



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

Ulrich, W., 1983. *Critical Heuristics of Social Planning*. Chicago: University of Chicago Press.

Kirk, J. and Munday, R.J., 1988. *Narrative Analysis*. 3rd ed. Bloomington: Indiana University Press.

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)

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

Boughton, J.M., 2002. The Bretton Woods proposal, an indepth look. *Political Science Quarterly*, 42 (6), pp.564-78.

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)

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)

Handout 3: Example of a bibliography

Bent, M., (2004). Delivering staff development using a virtual learning environment. In Oldroyd, M., ed. *Developing academic library staff for future success*. London: Facet Publishing

Brophy, P., 2005. *The academic library* (2nd edition). London: Facet Publishing

Chartered Institute of Personnel and Development. (2005) *Training and development 2005: annual survey report E-Learning: progress and prospects*. London: CIPD.

Available from: <http://www.cipd.co.uk/surveys>

[cited 30 March 2006]

Cotton, D., 2004. Essentials of training. *Training Journal* 22 May, pp 23-27

Farley, T., Broady-Preston, J. and Hayward, T., 1998. Academic libraries, people and change: a case study of the 1990s. *Library Management* [online] **19** (4), pp 238-251. Available from: <http://www.emeraldinsight.com/Insight/viewContentItem.do?contentType=Article&contentId=858884>

[cited 14 April 2006]

Harrison, R., 2005. *Learning and development*. London: Chartered Institute of Personnel and Development

Jordan, P. and Lloyd, C., 2002. *Staff management in library and information work* (4th edition). Aldershot: Ashgate

Klasen, N. and Clutterbuck, D. (2002) *Implementing mentoring schemes: a practical guide to successful programmes*. Oxford: Butterworth-Heinemann)

Knowles, M., 1975. *Self-directed learning*. London: Follett

Miller, R. and Stewart, J., 1999. The opened university. *People Management* [online] **5** (12) pp 42-45. Available from:

<http://www.peoplemanagement.co.uk>

[cited 7 April 2006]

Paterson, A., 1999. Ahead of the game: developing academic library staff for the twenty-first century. *Librarian Career Development* [online] **7** (12), pp 143-149. Available from:

<http://www.emeraldinsight.com/Insight/viewContentItem.do?contentType=Article&contentId=860341>

[cited 14 April 2006]

Simmonds, D., 2003. *Designing and delivering training*. London: Chartered Institute of Personnel and Development

Smith, I., 2004. Continuing professional development and workplace learning 8: human resource development – the return on investment. *Library Management* [online] **25** (4), pp 232-234. Available from:

<http://www.emeraldinsight.com/Insight/viewContentItem.do?contentType=Article&contentId=1462955>

[cited 14 April 2006]

White, S and Weaver, M (2004). Lifelong learning at work: staff development for the flexible workforce. In Oldroyd, M., ed. *Developing academic library staff for future success*. London: Facet Publishing