Introduction

Why do you need to reference?

You have a responsibility in your academic work to correctly reference the sources of information you use in essays, assignments and dissertations:

- To avoid plagiarism by acknowledging that the information, opinion or idea came from someone else.
- To help tutors follow-up your sources to check you have understood them.

There are two parts to referencing

Referencing in the Harvard style has two parts. You need to include both in your work:

- In-text references which are located immediately at the point in your work where you cite the information (Section 1 below)
- A list of all the sources used at the end of your work: The Reference List. (Section 2)

Section 1: Citing sources in the text

How?

You need to reference a source of information at the point that you use it, even if you do not quote directly. The information can be an idea or opinion you have read as well as a fact.

You’ll need to indicate the authors of your information source and the year it was published.

Use the format:

Authors (publication year)

One author:
Smith (2009)

Two authors:
Smith and Jones (n.d.)
More than two authors:

‘Et al’ means ‘and the others’. You’ll need to make a note of all of the authors for the full reference in your reference list. If there are a large number, check with your tutor for advice on whether you must include them all.

What if?....

There are no apparent authors
Use ‘Anon’. However if the document or webpage is produced by a recognised organization e.g. Department of Health or the British Psychological Association use that as the ‘author’.

Anon (2005); Department of Health (2002)

There’s no ‘date’?
If there is no date use (n.d.)

I need to reference two works by the same author in the same year
Use a, b, c, etc.: Smith 2008a; Smith 2008b

Should I use the full Organization name or the Acronym?
Use the full name with the acronym in brackets; use the acronym only if you reference the document an additional time in the text.

Royal College of Psychiatrists (RCP) (2009).......... RCP (2009)......

In the reference list:
use both full title and acronym:
Royal College of Psychiatrists (RCP) (2009) Good psychiatric practice......

Fitting the reference into your work

You have two choices......

Either add to the end of the sentence:
In Higher Education, Information Literacy is now often included in the group of competencies together variously defined as graduateness (Peters 2011).
Note that the brackets surround both author and year and there is no comma or other punctuation. The final full-stop is after the brackets.

......or make the author part of the sentence (if you’re discussing her/his work)
For Barnard (2005), Information Literacy is the foundation for critical thinking.

If there are two or more sources separate by a semi-colon and put in chronological order:
.......... (Gates 2008; Smith and Jones 2009; Mafuba 2013)


Quotations

When quoting directly from a source use quotation marks and include the page number of the document it’s taken from.

Short quotations (up to 2 lines) can be included in the body of the text:

Weir (1995, p.10) states that “defining roles and their remits is not simple”.
Note the comma after the year and the single ‘p’ to represent ‘page’.

Quotations of 2 or more lines should be separated from the body of your text and indented in a separate paragraph. When you indent a quotation, there is no need to include quotation marks:

In discussing staff development, Thomas and Ingham (1995, p.33) state that:

Development is infectious, and staff who previously have recoiled from undertaking a degree or conversion course have been encouraged by the success of others.

Secondary referencing

What if the author quotes another author whose work I need to cite?

In the book Seeds of Concern by D. Murray (2003), Murray refers to a work by T. White (2001).

You must make it clear in your text that you have not read the original source (White) but are referring to it from a source you have read (Murray).

White (2001, cited by Murray 2003) believes genetic abnormalities in crops are…

In the list of references at the end of your work you should only include a reference to the source you read:


This kind of reference should only be used infrequently as you should always endeavour to access the original source your self
Section 2: The Reference List

The Reference List is a list of information sources that have been referred to in your work. Use this term rather than Bibliography which is a list of additional non-referred-to reading.

At the end of your work list the full references of all your sources. The list must:

- Include all your references
- Be in alphabetical order
- Be one list only; don’t separate out the references into types of references.
- Have each reference following the correct format. This depends on what kind of source it is. References for journal articles, books, websites etc. all have slightly different formats.

To create a reference in the UWL Harvard style you must:

- Have all of the information needed to make up the reference
- Choose the correct format template to fit it into and follow it exactly.

Which template?

Choose the correct template from those listed below and follow it exactly.

For any Template, make sure you:

- Have all the information
- Have all the information in the right order
- Include the correct punctuation, brackets and use of italics. If it indicates a comma goes here, don’t miss it out or put a semi-colon instead!

Book


This information should be on the front and the back of the ‘title page’ just inside the cover of the book. Don’t include an edition statement if this is the first edition. Note commas, brackets, full-stops, the colon and italics.
Chapter from an edited book

Some books are a collection of individually authored chapters. The book itself will have one or more editors. You must reference the chapter. In text: the chapter’s author: Ake (2002).


Include ‘and’ between 2 authors or editors; or between the last two if there are three or more.

An e-book (a book readable online)


Very Important! 
[Online]. Available at: and [Accessed: ] must always be included in the reference and in all on-line references.

An article from a printed journal

A journal article reference has some slightly different information to include, such as the name of the journal in which the article was published; the volume and issue (journals have weekly, monthly or quarterly issues which are grouped in Volumes) and the article’s page numbers (first and last). Note carefully the punctuation and italics.

An article from an online journal

If you have read or download an article from a journal **published on-line**, then your reference requires some additional information:


**Very Important!**

[Online]. **Available at:** and [Accessed: ] must **always** be included in the reference and in **all** on-line references.

Web page or document


Note very carefully the punctuation. Reference the specific page: give the page or document’s exact title and its specific web-address.

**Very Important!**

[Online]. **Available at:** and [Accessed: ] must **always** be included in the reference and in **all** on-line references.

Newspaper article


If the article is on-line:

Report / guideline


This follows the Book reference template.


Systematic review of research


Very Important! [Online]. Available at: and [Accessed: ] must always be included in the reference and in all on-line references.

Law report


*Name 1 v Name 2* (year) vol. no. abbreviated form of law report page no

Use of round or square brackets for year depends on whether year significant or not in finding case (square brackets if year IS significant).

Statute


In text: The statute (Great Britain. *Data Protection Act 1998*) laid down.....

Thesis

Paper from a collection of Conference Proceedings


Classroom Presentation

Forster, M. (2013) Finding the research evidence in Midwifery. [Classroom PowerPoint Presentation].

From UWL Online (Blackboard)


Treat the item as any other on-line source using the web-address of UWL Online.

Audio-visual sources


In text:
Hitchcock’s portrayal of phobia in his 1958 film Vertigo (Vertigo 2003)....
The band’s finest album, What’s the story Morning Glory (Oasis 1995)....

ESADM & LCM students may need to use BUFVC guidelines for referencing moving image & sound> These can be found at: bufvc.ac.uk/avcitation/guidelines

Photograph

E-Mail

Jones, P. (jones@jones.com) (2005) Mobile phone developments. [Email]. Message to R G. Schmit (r.g.schmit@syy.ac.uk). [Sent: 7 June 2005, 08:13.]

In text: Jones (2005)

Social Media

Twitter, Facebook and other Social Media can be referenced in a standard way

Author (year of publication) Full tweet/comment. [Name of social medium]. date written [Online]. Available at: URL [Accessed: date].

@Science (2011) Scientists discover that brains of tiny spiders are so big they overflow into their legs. [Twitter]. 16 November [Online]. Available at: http://twitter.com/#!/WorldView12/status/148359207257767936 [Accessed: 16 December 2011].

In text: Author (year of publication)

Ignore '@' when deciding where to place the reference in the alphabetic reference list. The example above will go under ‘S’.

Blogs


Unpublished, Yet to be Published or Internally Published Sources

Jones, K. (n.d.) Personal diary. [Unpublished].


Example of a Reference List


**Remember** that the list must be in alphabetical order.
Don't separate out the different kinds of reference

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RefWorks

All of the above formatting is vital in order to comply with UWL referencing standards. It takes considerable time to both compile reference lists and format them properly. This is something that you will be doing much of at university, and so it makes sense to familiarize yourself with the incredible labour-saving device that is a reference manager. This is a piece of software that automatically formats, organizes and stores all your references; investing a little time in mastering such a tool will save you many hours over the duration of your course. A reference manager can harvest bibliographic information with one click, and interfaces with your word processor to allow direct input into your text.

Your reference manager also serves as an amazing searchable database that builds up across all your modules and allows you to go back to old sources with ease.

Refworks is the web-based reference manager available to students and staff at University of West London.

The website address is [www.refworks.com](http://www.refworks.com), where you initially will have to set up an account. You must do this from within the University.

More Information at: [uwl.ac.uk/library/eresources/refworks.html](http://uwl.ac.uk/library/eresources/refworks.html)

Further help

If you have further questions about referencing, please consult your Academic Support Librarian.

Some Schools may use other referencing styles. Check with your tutor.