

# Harvard Referencing for SLED

A Library Guide to Using the Harvard Referencing Style for the  
School of Lifelong Education and Development

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# Referencing using the Harvard System

## Why do you have to reference?

When you refer to another piece of work you must always acknowledge the source of that information. This is

- To avoid accusations of plagiarism.
- To give evidence supporting your arguments.
- To credit the author of the idea.
- To enable others to identify your sources and follow up your work.
- To gain marks!

## How to reference?

There are two parts to your reference, you need to do both:

1. **Citing in the text of your work** - this means acknowledging, within your text, the sources that you have used. You do this at the point in you text where you have taken words or an idea from somewhere else. It is called the “in-text citation”.
2. **The Reference List** - this is the list of sources you have used. It is one list in alphabetical order of the author’s surname which sits at the end of your work  
References are the detailed descriptions of the sources from which you acquired your ideas and information.

## Part 1: Citing in the text of your work (in-text citation)

### Quoting

If you are using a direct quote you must put the quote **into quotation marks**. After the quote add the **author’s surname**, the **date of publication**, and the **page number** for the quote:

“In order to fit study into an existing lifestyle it may help if you raise your awareness of how your time is spent at present.” (Powell, 1999, p.6)

Here is the in text citation

Or if preferred you can enter it as follows:

Here is the in text citation



**Powell (1999, p.6) says “In order to fit study into an existing lifestyle it may help if you raise your awareness of how your time is spent at present.”**

Note: Any charts or diagrams you copy must be treated as a direct quote, that is, you need an in-text citation which includes the page number!

## ***Paraphrasing***

If you decide to paraphrase the idea, you must think about it and put it in your **own words**.

However you must still acknowledge the **author of the idea within the text** of your work by citing the author’s **surname** and **date of publication** (the page number is not needed).

**When returning to education it may be useful to plan for study time by looking at what you do during a normal day (Powell, 1999).**

Here is the in text citation



Alternatively, if the author's name appears naturally in the text, the year follows in brackets,

Here is the in text citation



**Powell (1999) suggests that when you return to education it may be useful to plan for study time by looking at what you do during a normal day.**

## ***Other Points to Note When Citing in the Text***

### **1. How Many Authors Do I Cite in the Text?**

If there are **one or two** authors all of their names must be cited in the text. Use surname only, initials not needed.

**Burns & Sinfield (2003) agree that...**

If there are **three or more** authors then only the first author (the author who appears first is cited), followed by et. al. (which means and others).

**Zeegers et. al. (2008, p.25) say that “learning is the process of acquiring new skills and knowledge. All of us are different, so we all have our own methods of learning and studying”**

**Remember:** You will need to list **ALL** the authors in the reference list at the end.

## 2. Corporate Authors

The names of organisations, institutions, government departments etc. may also be cited in the text as authors. Spell out the full title of the organisation the first time you refer to it. Afterwards you can refer to it by the abbreviation.

Many documents and websites have corporate authors, rather than individual authors.

**The first regular census didn't start until 1801; a long time after many other countries. There was a fear that counting the population would result in the spread of disease. (Office for National Statistics, 2008).**

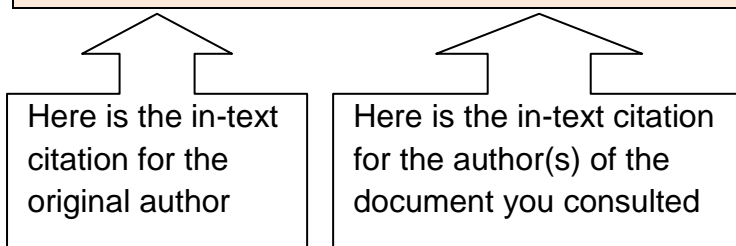
## 3. Secondary References

A secondary reference is one where the work of somebody else is referred to in a document which you are reading. If at all possible try to go back to the original, rather than reference it as a secondary reference.

However if you can't obtain the original a secondary reference should be cited in the text in the following way:

- Author(s) of the original work (date) followed by the words **cited in**
- Author(s) of the work you have consulted (date)

**Kelly (1997) cited in Royston and Dick (2002) argues that ecologies...**



## 4. Web Documents.

Documents on the World Wide Web must be cited in the same ways as books and journal articles.

## Part 2: The Reference List

The reference list contains the full details to all the sources you have used to produce your work; call is "References" rather than "Bibliography".

- **A reference list** contains the details of the material referred to in your assignment. It is required
- **A bibliography** is a list of material used to gather ideas and which has informed your work. It is not generally required. The first two parts of the reference (the author's surname and date) provide the link to the citation you made in the text.

## ***In General***

1. You must list ALL the authors in the reference list.
2. Your reference list must be in alphabetical order (A-Z) by author's surname.
3. If an author is cited more than once then the references are given in date order.  
E.g. Edwards, J.M. (1995), would be listed before Edwards, J.M. (2006)
4. If an author has written more than one piece of work within the same year and you cite information from both pieces, then the references are distinguished in the text and in the list of references by lower case letters, i.e. a, b, c ..  
E.g. Jones, T.G. (1995a), would be listed before Jones, T.G (1995b)
5. If you cannot find an author, you can use the title in place of the author, in the text and in the reference list, however be careful in using material where no author can be identified. In such cases the publisher or copyright holder may be the author.
6. If you cannot find a date put [n.d.] which stands for no date.
7. Editor(s) are distinguished from authors by adding (ed.) after the name. Use (ed.) for a single editor, and (eds.) for multiple editors.
8. Pages: Use either p. if referring to a single page quote or document. Use pp. if referring to a quote or document which covers a range of pages.

## ***Books and Other Printed Works***

A reference to a book or a report should include the following information, in this order:

- Author(s) or corporate author. Use family name, initial.
- Date of publication (in brackets).
- Title and any subtitle, which should be in *italics* (or underlined – be consistent throughout).
- Series title and number (if they appear).
- Edition if it is not the first. e.g. 2nd. edn (abbreviate edition to edn.)
- Place (town or city) of publication : Publisher

**Barrass, R. (2002) *Study! : a guide to effective learning, revision and examination techniques*. London: Routledge Falmer.**

**Cottrell, S. (2008) *Study skills handbook*. 3rd edn. Basingstoke: Palgrave.**

**Macmillan.Zeegers, P., Deller-Evans, K., Egege, S. & Klinger, C. (2008) *Essential skills : for science and technology*. Oxford: OUP.**

## Chapter in an Edited Book

Sometimes chapters are written by different people. The people mentioned at the front of the book may have not written all the chapters.

If this is the case, then you must also reference the details of the author who made the contribution and the title of that contribution.

The reference should include the following information, in this order:

- Author(s) of the chapter/section.
- Date of publication (in brackets).
- Title of the chapter/section
- In: followed by editor(s) of the book. Use (ed.) for a single editor, (eds.) for multiple editors.
- Title of the book, which must be in *italics* or underlined.
- Place of publication : Publisher's name
- First and last page numbers of the chapter/section.

**Sloan, T. (2009) Theories of personality. In: Fox, D., Prilleltensky, I. & Austin, S. (eds.) *Critical psychology : an introduction*. 2nd edn. London: Sage, pp.57-74.**

Note: In the text you must enter the author(s) of the chapter/section:

In-text citation

**(Sloan, 2009) or Sloan (2009) ...**

## Web Pages

A reference to a World Wide Web document or web page should include the following information, in this order:

- Author(s) of the web site. (Try "About us" or "Contact us"). It may be an organisation rather than an individual.
- Date of publication or last updated date (in brackets)
- Title of the webpage. The title must be in *italics* or underlined followed by [online].
- Place of publication: Publisher's name (sometimes this will be the same as the author).
- Available from: followed by the full web address/URL.
- Accessed followed by the full date the document was accessed [in square brackets].

**University of Bradford Library (2011) *School of Lifelong Education and Development Reading lists* [online]. Bradford: University of Bradford. Available from: <http://www.bradford.ac.uk/library/electinfo/readinglists/sled.php> [Accessed 25th July 2011].**

In text citation

**University of Bradford Library (2011) or (University of Bradford, 2011)**

Note: Some web documents may be journal articles, see below how to reference journal articles. Try to identify these by looking for the title of the journal, a volume number and an issue or part number.

## ***Journal Articles***

A reference to a journal article should include the following information, in this order:

- Author(s) of the article.
- Year of publication (in brackets).
- Title of the article.
- Title of the journal which must be in *italics* or underlined. (Capitalise first letter of each word in the title, except for linking words such as and, of the)
- Volume and issue number
- First and last page numbers of the article.

**Tattersall, C., Janssen, J., van den Berg, B. & Koper, B. (2006) Modelling routes towards learning goals. *Campus-Wide Information Systems*, vol. 23 no.5 pp.312-324.**

Alternatively, the volume and issue numbers can be written as follows:

**Tattersall, C., Janssen, J., van den Berg, B. & Koper, B. (2006) Modelling routes towards learning goals. *Campus-Wide Information Systems*, 23 (5) pp.312-324.**

In-text citation

**(Tattersall et.al., 2006) or Tattersall et.al. (2006)**

## ***Online Journal Articles***

You will find that many journal articles are available on the internet as **electronic journals**. It is fine to reference them as above in most cases. You do not need to provide the web link.

However, if vital information is missing, for example you cannot identify the volume number and issue number, or the document does not have page numbers, then you will need to add extra information as follows:

- [online] after the journal title and online publication date, (if a date is available).
- Available from: add the url/web address
- Accessed date in square brackets

Angell, C.; Hemingway, A. & Hartwell, H. (2011) Surfing the net for public health resources. *Public Health* 28th July [online]. Available from: <http://www.sciencedirect.com/science/article/pii/S0033350611000643> [Accessed 10th August 2011]

## ***Newspaper Articles***

A reference to a printed newspaper article should include the following information:

- Author(s) of the article
- Year of publication in round brackets
- Title of article
- Title of newspaper which must be in *italics* or underlined.
- Edition (if there is one, e.g. Bradford edn)
- Day month followed by first and last page of the article, use p. for a single page.

**Brown, P. (2002) New foot and mouth outbreak suspected. *Guardian*, 27th Feb p.1**

In-text citation:

**(Brown, 2002)**

Where no author can be found use the title of the newspaper first, as below.

***The Times* (2008) Bank accounts, 14th June, p.7**

In-text citation

**(The Times, 2008)**

## ***Online Newspaper Articles***

Many newspaper articles are now available online. If you cite from a newspaper article from the internet or from a full-text newspaper database like LexisNexis you need to add the extra information as follows:

- [online] after the newspaper title and date.
- Available from: add the full web address for an online newspaper, add the database link for a newspaper article on a full text newspaper database such as LexisNexis
- Accessed date in square brackets

**Coates, S. (2011) Welfare in chaos as thousands live to 100; Ageing population creates budget time bomb Chaos ahead for the welfare state in era of the centenarians. *The Times*, 4th August [online]. Available from: <http://www.lexisnexis.com/uk/legal/> [Accessed 10th August 2011]**

## Secondary References

Secondary referencing involves referring to a document, which you have not seen but which has been used and cited by someone else.

For example, you may want to refer to the work of Freud as described in a book or article on psychology. This should only be done where it is not possible to consult the original work.

A secondary reference should include the following information, in this order:

- Full reference to the original work. (Follow the instructions for referencing a book/journal article etc. Do not underline the title/journal title).
- Cited in:
- Reference to the source you have used (Follow the instructions for referencing a book/journal article etc. Put the title of the book or journal you have consulted in *italics* or underlined).
- Page number in the source you have used where the reference to the earlier source appears.

**Cohen, G. A. (1984) Karl Marx's theory of history: A defence. Oxford: Oxford University Press. Cited in: May, T. (2001) *Social research: Issues, methods and processes*. 3rd edn. Milton Keynes: Open University Press, p.30.**

In-text citation:

**(Cohen, 1984, cited in May, 2001)**

## Parliamentary Publications: Acts of Parliament

A reference to an Act of Parliament should include the following, in this order:

- Title of the Act including the date which should be in *italics* or underlined
- Chapter number of the Act (in brackets)
- Place of publication: Publisher.

***Children, Schools and Families Act, 2010 (c.26)* London: The Stationery Office**

In-text citation:

**(Children, Schools and Families Act, 2010)**

## **Parliamentary Publications: Command Papers**

Command Papers are Parliamentary Papers presented to the UK Parliament, they include White Papers, Green Papers, international treaties, reports from Royal and Departmental commissions. A reference to a Command Paper should include the following information, in this order:

- Author, normally this will be the issuing Government Department/Royal Commission responsible for initiating the report.
- Year of publication (in brackets)
- Title of Command Paper which should be in *italics* or underlined
- Command paper number, (in brackets)
- Place of publication: publisher

**Department of Health (1998) *Our Healthier Nation: a contract for health* (Cm 3852)  
London: The Stationery Office.**

In-text citation:

**(Department of Health, 1998)**

Note: if for example you are referring to more than one Department of Health publication published in the same year, you can distinguish between them by placing a, b, c ... after the date, both within the text and in the full reference at the end.

**(Department of Health, 1998a) ..... (Department of Health, 1998b)**

## **Non-Parliamentary Publications**

When referencing non-parliamentary official publications follow the instructions for referencing a book as follows:

- Author, in this case normally a government department or corporate body.
- Date of publication (in brackets).
- Title and any subtitle, which should be in *italics* (or underlined)
- Series title and number (if available).
- Place (town or city) of publication : Publisher

**NHS Centre for Reviews & Dissemination (1996) *Undertaking systematic reviews of effectiveness: CRD guidelines for those carrying out or commissioning reviews.*  
CRD Report 4. York: NHS Centre for Reviews and Dissemination.**

In-text citation:

**(NHS Centre for Reviews & Dissemination, 1996)**

## **Online Government Publications**

Many Government publications are now freely available on the web. Therefore if you use the document from the web, you need to add the following information to your reference:

- [online] after the title
- Available from: add the full url/web address
- Accessed date in square brackets.

**Department for Education and Skills (2002) *Transforming the way we learn: a vision for the future of ICT in schools* [online]. London: Department for Education and Skills. Available from: <http://www.mirandanet.ac.uk/elearning/> [Accessed: 10th August 2011]**

## **Other Student's Dissertations and Essays**

Remember that if you take any words or ideas from previous students work you **MUST** acknowledge it in the same way as if you had taken the ideas or words from a book, a journal article, a website etc.

This includes any words, ideas or facts you take from your own previous work. You need to remember to cite yourself if using your previous material!

A reference to a previous dissertation or essay should include the following information in this order:

- Author
- Date of publication (in brackets).
- Title and any subtitle, which should be in *italics* (or underlined).
- Degree statement, e.g.: Unpublished PhD thesis, Unpublished MA dissertation, Unpublished UG dissertation, Unpublished UG essay.
- Place of publication: Degree awarding body.

**Sowho, O.O. (2010) *The Olympic Games: the impact on infrastructure development on the host country*. Unpublished MSc dissertation. Bradford: University of Bradford.**

In text citation:

**(Sowho, 2010)**

## Sample essay question:

### ***Origins of the National Health Service: a brief summary.***

Timmins (1996, p.1) claims that “The credit for the first call for a National Health Service ... is usually given to Beatrice Webb, wife of Sidney and co-founder of the Fabian Society, in her minority report to the Royal Commission on the Poor Law in 1909”.

As part of the 1911 Lloyd George National Insurance Act a type of health insurance was introduced which gave workers, but not their families, some GP cover. Contributions to the scheme were made by the worker, the employer and the state. This didn't however include hospital treatment. (Watkin, 1975; Pater, 1981)

According to Timmins (1996, p.1) hospital care “came in the shape of two competing networks - the voluntary and municipal hospitals”. Both systems struggled to cope and being locally based the level of service varied. The voluntary hospitals verged on bankruptcy, while “much of the municipal hospital accommodation originated in workhouses under the local Poor Law Guardians” (Powell, 1992, p.485). Many needed updating, where of poor quality and poor hygiene. (Powell, 1992)

There was a rising call for better services in the 20s and 30s, however, it was the war which demonstrated how a central state-run Emergency Hospital Scheme could work when it was created to treat wartime casualties (Pater, 1981; Timmins, 1996).

In 1942 The Beveridge report was published which stated clearly that a national health service needed to be created, “a comprehensive national health service will ensure that for every citizen there is available whatever medical treatment he requires, in whatever form he requires it, domiciliary or institutional, general, specialist or consultant” (Beveridge, 1942, p.158)

The result was a White Paper in 1944 from the conservative lead wartime coalition government “the service was to be based in local government, but organised through joint authorities who would also run hospitals and consultant services” (Berridge, 2008).

After the war, there was widespread desire for Britain to become a better place to live, people did not want to return to the misery and depression of the pre-war years. Labour won a landslide victory in the 1945 election. (Watkin, 1975)

Aneurin Bevan became Minister of Health and as Webster (1998, p.3) explains he “was able to concentrate on the main innovation of his scheme, the nationalisation of all municipal and voluntary hospitals”. There was big opposition from doctors. Bevan agreed to allow “consultants private practice alongside their NHS work to ensure they entered the service” (Timmins, 1996, p.2)

July 5th 1948 was one of the great days in British history, the day the NHS was born. Funding came 100% from central taxation, everybody was entitled to care and all care was free at the point of use. (NHS Choices, 2009).

## References

Berridge V. (2008) *The origins of the NHS* [online]. London: Gresham College. Available from: <http://www.gresham.ac.uk/lectures-and-events/the-origins-of-the-nhs> [Accessed 10th August 2011].

Beveridge, W. (1942) *Social Insurance and Allied Services report* (Cmd 6404) London: HMSO.

NHS Choices (2009) *NHS history* [online]. Available from: <http://www.nhs.uk/NHSEngland/thenhs/nhshistory/Pages/NHShistory1948.aspx> [Accessed 10th August 2011].

Pater, J.E. (1981) *The making of the National Health Service*. London: King Edward's Hospital Fund.

Powell, M. (1992) Hospital provision before the National Health Service: a geographical study of the 1945 hospital surveys. *Social History of Medicine*, 5(3) pp.483-504.

Timmins, N. (1996) *A history of the NHS: NHS 50th Anniversary*. London: National Liaison Steering Group.

Watkins, B. (1975) *Documents on health and social services: 1834 to the present day*. London: Methuen.

Webster, C. (1998) 50 years of the NHS. *History Today*, 48(7) pp.2-5.

## Further help

This guide is not a comprehensive list of all types of material you may come across when researching and writing for your assignment. It simply covers some of the more common items you may need to consult.

### If you need further help:

- Check the library for books about referencing, many of these can be found in the library at **F 808.227**, floor 2. They will provide more examples of how to reference different types of material.
- Consult other Harvard referencing guides on the following webpage <http://www.bradford.ac.uk/library/electinfo/cite.php>
- Contact your subject librarian:

Maria Introwicz  
Room 1.6, JB Priestley Library  
Tel: 01274 233373  
E-mail: [m.introwicz@bradford.ac.uk](mailto:m.introwicz@bradford.ac.uk)