Harvard System of Referencing: Basic Concepts

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....


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 Guide 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 on the next page will guide you through the information you need to include in references for some commonly used material

Further Help:
Our Information Skills Guides (PILOT) will help you decide what you need to reference and why and help you identify the information you need to create a reference.

For more help, please contact us using our online Enquiries Service:
<table>
<thead>
<tr>
<th>Who is responsible for the information?</th>
<th>When was this made available?</th>
<th>What is it called?</th>
<th>Where do I find it?</th>
<th>Take a look at our examples</th>
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<tr>
<td><strong>AUTHORSHIP</strong></td>
<td><strong>YEAR</strong></td>
<td><strong>TITLE</strong></td>
<td><strong>PUBLICATION OR WEBSITE DETAILS</strong></td>
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<td><strong>Paper Resources</strong></td>
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<td>Identify the author or authors</td>
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<td>Identify who is responsible for the information on the website, it may be an organisation or someone writing for the organisation</td>
<td>Check when the information you are using was uploaded to the website, and use this for the Year</td>
<td>Title of the first webpage where you find the information, followed by [online]</td>
<td>State the web address and the date you viewed it.</td>
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<td>For an electronic journal article accessible from our Library website</td>
<td>Identify the author or authors</td>
<td>Year of publication</td>
<td>Title of the article, and the journal it is from, and as it’s an electronic article, follow this with [e-journal]</td>
<td>This needs to be followed by additional details like the issue details and page numbers, web address and the date you viewed it.</td>
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