

# Harvard System of Referencing: Basic Guide



This Guide is designed to help you start using the Harvard System of Referencing. It introduces the concepts of referencing and provides some basic examples. For more detailed information, please see the Library website for our comprehensive [Harvard System of Referencing Guide](#) .

You must show clearly where you have used someone else's work in your assignments e.g. when you quote or paraphrase someone else's work. The Harvard Referencing System is designed to help you do this.

**Harvard referencing** consists of two elements. You will need to include both of these in your academic work. These two elements are **in-text Citations** and detailed **References**. Both of these elements together are known as referencing.

## **In-text citations:**

Each time you refer to someone else's work in your assignment, you need to include the author's name and the date of their work within your text at the point where you discuss their ideas. This is called **citing** the author's work.

e.g. the following sentence could be used in your essay where you refer to ideas detailed in a book by Lori Garrett.....

It has been suggested that classical music can help to create a calm study environment in which students can focus on their work (Garrett, 2011)

There are several different ways that you can cite an information source within the text of your essay. See our [full guide](#) for more information.

## **References:**

Full bibliographic details for each work you have used, or **cited**, are given in the **reference list** at end of your assignment. The reference list enables your lecturer to understand what information you have cited and to help them find the original work if they wish to. The reference list contains details of all the things you have cited in your piece of work arranged alphabetically by author.

e.g. the full reference for our example above would look like this

Garrett, L. K., 2011 *Skills for nursing and healthcare students*. Harlow: Pearson Education

A section of your essay could look like this ....

While stakeholder theory has its origins in the commercial world, it has been used in and transferred into a socio-political context and in the public sector (Adam, 2003). Based on stakeholder theory Adams originally proposed a definition “those who can affect or are affected by the achievements of the firm’s objectives” (1984 p.24). According to Brown, White and Redding (1984) a definition of stakeholders can be very broad and could include, in the commercial setting, competitors, media and environmental activists.

Your reference list would look like this....

Adam, D.J., 1984. *Stakeholder analysis*. 2nd ed. Oxford:Oxford University Press.

Adam, D.J., 2003. Stakeholder analysis today. *Royal Journal of Management*, 42(7), pp.34-66.

Brown,G. White, G. and Redding.G., 1984. *Modern management*. [e-book] London: Redfern Press. Available through: Anglia Ruskin University Library <http://libweb.anglia.ac.uk> [Accessed 9July 2011]

### **What needs to be referenced?**

You do not need to include a citation and reference for facts and ideas that are considered common knowledge e.g. that Paris is the capital of France.

You do need to include a citation and reference for anything that you quote, summarize, or paraphrase or on any other occasion where you use another person’s work within your writing. You also need to include a citation and reference for definitions, tables, images and statistics that are not entirely your own work.

Please see the [Online Study Skills Guides](#) from Student Services which are designed to help you with academic writing skills.

### **What information should a reference contain?**

The information that you need to include in each reference is determined by the type of source you are using e.g. if it is a book, journal, newspaper, website etc. This will allow anyone reading your work to find the original material if they want to.

The table below will guide you through the information you need to include in references for some commonly used material

## What information needs to be in a reference? Guidance for some commonly used resources....

	Who's responsible for the information Authorship	When was this made available Year	What is it called Title	Where do I find it Publication details or website details	Take a look at our examples
<b>Paper Resources</b>					
Book	Identify the author or authors of the book	Year of publication	Title of the book	Place of Publication and Publisher	<b>Adam, D.J., 1984. <i>Stakeholder analysis</i>. 2nd ed. Oxford: Oxford University Press.</b>  <b>Silverman, D.F. and Propp, K.K. eds., 1990. <i>The active interview</i>. Beverly Hills, CA: Sage.</b>
Article	Identify the author or authors	Year of publication	Title of the article	Name of journal where you found the article and the details of issue and pages	<b>Perry, C., 2001. What health care assistants know about clean hands. <i>Nursing Times</i>, 25 May, 97(22), pp.63-64.</b>  <b>Adam, D.J., 2003. Stakeholder analysis today. <i>Royal Journal of Management</i>, 42(7), pp.34-66.</b>
<b>Electronic Resources</b>					
Website	Identify who is responsible for the information on the website, it may be an organisation or someone writing for the organisation	Check when the information you are using was uploaded to the website, and use this for the Year	Title of the first webpage where you find the information, followed by [online]	State the web address and the date you viewed it.	<b>Business forum, 2011. <i>Getting the facts on Stakeholder Analysis</i>. [online] Available at: &lt;<a href="http://www.businessforum_123/london">www.businessforum_123/london</a>&gt; [Accessed 12 July 2011].</b>
For an e-book	Identify the author or authors	Year of publication	Title of the book, as it's an e-book follow this with [e-book]	Place of Publication if you can identify it and the Publisher, followed by the web address and the date you viewed it	<b>Brown,G. White,G. and Redding,G.,1984. <i>Modern management</i>. [e-book] London: Redfern Press. Available through: Anglia Ruskin University Library &lt;<a href="http://libweb.anglia.ac.uk">http://libweb.anglia.ac.uk</a>&gt; [Accessed 9 July 2011].</b>
For an electronic journal Article	Identify the author or authors	Year of publication	Title of the article, and the journal it is from, and as it's an electronic article, follow this with [e-journal]	This needs to be followed by additional details like the issue details and page numbers, web address and the date you viewed it.	<b>Cass,K., 2003. <i>Management theories. Management Quarterly</i>, [e-journal] 78(9), Available through: Blackwell Periodicals database [Accessed 23 July 2011].</b>

### Further Help:

Our Information Skills tutorial, [PILOT](#), will help you decide what you need to reference and why (Section [4.4](#) and Section [6.4](#)) and help you identify the information you need to create a reference (Section [4.2](#) and [4.4](#))



Please contact us using our online Enquiries Service: [ASK us](#) or come along to one of our Enquiries Desks.

Anglia Ruskin University Library, September 2011