

References, Bibliographies and Citations

A guide to the Harvard Referencing System

1 Introduction

During your time at college you will use information from a variety of sources such as books, newspapers, journals, film and television, illustrations and the Internet to help you complete your course work. You need to list, or reference, all the sources you have used. There are many referencing systems and this guide describes the Harvard system, please check with your lecturer that this is the system they use. A referencing system is a set of rules to ensure all the necessary details are recorded in a set order so that all references are consistent and easily understood by readers.

Why reference?

It is important that you acknowledge all the sources you have looked at during your research as these will have influenced your ideas and arguments. It is only fair that the authors or creators of the sources you have consulted are given proper credit for their work and this is done by providing a list of everything you used. It also shows the reader the depth and breadth of your research and enables them to find the source easily should they wish to look at the original work. If you do not acknowledge all the sources you have used you may be guilty of plagiarism.

1.1 Plagiarism

Plagiarism is using the work or ideas of someone else and presenting them as your own. This may be copying and pasting text or illustrations from print sources or the Internet without acknowledging where it came from, not using quotation marks around quotations or quoting or paraphrasing another's work without mentioning the original source. Changing the odd word or two in a sentence is also viewed as plagiarism. Plagiarism is seen as a form of cheating and the college will penalise anyone who is found to have committed it.

The way to avoid plagiarism is to properly credit original sources using references and bibliographies.

1.2 References

In academic writing you need to acknowledge sources as they appear in the text of your work and also list all these sources at the end of your work. In the text of your work this is called a citation and the list at the end is your reference list. They should be written in the same way throughout and there are various rules to ensure consistency.

1.3 Harvard referencing system

The Harvard referencing system is one of the most widely used systems and has clear rules on how to reference different types of sources. It requires noting the author or creator's surname and publication date of the source in the text and giving a fuller record of the details in a list at the end.

2 Citing sources in text

There are different ways of citing sources in a text depending on how the original source has been used. The citation consists of the name of the author or creator and the date of publication which is placed in round brackets and the method is the same for all sources regardless of format. If quoting directly from the source then the page numbers should also be given.

2.1 Author's name cited in text

If the name of the author appears naturally in the sentence then only the date appears in brackets:

According to Prentice (1992) the Scottish climbing season may last from November to mid April.

2.2 Author's name not cited in text

If a general idea or information from the source is referred to but not quoted directly then only the author's surname and year of publication is given in brackets:

Winter climbing in Scotland can be undertaken between November and April (Prentice, 1992).

2.3 Author has written two or more documents in a year

When an author has written two or more documents in the same year, these are differentiated by using lower case letters after the year:

Prentice (1992a) discussed...
...according to experts (Prentice, 1992b)

2.4 More than one author

Where a work has two or three authors, all surnames should be given:

In a recent study (Smith, Jones and Reid, 2019) it was suggested...

If there are more than three authors only the surname of the first author should be given and the Latin phrase *et al* (meaning 'and others') in italics should follow

Of the theories put forward (Arnold *et al* ,2020) the one most favoured...

2.5 No date

If the publication date of the source is not given then we need to show this by using term 'no date'.

Bremner (no date) suggests that...

Local opinion (Bremner, no date)

2.6 Quotations

If you are quoting directly from a work the same method of citation is used but also includes the page number(s). The words that are quoted must be enclosed in quotation marks, or inverted commas (" ").

Short quotations of up to three lines can be included as part of your text.

Bryson (2004, p.156) commented that 'if you need to illustrate the idea of nineteenth century America as a land of opportunity, you could hardly improve on the life of Albert Michelson'.

Longer quotations should be presented as a separate paragraph indented from the main text. You do not need to use quotation marks but the text before the quote should end with a colon.

At the unveiling of the war memorial Gibbon (1988, p.256) illustrates how the Great War changed even the smallest of communities:

With them we may say there died a thing older than themselves,
these were the Last of the Peasants, the last of the Old Scots folk.
A new generation comes up that will know them not, except as a
memory in a song, they pass with the things that seemed good
to them, with loves and desires that grow dim and alien in the
days to be. It was the old Scotland that died then, and we may
believe that never again will the old speech and the old songs, the old
curses and the old benedictions, rise but with alien effort to our
lips, The last of the peasants, those four that you knew, took
that with them to the darkness and quietness of the places
where they sleep.

2.7 Changing quotations

If you do not want to use all of a quotation it is possible to cut out parts of it. You need to let the reader know that words have been omitted and this is shown by the use of three dots... which is called an ellipsis.

We have many beliefs about the world...having a belief does not necessarily amount to having knowledge (O'Brien, 2006)

You may wish to highlight an error in the quotation such as a spelling mistake. This is done by inserting [sic] after the word.

Black (2005, p.73) reports that hand maid [sic] shoes...

2.8 Page numbers

Page numbers must be given in the text when using a direct quote or when referring to particular concept or view put forward by the author. The page number indicated by the letter 'p' and is separated from the date by a comma

(Singh, 2020, p.163)

Where the quotation or concept covers more than a page then we use 'pp.' and list all the pages

(Singh, 2020, pp. 21 – 29)

2.9 Authors contributing to a work

Often a work may have chapters written by different authors which are edited by another. When citing in the text use the author of the chapter you are referring to

Watson claimed (2008, pp31-32) that...

These entries need more detailed references as shown in section 3.15.

Sometimes an edited work does not say who contributed to which chapter. In such cases use the editor(s) of the work as the author

2.10 Corporate authors

Works may be written or produced by an organisation or group such as a company, association or a government department. In these cases the name of the organisation is given as the author and is known as a corporate author.

North Lanarkshire Council (2019)

Recent statistics (Department of Health, 2019) indicate a rise...

When citing a corporate author, you can use standard abbreviations for the organisation but you must give the full title and the abbreviation in brackets at the first citation

Scottish Football Association (2017)

Then SFA (2017)

2.11 No author

Where a work has no author then the title of the work is given followed by the date. The title should be written in italics

Many tales appear in different parts of the world with slight variations (*World folk tales*, 1987)

2.12 Secondary referencing

During your research the author of the work you are reading may refer to the work of another author that you would like to include in your own work. This is called secondary referencing. You can do this but unless you have read the actual work you cannot refer to it directly but must state the work in which you found it. This is done by using the phrase 'cited in'. In your text you must note the author and date of the work you are referring to and the author and date of the work in which it was found.

Fleming's work in genetic engineering (2007, cited in Bell, 2009, pp.15-21)

3 Reference List

The reference list is a list of all the sources you have cited in your text. It provides the bibliographical details of the work which allows it to be identified. The sources are listed in alphabetical order by authors' or creators' names regardless of format. Where a work has no author then the title is given first. If you have used more than one work by an author the sources are listed in chronological order with the earliest date given first.

The way of referencing sources varies depending on the format of the source, examples are given below. All have common elements such as author, publication date and title. It is important to use the correct punctuation in your references.

3.1 Books

The elements for books are:

Author's surname, initial(s). Year of publication. Title (this should be printed in italics). Edition (if not the first). Place of publication: Publisher.

Surname: Capital first letter and followed by a comma

Initial(s): in capitals followed by full-stop after each. Comma after full-stop of last initial.

Year: Year of publication (usually found on the back of the title page) followed by a full-stop.

Title: Full title as found in title page of book. Use a capital letter for the first word and any other proper nouns. Full-stop.

Sub-title: If book has a subtitle then use colon after title. No capitalisation unless for proper nouns. Full-stop

Edition: This is for editions other than first (2nd, 3rd, 4th) follow with ed. and full-stop.

Place of publication and publisher: Town or city followed by colon then company name and full-stop.

3.11 Single author

Boddy, D., 2014. *Management: an introduction*. 6th ed. Harlow: Pearson.

3.12 Multiple authors

If a book has up to three authors then all should be listed in the order they appear on the title page of the book.

Sharma, A., Cockerall, H. and Sheridan, M., 2014. *Mary Sheridan's from birth to five years : children's developmental progress*. 4th ed. London: Routledge.

If a book has more than three authors then give the name of the first author then add 'et al' after it.

Busby, N., et al., 2006. *Scots law: a student guide*. 3rd ed. Haywards Heath: Tottel Publishing.

3.13 Authors who have written several works in the same year

If you have referred to several works by an author these should be listed in order of date. If two works are published in the same year then they are listed by year and letter (2018a, 2018b). The letters should correspond to those used in your text.

Attenborough, D. 2018a. *Zoo quest in Paraguay*. Cambridge: Lutterworth.

Attenborough, D. 2018b. *Zoo quest to Guiana*. Cambridge: Lutterworth.

3.14 Books which are edited

In books which have an editor or editors these are treated as the author(s) of the work. The elements and format are the same as for authored books but ed. or eds. Is placed after the name

Biram, T. ed., 2021. *Active citizenship*. Cambridge: Independence.

3.15 Contribution in a book

If one of your references is to a contribution in a book (eg several authors may have written chapters in a book) you need to give more details. Surname of the contributing author, initial(s). Year of publication. Title of the contribution (eg chapter heading). This is followed by the word *In*: in italics then the initial followed by the surname of the authors or editors (followed by eds) of the publication. Title of book in italics. Edition. Place of publication: Publisher. Page number(s) of the contribution.

Marshall, C., 1995. Walking in central Scotland. *In*: A. Brown and F. Jones, eds. *Scottish Hillwalks*. 3rd ed. Glasgow: Blacks, pp 38-52.

3.16 Corporate authors

A corporate author is when a work is produced by a company or organisation rather than named individuals.

Automobile Association, (2019). *AA pass your hazard perception*. Basingstoke: Automobile Association.

3.17 Anthologies

These are listed under the editor or compiler of the anthology and other details are the same as for books

Fitt, M. (ed) 2003. *King o' the midden: manky mingin rhymes in Scots*. Edinburgh: Black and White

An item within an anthology should be referenced in the same way as a contribution in a book.

Muir, E. 2006. Childhood in D. Dunn, ed. *Twentieth-Century Scottish poetry*. London: Faber and Faber

3.18 Books which have been translated

The reference for books which have been translated from another language should include the name of the translator as they have made a significant contribution to that particular work. It would be referenced as such

Flaubert, G. 2001. *Madame Bovary*. Translated by Geoffrey Wall. London: Penguin

Electronic books (Ebooks) are covered in the electronic resources section below.

3.2 Journal Articles

References to journal articles should include the title of the article and the details of the journal it appears in

Author's surname, initial(s)., Year of publication. Title of article. Title of Journal (in italics), Volume number and (part number) Month (if available), page numbers of article.

Woodward, J., 2020. Air quality, health and COVID-19. *Geography Review*, 34 (2) November, pp 20-21

Some journals use the date rather than volume and part numbers

Taylor, I., 2007. A farewell to APD. *Travel Weekly*, 19 October, p 21

3.3 Newspaper Articles

These are similar to journal entries.

Lewis, O., 2021. North Coast 500 streets ahead in UK. *The Daily Record*, July 17, p17.

3.4 Tables, graphs, diagrams and illustrations

In the text these would be cited with the author of the work from which it was taken and the date

The rise in output (Cargill, 2016, p4) can be attributed to...

Sometimes the table may be the work of another cited by the author and these would be treated as secondary references

(Gilchrist, 2004 cited in Cargill, 2016, p4)

4 Electronic resources

These have the elements required of other sources, author, year, title and publishing details but also require details which identify where the source was found. After the title insert [online]. After the publisher details insert 'Available from' and give the web address or URL where the source is found. The address must be underlined. The date the source was looked at must also be entered [Accessed: date]

4.1 Electronic books (e-books)

Torrance, J. 2013. *Higher human biology with answers for CfE*. [Online]. Paisley: Hodder. Available from <https://r4.vlereader.com/Reader?ean=9781444182149> [Accessed: 21 July 2021].

4.2 Electronic journal articles

These references should include all the details listed previously in journal and newspaper sections then the details of the online source.

Lennon, J. and Harris, J. The North Coast 500: developing tourism in the Northern Scottish Highlands. 2020. *Scottish Affairs* [online] 29 (2). Available from: <https://www-eupublishingcom.nls.idm.oclc.org> [Accessed 21 July 2021]

4.3 Websites

Information taken from the internet should be listed as follows.

Author, Year, if known. Title in italics. Type of medium [in square brackets]
Place of publication if it can be found: Publisher which may be the organisation which hosts the website. This is followed by Available from and the web address then the date the information was accessed in square brackets.

Allen, P., (no date). *What are greenhouse gases?* [online] Available from <https://www.bbcgoodfood.com/howto/guide/what-are-greenhouse-gases> [Accessed 21 July 2021]

4.4 Blogs

These are treated similar to other online resources. These can be more informal with authors using only first names or aliases which should be used in the reference. The reference consists of the author of the message, year website was published or last updated, title of the message (in italics), title of the Internet site (in italics), date message was posted, URL of site and access date

Graham, W. 2021. *Food waste tips, Moral Fibres*. 19 May. Available from: <https://moralfibres.co.uk/category/food-waste-tips/> [Accessed 21 July 2021]

4.5 Wikis

These tend to have several authors and often these are not identified. In such cases the title of the wiki is given first in the reference (in italics). The other elements are year website was published or last updated, title of the message (in italics), title of the Internet site (in italics), URL of site and access date

Eric Liddell. 2009. Wikipedia. Available from: http://en.wikipedia.org/wiki/Eric_Liddell [Accessed 24 October 2009]

4.6 Social networking sites – Facebook, Twitter

Author/Organisation. (Year) *Title*. [Media] Date/month written. Available from: URL. [Date Accessed].

University of Bolton. (2015) *University of Bolton Library*. [Facebook] 6 November. Available from: <https://www.facebook.com/boltonuniversitylibrary>. [Accessed 23 November 2015].

Cite in text: (University of Bolton, 2015)

The BMJ. (2015) *We must prioritise children today to improve the wellbeing of future generations*. [Twitter] 23 November. Available from: https://twitter.com/bmj_latest. [Accessed 23 November 2015].

Cite in text: (BMJ, 2015) These are referenced as websites

5 Other Sources

5.1 Government publications –

There are different types of Government publications

5.11 Acts of Parliament

The elements an Act of Parliament consists of the title of the Act with a capital letter at all key words, the date followed by chapter number in round brackets, place of publication and publisher

Trade Union Act 2016. (15). London: HMSO

5.12 Statutory Instruments

The required elements for Statutory Instruments are title with capital letters for key words followed by year, 'SI', followed by the year and SI number. Place of publication and publisher

The Space Industry (Appeals) Regulations 2021 SI 2021/816, London: The Stationery Office

5.13 Command Papers

The elements required for these are name of committee followed by year, title of paper, Command number (in round brackets), place of publication and publisher

Law Commission, 2002. *Sharing homes: a discussion paper* (Cm.5666) London: Stationery Office

5.14 Other government publications

Most government publications will be produced by a department or committee which is the corporate author of the document. These are referenced as books

Department of Health. 1999. *Saving lives: our healthier nation*. London: Stationery Office

5.15 Scottish Government publications

Acts passed by the Scottish Parliament are similar to UK Acts but after the date we add the abbreviation asp (Act of the Scottish Parliament) and the number of the Act

Civil Partnership (Scotland) Act 2020 asp 15.

Other types of publications would list Scottish Government as the author

Scottish Government 2015. *Cleaner air for Scotland: the road to a healthier future*. Edinburgh: Scottish Government

6 Other sources

6.1 Tables, graphs, diagrams and illustrations

Reference should be given for the work that these were found. The page number(s) should also be given followed by a description of the illustration, table/graph/figure/

Strong, R. 1990. *Lost treasures of Britain*. London: Viking, pp.62-3, illus.

6.2 DVD or video

Required elements are title, year of distribution, Director, place of distribution and distribution company, medium in square brackets [DVD or video]

The Matrix reloaded. 2003. Directed by A. & L. Wachowski. Los Angeles: Warner Brothers Inc. [DVD].

6.3 DVD box sets

The required elements are title of episode, year of distribution, title of programme or series followed by 'In' then title of box set (in italics), place of distribution and distributor [medium]

Episode 4, 2006. *The Mallen streak*. In Catherine Cookson complete collection London: ITV. [DVD].

6.4 Television programmes

Title of programme or series, number of series, year of transmission. Programme title, name of channel, date of transmission and medium

The Line of Duty. 2021. BBC 1, 13 March. [TV programme]

6.5 Episode of a television series

Title of episode, year, programme title, series and episode number, name of channel, date of transmission and medium

Torchwood. *A day in the death*. 2008., Series 2, episode 10. BBC 2, 5 march [TV programme]

6.6 Programmes watched online

The details are the same as referencing a television programme but medium is [online] and the web link and accession date are required

The Killing. *Reckoning*. 2012. Series 3, episode 9, BBC 4, 15 December. [Online] Available from: <https://www.bbc.co.uk/iplayer/episode/b01phjf8/the-killing-series-3-episode-9> [Accessed: 21 July 2021]

7 Checklist

Pears and Shields (2008) have designed a useful checklist for compiling references

	Author	Year of publication	Title of article/chapter	Title of publication	Issue	Place of publication	Publisher	Edition	Page number(s)	URL	Date Accessed
Book	√	√		√		√	√	√			
Chapter	√	√	√	√		√	√	√	√		
Journal article	√	√	√	√	√				√		
Electronic Journal article	√	√	√	√	√				√	√	√
Internet site	√	√		√						√	√
Newspaper article	√	√	√	√	√				√		

Pears, R and Shields, G. 2008. *Cite them right: the essential reference guide*. 3rd ed. Durham: Pear Tree Books

8 Bibliographies

A bibliography differs from a list of references in that it should include all works you have consulted during your research whether or not you have referred to them in your own writing. It is compiled in the same way as a reference list. The bibliography should appear at the end of your work.

9 Sample reference list/bibliography

- Allen, P., (no date). *What are greenhouse gases?* [online] Available from <https://www.bbcgoodfood.com/howto/guide/what-are-greenhouse-gases> [Accessed 21 July 2021]
- Attenborough, D. 2018a. *Zoo quest in Paraguay*. Cambridge: Lutterworth.
- Attenborough, D. 2018b. *Zoo quest to Guiana*. Cambridge: Lutterworth
- Automobile Association, (1991). *Touring Britain and Ireland*. Basingstoke: Automobile Association.
- Busby, N., et al., 2006. *Scots law: a student guide*. 3rd ed. Haywards Heath: Tottel Publishing
- Fitt, M. (ed) 2003. *King o' the midden: manky mingin rhymes in Scots*. Edinburgh: Black and White
- Flaubert, G. 2001. *Madame Bovary*. Translated by Geoffrey Wall. London: Penguin
- Lennon, J. and Harris, J. The North Coast 500: developing tourism in the Northern Scottish Highlands. 2020. *Scottish Affairs* [online] 29 (2). Available from: <https://www-eupublishingcom.nls.idm.oclc.org> [Accessed 21 July 2021]
- Lewis, O., 2021. North Coast 500 streets ahead in UK. *The Daily Record*, July 17, p17.
- Marshall, C., 1995. Walking in central Scotland. In: A. Brown and F. Jones, eds. *Scottish Hillwalks*. 3rd ed. Glasgow: Blacks, pp 38-52.
- Muir, E. 2006. Childhood in D. Dunn, ed. *Twentieth-Century Scottish poetry*. London: Faber and Faber
- Scottish Government 2015. *Cleaner air for Scotland: the road to a healthier future*. Edinburgh: Scottish Government
- Torchwood. *A day in the death*. 2008., Series 2, episode 10. BBC 2, 5 march [TV programme]
- Torrance, J. 2013. *Higher human biology with answers for CfE*. [Online]. Paisley: Hodder. Available from <https://r4.vlereader.com/Reader?ean=9781444182149> [Accessed: 21 July 2021].
- Woodward, J., 2020. Air quality, health and COVID-19. *Geography Review*, 34 (2) November, pp 20-21