

**Referencing**

**The Harvard System**

**What is referencing?**

* The process of acknowledging other people’s work when you have used it in your own.

**Why reference?**

* Shows your depth and breadth of knowledge, wider reading and research.
* Validates your theories and arguments
* Acknowledges the original author or company
* Avoids plagiarism
* It provides others with a link to source your information used and either gain further knowledge or to validate your claim.

**When should you reference?**

* Every time you use someone else’s work within your own work

**What should you reference?**

* All sources that you use within your work

**Pears, R. & Shields, G. (2016) *Cite them right – The Essential Referencing Guide.* London : Palgrave**

**Terms**

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| **Citation or in-text citations** | * When you make reference to someone else’s work within the main body of your work. * Page number to be included if a direct quote is being used or referred to or if it’s a complete works you just include the Author and Year of publication. * Full details of the work can then be found in the reference list. |
| **Reference list or end text citations** | * A list of the sources that you have **used** in the main piece of your work. This will include more details of the source that the reader could then easily find. |
| **Bibliography** | * This should contain all of the other reading / research sources you have used for your piece of work but not actually cited or used. Most establishments will want you to put this in after your Reference list. * To be written in exactly the same format as your Reference list |
| **Quotes** | * Be careful not to ‘over direct quote’ as it could be seen by some tutors you are just regurgitating some others thoughts and not displaying enough of your own thoughts / arguments / knowledge. * Up to 3 lines can be included in the main text with quotation marks. Followed by the author, year of publication and page number – all in brackets. * More than 3 lines – it is considered good practice to quote it as an indented separate paragraph. No quotations marks but the same reference made at the end of the quote. |

**Plagiarism**

This is the term used to describe when you use someone else’s work with no acknowledgment made. Easy to avoid!

Forms of plagiarism include:

1. Using other part of someone else’s work and presenting it as your own
2. Using a source of information word for word without using quotes.
3. Summarising material of others without making reference to original author
4. Using a previous piece of your own work for another module or unit
5. Referencing sources that you have not actually used.

**How to avoid:**

* Be organised – manage your time
* Log resources as you go along – even if you find an interesting article that you may use in the future. Take a photo.
* Check your final work being handed in – it’s worth that extra 5 mins. Have all of your in text citations got a reference in the end list?

**Books**

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| **Source** | **Citation order** | **In text citation** | **Reference list** |
| **Book with one author** | * Author * Year of publication (in brackets) * Title (in italics) * Place of publication : publisher * Series & volume number (where relevant) | According to Bell (2014, p.23), the most important part of the research process is…. | Bell, J. (2014) *Doing your research project.* Maidenhead: Open University Press |
| **Book with two or three authors** | As above. **Note:** The surnames of the authors do not always appear in alphabetical order. Write it as it appears on the book. | Bostock and Wood (2012) suggested….. | Bostock, J. and Wood, J. (2012) *Teaching 14 – 19 – A Handbook.* Berkshire : Open University Press |
| **Book with four or more authors** |  | This was proved by Young *et al*. (2015)… …. | Young, H.D. et al. (2015) *Sears and Zemansky’s university physics.* San Francisco, California. : Addison-Wesley |
| **Book with no author** |  | The Percy tomb has been described as ‘one of the masterpieces of medieval European art’ *(Treasures of Britain and treasure of Ireland, 1990. p84)* | *Treasures of Britain and treasures of Ireland* (1990) London: Readers Digest Association Ltd. |
| **Lines within plays** | * Author * Year of publication (in brackets) * Title (in italics) * Edition information * Place of publication : publisher * Act. scene: line | ‘I prithee do not mock me fellow student’ (Shakespeare, 1980, 1.2: 177). | Shakespeare, W. (1980) *Hamlet.* Edited by Spencer, T.J.B. London : Penguin, 1.2:177. |

**Journals / newspaper**

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| **Source** | **Citation order** | **In text citation** | **Reference list** |
| **Journal articles** | * Author * Year of publication (in brackets) * Title of article (in single quotation marks) * Title of journal (in italics) * Issue information. Volume (unbracketed), part number, month or season (in brackets) * Page reference | In the review of the literature (Norrie *et al*., 2012)… | Norrie, C. *et al.* (2012) ‘Doing it differently? A review of literature on teaching reflective practice across health and social care professions’, *Reflective Practice*, 13 (4), pp. 565 -578 |
| **Magazine articles** | * Author * Year of publication (in brackets) * Title of article (in single quotation marks) * Title of magazine (in italics) * Issue information. Volume (unbracketed), part number, month or season (in brackets) * Page reference | Bletcher discussed body image (2012, p.9)…. | Bletcher, K. (2012) ‘Maters of the heart’, *Heart Matters,* (August / September), pp9 – 11. |
| **Newspaper articles**  **with known author** | * Author * Year of publication (in brackets) * Title of article (in single quotation marks) * Title of newspaper (in italics) * Edition (in brackets) * Day and month * Page reference | Financial incentives were offered to graduates (Mansell and Bloom, 2012). | Mansell, W. and Bloom, A. (2012) ‘£10,000 carrot to tempt physics experts’, *The Guardian,* 20 June, p, 5. |
| **Newspaper articles with no known author** | * Title of newspaper (in italics) * Year of publication * Title of article (in single quotation marks) * Day and month * Page reference | The article (*The Times*, 2012, p.7) reported that ….. | *The Times* (2012) ‘Bank accounts’ , 14 June , p.7. |
|  | If you are accessing the information electronically you would include the URL and date accessed:  Brealey, S. (2015) ‘Returning to work after a heart attack’, Health of the Heart, 6 (3), pp. 65-72. Available at: <https://bhf.org.uk/healthoftheheart/work> ( Accessed: 14 September 2015) | | |

**Tutors’ lecture notes**

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| **Source** | **Citation order** | **In text citation** | **Reference list** |
| **Unpublished lecture notes** | * Tutor * Year of distribution (in brackets) * Title of handout (in single quotation marks) * Module code :module title (in italics) * Institution * Unpublished | The tutor’s handout (Smith, 2017)…. | Smith, G. (2017) ‘The role of the Police Force’, *Unit 2 : Public Service Roles.* Honiton Community College. Unpublished. |
| **PowerPoint presentations** | * Author or tutor * Year of publication (in brackets) * Title of presentation (in single quotation marks) * (PowerPoint Presentation) * Module code :module title (in italics) * Available at :URL of VLE | The excellent presentation (Taylor, 2017)…. | Taylor, A. (2017) ‘Modern day Olympics’ (PowerPoint presentation) Unit 3: The History of Sport. Available at : <https://honitoncommunitycollege.devon.sch.uk> (Accessed 7 October 2017) |

**The Internet**

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| **Source** | **Citation order** | **In text citation** | **Reference list** |
| **Web pages with individual authors** | * Author * Year that the site was published/ last updated (in brackets) * Title of web page (in italics) * Available at :URL * (Accessed : date) | Burton (2012) provided information for the visit | Burton, P, A. (2012) *Castles of Spain*. Available at <http://www.castlesofspain.co.uk/> (Accessed: 14 October 2015) |
| **Web pages with organisations as authors** | * As above | After identifying symptoms (National Health Service, 2015)…. | National Health Service (2015) *Check your symptoms*. Available at: <http://www.nhsdirect.nhs.uk/checksymptoms> (Accessed: 17October 2015) |
| **Twitter** | * Author * Year tweet posted (in round brackets) * (Twitter) * Day/month tweet posted * Available at :URL * (Accessed : date) | One celebrity (Fry, 2015) tweeted messages of support. | Fry, S (2015) (Twitter) 13 January. Available at <https://twitter.com/stephenfry> (Accessed: 18 December 2015) |
| **Computer programs** | * Author * Date (in brackets) * Title of program (in italics) * Version * [Computer program] * Available at: URL * (Downloaded : date) | Camtasia Studio (TechSmith, 2012) can be used to record tutorials. | TechSmith Corporation (2012) *Camtasia Studio (*Version 3) [Computer program]. Available at: <http://www.techsmith.com/download.html> (Downloaded :21 June 2015) |