Harvard referencing: how not to get busted

Summary of session

Frequently Asked Questions

Question 1:
Why reference?

Answer:
- To show a breadth and depth of reading and acquired knowledge
- To give credit to others ideas and knowledge
- To prevent plagiarism (passing off others work as your own)
- To allow work to be cross-checked and enable readers of your work to locate the cited references easily

Question 2:
What needs to be referenced?

Answer:
Anything that to use to help you write your essay/assignment/dissertation etc. (book/journal/e.journal/online database/newspaper/video/DVD/web resource etc.)

Question 3:
What is the difference between a book and a journal reference?

For books
Author(s) surname(s) and initials
Year of publication of edition referred to (not printing or impression)
Full title of book/thesis/dissertation (including subtitle) in italics
Edition of book (if not first edition)
Place of publication
Name of publisher


For books with multiple authors
For books with two or three authors, of equal status, their names should be included in the author statement

The Authors surname and initials, listed in the order they appear in the document.
Year of publication of edition referred to (not printing or impression)

Adapted: JC 02/04/07
Full title of book/thesis/dissertation (including subtitle) in italics
Edition of book (if not first edition)
Place of publication
Name of publisher

For journal articles
Author(s) surname(s) and first name initials
Year of publication
Title of article
Name of journal, in italics
Volume number, in bold
Issue number in brackets (-)
Page numbers, first page and last page e.g. pp. 3-8

Note the page referencing is pp, unlike a citation within the text of your essay


Question 4:
How do you cite/quote in the body of your work?

Answer:
See Handout 1

Question 5:
How do you compile a bibliography?

Answer:
Usually, alphabetically in one straight alphabetical sequence.
See Handout 2

Handouts:
- Handout 1: Examples of citing in the body of work
- Handout 2: Examples of book/journal/e.journal/web resource in Harvard style for a bibliography

Notes
- Use ‘My space’ in Digital Library for keeping references and My Library Account for loan history
- Keep a record of everything you use as you go along
- Refworks: see the Library website for details: http://libweb.anglia.ac.uk/referencing/refworks.htm
- There is a guide to the Harvard style of referencing on the library web site (http://libweb.anglia.ac.uk/referencing/refworks.htm)
- Always refer to particular Departmental requirements when referencing (e.g. if page numbers are required in the citation or if the bibliography has to be ordered in a certain way)

Adapted: JC 02/04/07
Handout 1: Examples of how to cite in the text:

Where the author’s name is cited in your essay and is part of the sentence:

Harrison (2005, p. 324) writes about the ‘skills in coaching, counselling and mentoring individuals and teams in knowledge work’. These are all skills needed by all staff involved in not only planning and delivering learning and development, but also by those who act as line managers to new and recently appointed staff.

Where the author’s name is not cited directly in your essay:

A certain level of IT skills is required. If these conditions are met, then

‘A VLE offers the chance to develop a package of staff development and training resources that can be used by all library staff in different ways and in different times, thus giving them a much wider range of opportunities.’

(Bent 2004, p 142)

Adapted: JC 02/04/07
**Handout 3: Example of a bibliography**


Available from: [http://www.cipd.co.uk/surveys](http://www.cipd.co.uk/surveys) [cited 30 March 2006]


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