets,
- Date (if there is one) – day, month, year
- Title of journal or book – put this in italic font
- Available on:
- Title of CD -ROM

For example:

Andy Field (2005) ‘Factor Scores’ [CD-ROM], *Discovering Statistics using SPSS*. Available on: *Discovering Statistics using SPSS*.

How do I reference a website?

When referencing websites you need to be very careful that you provide a full and accurate URL address so that the reader can access the site for themselves. Material on online pages is often updated and therefore you also need to provide the date that you accessed the site, just in case any of the content has changed since your visit. For this reason, it is also a good idea to print a copy of the pages from the site that you have used for your own records.

- Name of Author.
- Year website created - If no date of creation is evident, then write – no date - – put this in round brackets e.g. ()
- Title of Article – put this in italic font
- [online].
- Available at:
- Insert the URL address using the open and close arrows e.g. <URL>.
- [Accessed – Day, name of month, Year].

For example:

Acton, G. (1997) *Great Ideas in Personality*. [online] Available at: <<http://www.personalityresearch.org/>> [Accessed 19th August 2008]