LIBRARY PLUS

Guide to Harvard Referencing

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Introduction

How to use this guide

This guide gives instruction on how to cite and reference items using the Harvard system of referencing. It covers some of the most common items you might use whilst completing projects and assignments at North East Scotland College.

The different types of material are listed alphabetically, or you can check the contents pages to find the type of item you will be referencing. Each reference has two parts to it; 1) the in-text citation, which goes in the body of your assignment after a quote, paraphrase or summary and 2) the entry for the reference list (the bibliography) at the end of your assignment.

Examples of both the in-text citation and reference list entry are given for each item. Follow the same format for the items that you need to reference, making sure to pay close attention to the punctuation and text formatting for each entry. All the full stops, brackets, commas and italics need to go in the right places!

Why do I have to reference?

Referencing is a method of acknowledging that you have used material created by another person when compiling your projects or assignments. This could be a quote from a book, an image from a website or a piece of music from a sound recording. There are many different types of material that you might use.

Referencing shows that you have read widely and researched your work correctly. It also allows your lecturer to see where you have got your information from and check it if they want to.

A reference for anything you use must be provided so that your lecturers know that it is not your own work. Presenting someone else's work as your own, by not providing a reference, is known as plagiarism.

Plagiarism is considered a very serious matter. To put it simply, plagiarism is cheating. North East Scotland College lecturers use a computer program called Turnitin to help them find out if any students have plagiarised their sources.

The only way to avoid plagiarism is to provide references for every piece of work you use whilst creating your projects and assignments. This guide will show you how to do that.

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Getting started

The first step is to note down some details about every resource that you use. This could be a book, a journal article, a website or an image. Try to get into the habit of writing down these details when you use the resource as it might be difficult to get them later. If you cannot provide the details for a resource then you cannot use it in your assignment.

For each item you should try to find the following information:

- Author(s) or editor(s)
- Year of publication
- Title (of the book/journal/journal article/web page etc)
- Edition of the work (only if there has been more than one edition)
- Place of publication
- Publisher
- Page number(s)
- URL (web address)
- Accessed date (this is the date you viewed a web page)

Don't worry if you can't find every piece of information for the items you use. Sometimes a website won't have a publication date or a magazine article won't have an author etc. You can still use the item but the reference will be written differently. This guide will show you how to write some of these references or you can ask your lecturer or Library+ staff for advice.

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Quoting, Paraphrasing, and Summarising…. what's the difference?

You must provide a reference for every item you use in your assignment, but this doesn't always mean you will have used a direct quote. You may have paraphrased or summarised the information instead. This section will explain the differences between quoting, paraphrasing and summarising. The reference would be written in exactly the same way, regardless of the method you have chosen. The in-text citation might look slightly different however, depending on the media type. You can see examples on the Referencing guide on Blackboard, or ask Library staff for advice.

Quoting

A quote is when you use a piece of information exactly as it is said or displayed in the original. Try to limit your use of quotations and ensure they are directly relevant to your assignment. Even if you have referenced correctly the use of too many, or too long, quotations may be interpreted as plagiarism.
Remember to put the quote into "quotation marks" and provide an in-text citation, in brackets, after it. To learn more about references and in-text citations see the Referencing Examples section in this guide, or check the Referencing site in Blackboard.

Example
"students often find it difficult to differentiate between the terms Reference list and Bibliography" (Pears and Shields, 2016 p.11)

Paraphrasing

When you paraphrase you are expressing someone else's writing or opinions in your own words. This has the benefit of demonstrating that you have understood the points that the author or creator is making.
Try to ensure that you do not change the meaning of the original, but also that you do not stick too closely to the original text. This would be interpreted as plagiarism. If you are struggling to paraphrase without it being too similar to the original text then consider using a quote instead.
The in-text citation for paraphrasing is done in exactly the same way as for quotations and you can see examples later in this guide or in the Referencing section in Blackboard. Often you will place the in-text citation within the paraphrase and, if the author's names are part of your paragraph, you do not need to repeat them within the brackets. This is very dependent on how you have written the paragraph.

Example
Different referencing systems have different requirements. Pears and Shields (2016, p.11) discuss the difference between reference lists and bibliographies and how students can have difficulties with these. Some systems demand a separate reference list and bibliography where the Reference list includes all items directly used in the assignment and the Bibliography only those items which were used for background reading. Other systems allow both directly used and background reading material to be presented in the same list.

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Summarising

Summarising is when you briefly state the main points of a piece of work. It is different from paraphrasing because you are not giving detailed information, only a summary of the overall section, chapter, or item.
In-text citations will be slightly different for summarising, depending on the media type you have used. For example: when quoting or paraphrasing from a book or journal article you would provide the page number in the in-text citation. Summarising usually covers a wider section of the material than just a page or two, so you would simply give the author and year. For other media types, such as web pages where there are no page numbers anyway, the in-text citation would be exactly the same as for a quote or paraphrase.

Example
One book (Pears and Shields, 2016) gives details on the differences between referencing systems. It goes on to list methods of referencing and in-text citations for a large range of media types and provides overall instruction, aimed at students, on the Harvard referencing system.

Secondary Referencing

A secondary reference is when you refer to an item which has been cited, quoted or referred to in an item you have looked at, but you have not seen the original. Ideally you should try to find the original item and reference it but this is not always possible. If you cannot find the original then you can secondary reference.

More guidance on secondary referencing, as well as some examples, can be found in the Harvard Referencing guide available from the Library section in Blackboard.

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In-text Citations

The Harvard system uses brackets for in-text citations and you need to provide an in-text citation every time you use information from someone else's work within your assignment.

The information that is included within the brackets is dependent on the media type of the source of information, and how it has been used in the assignment. Examples can be found in the sections for specific media types in this guide and on Blackboard.

The information within the brackets links to the full reference contained within your Reference List or Bibliography at the end of your assignment. These are listed in alphabetical order which makes it easy for anyone to identify a full reference based on the information in your In-text citation.

Further help

More examples of in-text citations and reference list entries can be found in the Library+ pages on BlackBoard. There is also a quiz where you can test your knowledge of referencing and plagiarism.

If you need to reference something that is not in this guide or our BlackBoard pages then please ask Library+ staff for advice. If we don't know how to reference your item then all college libraries have copies of a book that can help:

Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide.* 10th edn. Basingstoke: Palgrave Macmillan.

This is the book that we used to help write this guide and it contains instructions on referencing over 100 different items. Please ask at the Library+ desk if you would like to use it.

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Referencing Examples

Audio Downloads

Look at the audio download, or the website that you downloaded the audio item from, and find the following information:

- Author, Creator or Artist
- Year of publication
- Title of download
- URL

In-text: (Budd, 1993)

Reference: Budd, H. (1993) *Madrigals of the rose angel.* Available at: http://archive.org/details/AM_1993_03_XX_c1 (Downloaded: 11 October 2018).

BlackBoard

If your lecturer has placed an item on BlackBoard that was created by someone else – an e-book, a journal article etc. then you should definitely provide a reference. Ask Library+ staff how to reference these.
If the material was created by your lecturer then ask them if they would like you to provide a reference. You will need the following information:

- Author or tutor (this can also be a department or North East Scotland College)
- Year of publication
- Title of item
- Name of academic module
- URL

In-text: (Library+, 2018)

Reference: Library+ (2018)'Introduction to referencing'. *Harvard referencing*. Available at: https://nescol.blackboard.com/ (Accessed: 25 May 2018).

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Blog

Look at the blog website and find the following information:

- Author
- Year of publication / last updating
- Title of blog post
- Title of blog
- Day / month of blog post
- URL

In-text: (Donald, 2012)

Reference: Donald, A. (2012) 'What's putting girls off A-level physics?', *Notes & Theories: dispatches from the science desk*, 5 October. Available at: http://www.guardian.co.uk/science/blog/2012/oct/05/girls-physics-a-level (Accessed: 05 October 2018).

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Books

Look at the book and find the following information:

- Author or editor
- Year of publication
- Title (and any subtitle)
- Edition (if there is one)
- Place of publication
- Publisher

One author

In-text: (Cook, 2011, p. 62)

Reference: Cook, S. (2011) *Customer care excellence: how to create an excellent customer focus.* 6th edn. London: Kogan Page.

Up to three authors

In-text: (Cardwell, Clark and Meldrum, 2008, p. 183)

Reference: Cardwell, M., Clark, L. and Meldrum, C. (2008) *Psychology AS for AQAA.* 4th edn. London: HarperCollins.

More than three authors

In-text: (Kavanagh, et al., 2006, p. 25)

Reference: Kavanagh, D. *et al.* (2006) *British politics.* 5th edn. Oxford: Oxford University Press.

Editor

In-text: (Furlong, 2009, p. 367)

Reference: Furlong, A. (ed.) (2009) *Handbook of youth and young adulthood: new perspectives and agendas.* Oxon: Routledge.

No author

In-text: (*The all new compendium of cardmaking techniques*, 2006, p.62)

Reference: *The all new compendium of cardmaking techniques* (2006) Kent: Search Press.

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British Standard (paper copy)

Look at the British standard and find the following information:

- Author (normally British Standards Institution)
- Year of publication
- Number of standard
- Title of standard
- Place of publication
- Publisher

In-text: (British Standards Institution, 1979)

Reference: British Standards Institution (1979) *BS4656 Part 5: Specification for the accuracy of machine tools and methods of test part 5. Milling machines, knee and column type, horizontal spindle, universal.* London: British Standards Institution.

British Standard (online)

Look at the British Standard online and find the following information:

- Author (normally British Standards Institution)
- Year of publication
- Number of standard
- Title of standard
- URL

In-text: (British Standards Institution, 2012)

Reference: British Standards Institution (2012) *BS7000-4: Design management systems part 4: guide to managing design in construction.* Available at: https://bsol.bsigroup.com/BsolHomePage/?al=Home (Accessed: 06 October 2018).

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ClickView Videos

ClickView is an online video platform that is available to NESCol students and staff. Your Lecturers may provide links to videos within your course content areas in Blackboard, or you might have gone directly to the ClickView site to view a video.

There are different methods of referencing ClickView videos depending on whether it was originally a TV Broadcast, and whether it is a single programme or episode in a series, or if it is ClickView original content. You can tell if it is ClickView original content if the ClickView logo appears at the beginning of the video.

Look at the video and find the following information:

- Title of programme
- Title of series
- Year of production
- Broadcast channel – often found at the start or end of the video. (This can be left out of the reference if the information is not present in the video)
- URL
- Does the ClickView logo appear at the start of the video when played?

TV Broadcast – single programme

In-text: (*When albums ruled the world*, 2016)

Reference: *When albums ruled the world* (2016), BBC. Available at: http://www.online.clickview.co.uk (Accessed: 25 October 2017).

TV Broadcast – episode of a series

In-text: ('The creative brain – how insight works', 2015)

Reference: 'The creative brain – how insight works' (2015) *Horizon*, BBC. Availalble at: http://www.online.clickview.co.uk (Accessed: 21 September 2018).

ClickView original content

In-text: (ClickView, 2015)

Reference: ClickView (2015) *Drawing prisms*. Available at: http://www.online.clickview.co.uk (Accessed: 22 January 2018).

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DVD: Film

Look at the DVD case and find the following information:

- Title of film
- Year of publication
- Director
- Film company
- Place of publication

In-text: (*My fair lady*, 1964)

Reference: *My fair lady* (1964) Directed by G. Cukor [DVD]. Los Angeles: Warner Bros.

The reference for a film on Blu-ray would be written in the same format as for a DVD, substituting [Blu-ray] in place of [DVD] after the name of the director.

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E-book

If the e-book contains all of the elements seen in print versions (such as publication details, edition and page numbers etc.) then you should reference in the exact same way as for print books. See the Books section on page 9 for guidance.

If the e-book does not contain these elements then follow the instructions below. This will often be the case if you have downloaded the e-book to a personal device such as a tablet, Kindle or iPad.

Look at the website you downloaded the e-book from, or look at the details on your device, and find the following information:

- Author or editor
- Year of publication
- Title (and any subtitle)
- Edition (if there is one)
- URL

Many downloaded e-books do not have traditional pagination. Use whatever you do have to provide the exact location of a quote. You might have % of the book read or a chapter / page location.

The example below shows an e-book with one author. If the e-book has more than one author, or an editor, please check the section in this guide on Books and follow the same author format given there. Remember that you can ask the Library+ team for advice if you are still unsure.

In-text: (Russell, 2010, 28%)

Reference: Russell, E. (2010) *The fundamentals of marketing.* Available at: http://www.dawsonera.com (Downloaded: 08 November 2018).

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E-Journal / Magazine / Newspaper article

Look at the e-article, or the website you viewed or downloaded it from, and find the following information:

- Author
- Year of publication
- Title of article
- Title of journal / magazine / newspaper
- Issue of publication (volume and part numbers or month / day of publication)
- Page numbers (if available)
- URL

E-Journal / Magazine article

In-text: (Garrod, 2011)

Reference: Garrod, J. (2011) 'Social mobility', *Sociology Review,* 20(4). Available at: http://go.galegroup.com (Accessed: 23 October 2018).

E-Newspaper article

In-text: (Watt, 2012)

Reference: Watt, N. (2012) 'PMs stance could force Britain out of EU – Clegg', *The Guardian*, 02 November. Available at: http://go.galegroup.com (Accessed: 03 November 2018).

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Facebook

Look at the Facebook page and find the following information:

- Author (if available. If not, use title)
- Title of page
- Year of publication
- Day and month of post
- URL

In-text: (USA.gov, 2013)

Reference: *USA.gov* (2013) [Facebook] 28 June. Available at: www.facebook.com (Accessed: 03 July 2013).

Journal / Magazine / Newspaper article

Look at the article, and the journal, magazine or newspaper and find the following information:

- Author
- Year of publication
- Title of article
- Title of journal / magazine / newspaper
- Issue of publication (volume and part numbers or month / day of publication)
- Page numbers of article

Journal / Magazine article

In-text: (Baker, 2012, p. 32)

Reference: Baker, K. (2012) 'Firework fingertips', *Scratch*, November, pp. 32-33.

Newspaper article

In-text: (Rose, 2012)

Reference: Rose, G. (2012) 'Murders fall but Scotland still sees one killing every four days', *The Scotsman*, 07 November, p. 14.

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Musical Score

Look at the musical score and find the following information:

- Composer
- Year of publication
- Title of musical score
- Place of publication
- Publisher

In-text: (Rachmaninoff, 1934)

Reference: Rachmaninoff, S. (1934) *Rhapsody on a theme of Paganini opus 43 for piano and orchestra* [Musical Score]. London: Boosey & Hawkes.

Personal Communication

Personal communication can include conversations (face-to-face, Skype and telephone) and e-mails, text messages, letters etc. The examples below can be changed to any kind of communication by simply amending the Medium of Communication as necessary.

To create the reference find the following information:

- Sender / speaker / author
- Year of communication
- Medium of communication
- Recipient of communication
- Day / month of communication

E-mail

In-text: (Mackie, 2012)

Reference: Mackie, A. (2012) Email to Sue Bowen, 25 October.

Face-to-face conversation

In-text: (Smith, 2014)

Reference: Smith, P. (2014) Conversation with Jane Brown, 25 October.

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Play

Look at the play script and find the following information:

- Author
- Year of publication
- Title
- Editor (if there is one)
- Place of publication
- Publisher
- Details of line quoted (Act, Scene, Line)

In-text: (Shakespeare, 1982, 3.1: 56)

Reference: Shakespeare, W. (1982) *Hamlet*. Edited by Jenkins, H. London: Arden Shakespeare. 3.1:56.

Photographs from the internet (including Instagram and Flickr)

These instructions can be used for photos from general websites as well as photo sharing / social media sites such as Instagram or Flickr.

Look at the photograph, or the website you found it on, and find the following information:

- Photographer
- Year of publication
- Title of photograph
- URL

In-text: (Precious, 2009)

Reference: Precious, D. (2009) *Tiger drinking.* Available at: http://www.flickr.com/photos/bigpresh/3261104492/ (Accessed: 03 September 2012).

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Podcast

Look at the podcast, or the website you accessed it from, and find the following information:

- Author or presenter
- Year of publication
- Title of podcast
- Day and month of podcast
- URL

In text: (Jhan, 2012)

Reference: Jhan, A. (2012) *Science weekly* [Podcast]. 05 November. Available at: http://www.guardian.co.uk/science/audio/2012/nov/05/science-weekly-podcast-never-trust-facts (Accessed: 06 November 2012).

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Report

The example given is for a company or annual report. Note that there are slightly different ways to reference many other types of report including financial, market research, law, and unpublished. Please ask Library staff for help if you need to reference one of these.

A report from the internet and a published, paper copy, of a report are referenced in almost exactly the same way. If the report was accessed on the internet simply add the URL and accessed date to the end of the reference.

Look at the report, or the website you accessed it from, and find the following information:

- Author or organisation / company
- Year of publication
- Title of report
- Publisher
- Place of publication
- URL (if accessed on the internet)

Report from the internet

In-text: (Baker Associates, 2007)

Reference: Baker Associates (2007) *Glastonbury Festivals 2007 economic impact assessment.* London: A Greener Festival. Available at: http://www.agreenerfestival.com/wp-content/uploads/GEandI_Resources/Glastonbury_Economic_Impact_2007.pdf (Accessed: 24 November 2014).

Published, paper copy, of a report

In-text: (Rural Policy Centre, 2014)

Reference: Rural Policy Centre (2014) *Scotland in Focus 2014*. Edinburgh: SRUC.

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Sound Recording

Look at the sound recording and find the following information:

- Author / Artist / Creator
- Year of publication
- Title of recording
- Publisher
- Place of publication

In-text: (Radiohead, 1994)

Reference: Radiohead (1994) *The bends* [CD]. London: EMI Records.

Twitter

Look at the tweet and find the following information:

- Author (including Twitter handle)
- Year of publication
- Full text of tweet (unless it is very long, then use ellipsis to shorten)
- Day and month of message
- URL

In-text: (Jisc, 2019)

Reference: JISC [@Jisc] (2019) Technology should empower learners…. leading their own learning [Twitter] 29 July. Available at: https://twitter.com/Jisc/status/1155801646254952448 (Accessed: 29 July 2019).

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Websites

This guidance refers to general websites. As the internet is made up of websites, journal articles, government publications, images etc., it is important that you distinguish what you are referring to. If you are referencing an online journal article or a report you should refer to the instructions for those types of information. Ask the Library team for advice if you are unsure what type of information you are referencing.

Look at the website and find the following information:

- Author
- Year of publication
- Title of web page / article on the web page
- URL

With author

In-text: (Richardson, 2012)

Reference: Richardson, H. (2012) *Top graduates urged to become social workers.* Available at: http://www.bbc.co.uk/news/education-20355999 (Accessed: 16 November 2012).

No author

In-text: (*Virtual makeovers & hairstyles*, 2012)

Reference: *Virtual makeovers & hairstyles* (2012) Available at: http://www.cosmopolitan.com/hairstyles-beauty/hair-care/virtual-celeb-hairstyles (Accessed: 27 November 2012).

No date

In-text: (Khan Academy, no date)

Reference: Khan Academy (no date) *Resonance and acid based chemistry.* Available at: https://www.khanacademy.org/science/organic-chemistry/organic-structures (Accessed: 26 July 2017).

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Video online (e.g. YouTube)

Look at the website you viewed or downloaded the video from and find the following information:

- Name of person / organisation posting video
- Year of publication
- Title of video
- URL

In-text: (Partsinevelos, 2012)

Reference: Partsinevelos, K. (2012) *Chemistry – greatest discoveries.* Available at: http://www.youtube.com/watch?v=L1_EXsAqGvI (Accessed: 27 November 2012).

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Reference Lists and Bibliographies

Your lecturer may ask you to compile a Bibliography or a Bibliography and a Reference List. These should be placed at the end of your assignment. Please check with your lecturer to see if they would like both a Reference List and Bibliography or just a Bibliography.

If you are asked for just a Bibliography then this would include every item you have used for your piece of work. You may have quoted, paraphrased, summarised or just read it for background information.

If you are asked for both a Reference List and a Bibliography then the Reference List would contain everything you had directly used – perhaps you have quoted, paraphrased, summarised, used an image or a piece of music etc. The Bibliography would contain everything else you read or looked at for information but did not make direct use of.

In both cases the list is arranged alphabetically and the entries for each list are written in the same way. For example, if you had quoted from one book and read another for background information you would include the quoted one in the Reference List and the background one in the Bibliography, but both entries would be written using the methods described in this guide.

You can see an example on the next page of how to lay out your Bibliography or Reference List. Note that the list is arranged alphabetically.

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Bibliography

British Standards Institution (2012) *BS7000-4: Design management systems part 4: guide to managing design in construction.* Available at: https://bsol.bsigroup.com/BsolHomePage/?al=Home (Accessed: 06 October 2018).

Cook, S. (2011) *Customer care excellence: how to create an excellent customer focus.* 6th edn. London: Kogan Page.

JISC [@Jisc] (2019) Technology should empower learners…. leading their own learning [Twitter] 29 July. Available at: https://twitter.com/Jisc/status/1155801646254952448 (Accessed: 29 July 2019).

Library+ (2012)'Introduction to referencing'. *Harvard referencing*. Available at: https://abcol.blackboard.com/ (Accessed: 25 May 2018).

My fair lady (1964) Directed by George Cukor [DVD]. Los Angeles: Warner Bros.

Rose, G. (2012) 'Murders fall but Scotland still sees one killing every four days', *The Scotsman*, 07 November, p.14.

Rural Policy Centre (2014) *Scotland in Focus 2014*. Edinburgh: SRUC.

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Smith, P. (2014) Conversation with Jane Brown, 25 October.

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