GRIMSBY INSTITUTE GROUP

" *Definitive Guide to Harvard Referencing and Bibliographies* "

University Centre Grimsby

Yorkshire Coast College Scarborough

PLEASE NOTE STUDENTS MUST UTILISE THE ORIGINAL VERSION OF THIS GUIDE SUPPLIED DURING INDUCTION. ANY LATER ADDITIONS WILL ONLY BE APPLICABLE TO NEW STUDENT COHORTS.

REFERENCES AND BIBLIOGRAPHIES

It is an expected academic practice that students will refer to (or cite) the **sources** of ideas, data and other evidence in written assignments.

This is not just practice for tradition's sake, but done for valid academic reasons.

There are four main reasons related to academic studies why referencing is important:

1. to support your arguments and give credibility to the information you present in assignments;

2. to enable your tutors to check the accuracy and validity of the evidence presented;

3. to enable your tutors and other interested readers to trace the sources you cite and to use the same evidence for their own purposes;

4. to avoid the accusation of plagiarism.

Referencing is also a way of acknowledging the hard work that goes into the research, preparation, writing and revision of academic texts. Accurate referencing is also one way of giving indirect thanks to this invisible and invaluable effort and achievement.

More pragmatically, it also shows a tutor you have, at least, read some of the sources listed on a reading list!

Lastly, but probably not least from a student perspective, accurate and intelligent referencing will enhance a good essay and contribute to the marks you gain. Selection of relevant evidence and accurate referencing is an important element in the marking criterion.

This booklet will:
➢ explain **when** to reference;
➢ show you **how** to reference (using the Harvard Style);
➢ give **examples** of different forms of referencing, including some of the less common sources;

However, if you need further help in referencing any source in any assignment, you can contact the Higher Education Study Skills Facilitator at the Grimsby Institute of Further and Higher Education.

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GENERAL INFORMATION

WHAT IS THE DIFFERENCE BETWEEN 'REFERENCES' AND A 'BIBLIOGRAPHY'?

The terms 'References' and 'Bibliography' are often defined as having the same or similar meaning, consequently causing confusion. However, there is a difference in meaning between them.

REFERENCES are the items you have read and **specifically referred to** (or cited) in your assignment.

A **BIBLIOGRAPHY** is a list of everything you read in preparation for writing an assignment, whether or not you referred specifically to it in the assignment. A bibliography will, therefore, normally contain sources that you have cited **and** also those you found to be influential, but decided not to cite. A bibliography can give a tutor an overview of which authors have influenced your ideas and arguments even if you do not specifically refer to them.

At the end of your assignment you will need to include the following. You will have two lists that include:

References	Bibliography
This list needs to include all the sources you have made specific reference to in your assignment. If you make a point of reading selectively, you will probably make use of everything you read and refer directly to it in your assignment. In that event, your References list will be identical to your Bibliography list which is perfectly acceptable and will not go against you.	This list needs to include the sources you made specific reference to (cited) in your assignment **and** give details of other sources consulted – but not directly cited. However, don't be tempted to include items you have not read in order to impress the tutor. If, for example, you include an item you haven't actually read, the tutor may challenge why you have not directly referred to a particular author, or apparently not been influenced by their work in your assignment.

WHAT TO REFERENCE

You can cite references taken from a range of sources, e.g.

- Internet
- Notes supplied, and verbal comments made, by a learning tutor
- CD databases
- Books written by a single author
- Multiple edited books with contributions from a range of different authors
- Reference books of all types
- Legal documents
- Articles from journals
- Reports of various kinds, e.g. official reports from government departments, university working papers, etc
- Newspaper articles
- Papers presented at conferences
- Radio/TV/DVDs/audio cassette/CD Roms
- Interview transcripts
- Email correspondence
- Cinema films and theatre plays

In short, most information that has been written, recorded, filmed or presented in some way to others can potentially be used.

The important thing is to choose **reliable** sources that give credence, authority and support to the ideas and arguments that you present. Your tutor will suggest a range of reliable sources and this will be your starting point, but you will also be expected to look beyond the recommended reading and to search out relevant information for yourself.

You will find, however, that recommended books and other sources will prove – because of the accurate referencing that has gone into them – to be rich veins of additional information. If you read a particular chapter as a starting point for research into an assignment topic, often the references or bibliography will point you in the right direction of other relevant reading.

WHEN TO REFERENCE

You should cite your sources of evidence in assignments in the following situations:

1. To give the reader the source of tables, photos, statistics and diagrams included in your assignment. These may be items directly copied or which have been a source of collation for you.

   Example:

   In Britain, the proportion of employees on temporary contracts rose only marginally between 1992 and 1998, from 5.9 per cent to 7.4 per cent, and has since fallen to 7.1 per cent in 2000 (Office for National Statistics 2000).

2. When describing or discussing a theory, model or practice associated with a particular writer.

   Example:

   The term 'instrumental or operant conditioning' is associated with the American Psychologist, B.F. Skinner (1956), and describes a process of shaping behaviour by a variety of means that encourage and reinforce desired behaviour or discourage unwanted behaviour.

3. To give weight or credibility to an argument presented by you, or supported by you, in your assignment.

   Example

   However, it can be argued that the corrosive social effects of workers having to manage increasing workloads outweigh these extrinsic advantages. Handy (1994, p.9), for example, suggests that businesses prefer to recruit "half as many people, paid twice as well and producing three times as much", with a destructive effect on the social lives of these core workers.

4. When giving emphasis to a particular idea that has found a measure of agreement and support amongst commentators.

   Example:

   As the behavioural response of communication apprehension (CA) is to avoid or discourage interaction with others it is not surprising that CA has been linked to feelings of loneliness, isolation, low self esteem and the inability to discuss personal problems with managers or others (Daly and Stafford, 1984; Mc Croskey, Daly, Richmond and Falcione, 1977; Mc Croskey and Richmond, 1987; Richmond, 1984; Scott and Rockwell, 1997).

*(**Note**: The student cites five sources - all much saying the same thing - to emphasise and give credibility to an important point summarised in the assignment. The use of multiple authors can add weight to summary, particularly if the idea is a controversial one. However, citing six authors would be the maximum for this purpose, and citing two or three is a more usual practice).*

5. To inform the reader of sources of direct quotations or definitions in your assignment.

Example

Pearson (1995) however, argues that a "search for a solution to ethical dilemmas using the methods of moral philosophy has failed" (p.3). He asserts that any approach to business ethics must take full account of the business perspective and an appreciation of business boundaries, albeit with account to the changing nature of these.

(**Note:** If the quote is taken from a printed book or journal, you always need to include the page number so the reader can go straight to that page to find it. Lengthy quotations (over two lines) should be **indented** in your assignment. This means you compress the quotation, italicise it and create a margin that distinguishes it from your own text, as per the example below. You don't need to use quotation marks in an indented quotation):

Example of indented quotation:

Robert Reich (2001) has argued that pay is proportionate to the skill you offer in the labour market:

> *If you have been in a job that's rote or routine…or your job can*
> *be done by computerized machines or by software over the Internet –*
> *you're likely to be paid less than you used to be paid for doing it…(p.32)*

Reich argues that education and training can be the way forward for people trapped in a cycle of low-skill, low-pay jobs.

USING QUOTATIONS

Try to keep quotations to a minimum in your assignments. They can be used to good effect when:
- you feel they make a particular point …
  (for example, colloquial language can often be used for contrast and effect in an academic assignment - where the style of writing is necessarily more cautious, formal and detached);
- you want to analyse or challenge the quotation in question;
- you feel the quotation supports your own argument or point of view;
- you want to add interest or impact to an introduction or conclusion.

6. To avoid plagiarism.

7. When paraphrasing another person's idea that you feel is particularly significant or likely to be a subject of debate; this can include definitions.

Example

We all perceive the world around us in ways that are often unique to us through a series of personal filters and we 'construct' our own versions of reality (Kelly 1955).

(**Note**: In this example, the student paraphrases an idea that Kelly originally outlined in 1955. The inverted commas around 'construct' suggest this is a significant word used by Kelly to describe a key concept). By citing the source the student is, in effect, saying 'this is **Kelly**'s idea; I am just paraphrasing it', and thus avoids accusations of plagiarism.

HOWEVER … There is **no** need to reference the following:

- Information drawn from a variety of sources to summarise what has happened over a period of time and when the summary is unlikely to be a cause of dispute or controversy; for example:

  The growth in call centres in the West was encouraged by economic and technological factors. From the late 1970s the growth of the service sector, focused the attention of large organisations on communication with customers in more cost effective and streamlined ways. This growth of a service sector economy connected with advances in telecommunications and changes in working practices in Western companies. The logic of call centres was that a centralised approach and rationalisation of organisational operations would reduce costs, whilst producing a standard branded image to the world.

- When pulling together a range of key ideas that you introduced and referenced earlier in the assignment.

- When stating or summarising generally undisputed facts circulating freely in the public domain and when there is unlikely to be any significant disagreement with your statements or summaries of these.

PLAGIARISM

One general definition of plagiarism is to knowingly take and use another person's work and, directly or indirectly, **claim it as your own**.

There are no internationally agreed academic norms or conventions on what constitutes plagiarism and this can cause difficulties for some international students who may have encountered different practices in their home countries.

In Britain, there is a particularly strong emphasis given to respecting the authorship of ideas and honouring the hard work that goes into researching, preparing and writing academic texts.

An academic monograph or textbook, for example, can take an author several years to research and write. Consequently it is widely felt in Britain that to copy from a book without acknowledging the source is a violation against the author's ownership of ideas and therefore morally wrong. For this reason plagiarism is treated seriously and blatantly plagiarised work is usually disqualified.

Each university develops its own interpretation of plagiarism, but in general there are four main forms of plagiarism:

✗   copying another person's work, including the work of another student (with or without their consent), and claiming or pretending it to be your own;

✗   presenting arguments that use a blend of your own and the copied words of the original author without acknowledging the source;

✗   paraphrasing another person's work, but not giving due acknowledgement to the original writer or organisation publishing the writing, including Internet sites;

✗   colluding with other students and submitting identical or near identical work.

However, it is also important that students are aware of their university's own interpretation of plagiarism, as each institution may place emphasis on a particular feature of plagiarism.

Of course, there will inevitably be some overlap between the writer's words and your own – particularly when describing places, dates, specific features and the names of organisations.

However, you should make a determined effort to use your own words to sum up what you have read. The act of doing this encourages a deeper level of understanding as, in the process, you are forced to think hard about what is actually said and meant by the authors.

Lecturers marking course work can recognise plagiarism easily. This applies particularly when passages are copied straight from books or cut and pasted from the Internet with no acknowledgement of their source. Lecturers will usually recognise the work of established writers in the subject area concerned and there will be stylistic differences in writing between the original author and a student's work that an experienced lecturer will detect. Any assignment maybe assessed through scanning software used by the Institute in order to gauge any level of plagiarism, the outcome of which will be referred to the Higher Education Quality and Standards division for any further action.

How To Avoid Plagiarism

Applying, analysing, criticising or quoting other people's work is perfectly reasonable and acceptable providing you always:

- ✓ attempt to summarize or restate in **your own words** another person's work, theories or ideas and give acknowledgement to that person. This is usually done by citing your sources and presenting a list of references;

 or

- ✓ by always **using quotation marks** (or indenting lengthy quotations in your text) to distinguish between the actual words of the writer and your own words. Once again, you would cite all sources and present full details of these in your list of references.

Summarising in Your Own Words

Here is an example of how this can be done.

The extract below is a paragraph taken from a journal article. This is followed by two student summaries of the extract. As mentioned earlier, it is impossible not to use **some** of the words used in the original article, particularly when referring to the subjects of the discussion. But the aim should be to try and put the idea or argument into your own words as best you can.

Original Extract

> For thousands of years, outsiders have regarded China as a xenophobic country. However, the stereotypes have been changing since China opened up its economy in 1979. Now, the encouragement of foreign direct investment (FDI) and international technology transfer (ITT) lies at the heart of economic relations between foreign countries and China. The international flows of capital, information and technology facilitate the economic growth of China and the influence of multinational enterprises (MNEs). The boom in FDI and ITT has brought to the fore the issue of intellectual property rights (IPRs) as a major topic in the economic development of China. Although a historical review shows that the germination of the concept of IPRs in China goes back more than 100 years, in reality no effective system of intellectual property protection (IPP) existed until very recent times.

(From Yang, D. and Clarke, P. 2004 'review of the current intellectual property system in China', *International Journal Technology Transfer and Commercialisation,* vol. 3, No. 1, pp.12-37; reprinted with permission).

Two Summaries

Summary A

This essay is about intellectual property (IP) in general and about the situation in China today, and about China's relationship with the West in relation to this issue. For centuries China has been regarded by the outside world as a rather closed and insular country. However, Yang and Clarke (2004) argue that now things are changing, and particularly so since 1979, when China decided to open up its economy. Since then, foreign direct investment (FDI) and international technology transfer (ITT) are important connecting links between China and the rest of the world. Now the flows of capital, information, technology and the influence of multinational enterprises MNEs have stimulated the Chinese economy. But these developments have also caused attention to focus on the issue of intellectual property rights (IPR). Although the concept of IPR goes back more than a hundred years, there has been no effective system of intellectual property protection (IPP) until recently.

Summary B

China has been regarded, up to now, by the outside world, as a rather closed and xenophobic country. However things are changing. Since 1979, China has loosened, opened and stimulated its economy by foreign direct investment (FDI), international technology transfer (ITT) - and from the influence of multinational enterprises (MNEs). However, these developments have also focused attention on the issue of intellectual property rights (IPR) and until recently in China there has been no effective system of intellectual property protection (IPP) (Yang and Clarke 2004).

In these extracts, the students try to present the information taken from the extract in their own words, although some repetition of primary and key words is inevitable. They also cite the original source (Yang and Clarke 2004).

THE HARVARD STYLE OF REFERENCING

THE BASIC IDEA

The basic idea of the **Harvard Style** is to:

1. use citations (a partial reference) in the text
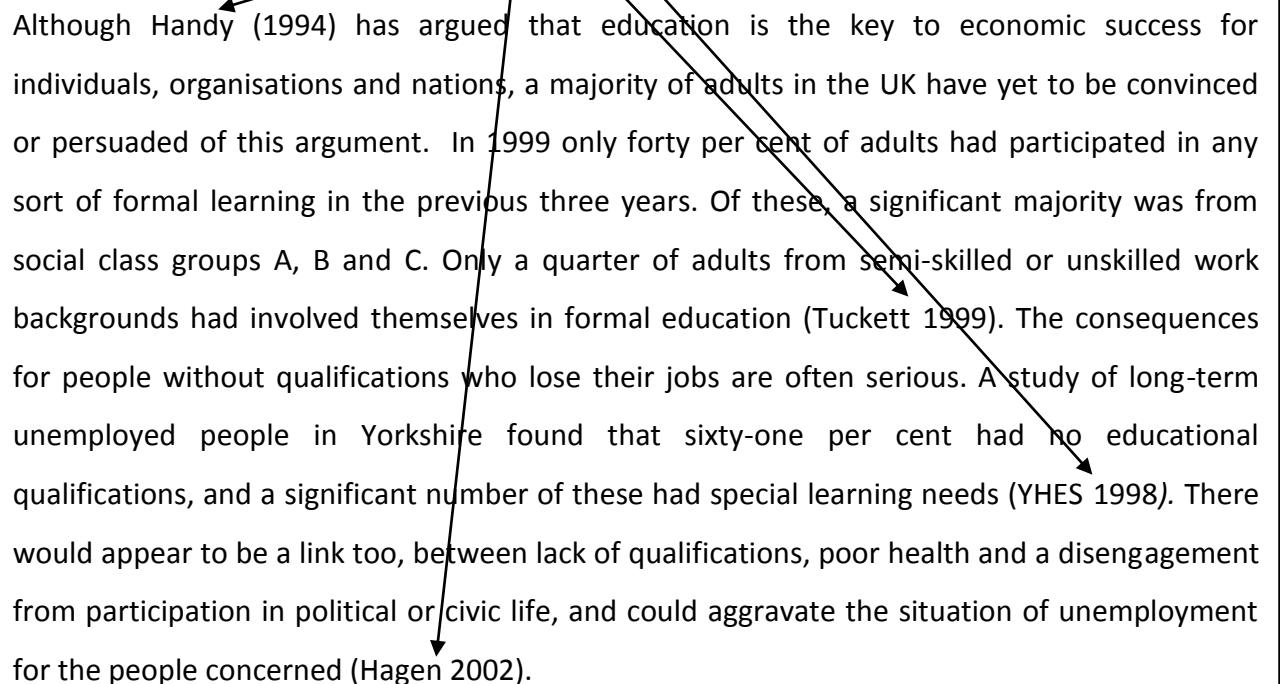2. list all references in full at the end of an assignment

1. Use Citations in the Text

In the text of your assignment you give a partial reference (called a **citation)**. This is the last name of the author, followed by the year of publication. If you don't have the author's name, you use the name of an organisation, newspaper, journal, or whatever the main **source** is.

Citing the source as you write involves giving a partial or shortened reference (last name of author(s) and year of publication) in the main body of your written assignment and then giving full details of the source in full at the end of the assignment in a 'References' or 'Bibliography' section. You can abbreviate lengthy organisational names; see example below (YHES 1998).

Example: **Citations**

Although Handy (1994) has argued that education is the key to economic success for individuals, organisations and nations, a majority of adults in the UK have yet to be convinced or persuaded of this argument. In 1999 only forty per cent of adults had participated in any sort of formal learning in the previous three years. Of these, a significant majority was from social class groups A, B and C. Only a quarter of adults from semi-skilled or unskilled work backgrounds had involved themselves in formal education (Tuckett 1999). The consequences for people without qualifications who lose their jobs are often serious. A study of long-term unemployed people in Yorkshire found that sixty-one per cent had no educational qualifications, and a significant number of these had special learning needs (YHES 1998). There would appear to be a link too, between lack of qualifications, poor health and a disengagement from participation in political or civic life, and could aggravate the situation of unemployment for the people concerned (Hagen 2002).

Citations in the Text (where no quotations are used)

The examples detailed in this booklet are enclosed in brackets, e.g. (Munger and Campbell 2002). However, citations in the text can be introduced in a variety of ways.

For example:

> *There would appear to have emerged by the end of the twentieth century two broad approaches to the management of people within organisations (Handy 1996).*

This introduces a point of view and the student points to Handy as a major proponent of this perspective.

But this is not the only way of citing the author. The student could have also cited Handy, as follows:

> *Handy (1996) argues that by the end of the twentieth century two broad approaches to the management of people within organisations had emerged.*

or, (if wanting to include Handy as an exemplar of this proposition):

> *Some commentators, for example, Handy (1996), have argued that by the end of the twentieth century two broad approaches to the management of people within organisations had emerged.*

or

> *It can be argued, (for example, see Handy 1996), that two approaches to the management of people within organisations had emerged by the end of the twentieth century.*

or

> *Charles Handy, amongst others, has argued that by the end of the twentieth century two broad approaches to the management of people within organisations could be observed (Handy 1996).*

There is no one 'right' way of citing authors. It depends on your writing style at any particular point in the assignment. The important point is to give credit to authors who have influenced your ideas and arguments and to ensure you then apply a standardised approach throughout your assessment in the preparation of your referencing style.

It should be noted that the above citations are <u>not</u> quotations. For guidance on how to cite quotations, refer to page 6 of this booklet.

List References in Full at the End of an Assignment

The way the full reference details are presented in this booklet is based on advice from the following sources: British Standards Institution (BSI) guidelines: 'Recommendations for citing and referencing published material', BS 5605 and BSI guidelines 6371 'Recommendations for citation of unpublished documents'; and the guidelines suggested by Xia and Crane in their book 'Electronic Styles: a handbook for citing electronic information' (1996).

In the References and Bibliography section at the end of an assignment the **basic format** for listing references in the Harvard Style is as follows:

1. Start with the **last name(s)**, followed by initials of the author(s), contributor, editor, producer or speaker. If you don't have the name of an author, start with the name of the originator. This can be an organisation name, e.g. BBC, or name of a website, e.g. Bized.

2. This is followed by the **year of publication**; put this in brackets. This should be easy to find on printed documents. However, in some older books it may be missing. In this event, put (no date), or (n/d). With Internet sources, look for a year the item was placed on the site, or in the absence of this, when the site was last updated (the year in question), or if unsuccessful with either of these two, the year you looked at the information.

3. This is followed by the title of the source. The main source is usually emphasised in some way, e.g. underlined or italics. The main source would be, for example, the title of a book, name of the magazine, journal or newspaper, Internet site, broadcast production source, video or CD-Rom etc. Whichever mode of emphasis you choose- underlining or italics - **keep it consistent throughout**. The pattern in this booklet is to emphasise main sources by the use of *italics.*

4. If your source is a chapter from an edited book, you then give the name or names of the **editors** of the book, followed by the title of the edited book (see example on page 24).

5. In most printed items you would give details of the **publisher**. You first give the name of the town or city where the source was published, followed by the name of the publisher.

6. In the case of a journal article, you finish with the reference details of volume, edition/issue number (if shown) of the journal and the page numbers of where the article can be found.

(There may be variations on this general sequence for some sources; see examples in this booklet).

Referencing electronic sources follows the same basic format as described on page 10, although the URL (in *italics* or underlined) is given instead of publisher – see section 3.12 of this booklet for referencing electronic sources). The specific date you looked at the information is also included, e.g. [Accessed 05/12/2005].

At the end of the assignment the references are given in alphabetical order, by last name of the author(s), **in full.** The references for the citation example shown on page 16 would be listed, as follows:

References

Hagen, J. (2002). *Basic Skills for Adults.* Birmingham: The Guidance Council.

Handy, C. (1994). *The Empty Raincoat.* London: Hutchinson.

Tuckett, A. (1999) 'Who's Learning What?*' The Guardian* 18/5/1999, p. 13.

YHES: Yorkshire and Humber Employment Service (1998). *Survey of Clients Aged 25+ Unemployed for Two Years or More.* London: Department for Education and Employment.

If you use an abbreviation in the **citation**, you would **start with this abbreviation in the reference**, then immediately explain it: YHES: Yorkshire and Humber Employment Service.

<u>N.B.</u>

A basic principle of Harvard referencing is providing the author and date. Where there is no author given, look for a sponsoring body like an organisation or government department responsible for the information. Where there is no sponsoring body, use the title of the book, article or document on the screen as the 'author'. Where there is **no date**, use n.d. (no date). If a resource has no author and no date you need to consider whether it is suitable source for academic work.

FREQUENTLY ASKED QUESTIONS ABOUT REFERENCING

*"**S**hould I include page numbers from books or other sources in the citations"?*

Single Topic Books

Many single subject books have a main or dominant message, perspective or argument that forms the core or essence of the book.

Authors build their arguments around these cores by presenting evidence and examples to back up their perspectives or by rebutting counter-arguments. If you wish to offer evidence in your assignment that summarise these essential core perspectives, then a page number is not necessary.

However, if you use and include a quotation from the book, you will need to include a page number in the **citation**:

> *…Ron Todd of the Transport and General Workers' Union commented, "we've got three million on the dole and another 23 million scared to death" (quoted by Bratton 1992, p.70).*
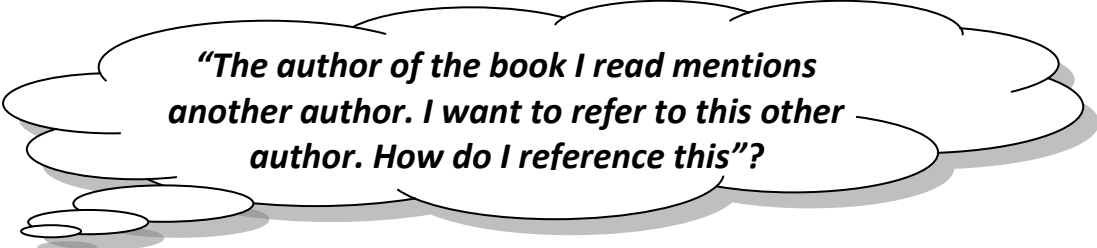
You can also include a page number in the citation, if you are referring to some specific detail that is secondary or incidental to the book's core point or perspective and which would be hard to find without a page number. These might include, for example:

- Statistics
- Illustrative examples
- Comments made by research subjects
- Author comments not directly related to the main topic

You would also give a page number if you are using the book as a **secondary source** – see next page.

Other Books and Sources

The same comments for books on a single topic apply for other sources. If the reader will struggle to find precisely what you looked at without the benefit of page numbers in the citation, then include them.

"The author of the book I read mentions another author. I want to refer to this other author. How do I reference this"?

This is called <u>secondary referencing</u>. Typically, you will be reading a chapter in a book and the author will mention an interesting piece of research done by someone else, or provide a useful fact for your assignment, then give a citation, naming another writer or writers.

You have two choices in this situation. You can find and read the source mentioned yourself and check out the accuracy of the summary given by the author you read – this is the recommended option - and then you can refer directly to this author, as you have read the source yourself.

However, if you find it difficult to find or gain access to the primary source, **and** where you are confident the secondary source author is reliable and accurate in the way he or she has paraphrased or quoted the original author **and** when you do not need to go into any great depth of analysis on what that primary author has written, you can use these secondary sources.

For example, in the book 'Licensed to Work' by Barrie Sherman and Phil Judkins (1995), there is a reference to another writer, Ivan Illich, who refers to 'shadow work': tasks in society that were once the responsibility of extended families and close communities.

If Sherman and Judkins book was used as a secondary source, your **citation** must make this clear. So you could write:

> *"Ivan Illich (1981), as summarised by Sherman and Judkins (1995, p.121) has suggested that 'shadow work'…..*

or

> *"Illich (1981 cited in Sherman and Judkins 1995, p.121) suggested that 'shadow work' tasks in society were once the responsibility of extended families and close communities*

or

> *"Sherman and Judkins in their book (1995, p.121) refer to the work of Ivan Illich (1981), who coined the term 'shadow work' to suggest that …."*

The full reference list must give details of the source **you looked at**, e.g.

Sherman, B. and Judkins, P. (1995). *Licensed to Work.* London: Cassell.

If anyone wanted to read Ivan Illich's book, they could then look at 'Licensed to Work' and find the full reference details there. It is not strictly necessary to give the year of Illich's book. However, it can be useful to the reader to give this detail, as there may be more than one book by Illich listed in the primary source.

Further examples:

For example, in the book 'Study Skills for Nurses' Elizabeth Mason-Whitehead and Tom Mason (2008), there is a reference to another writer, Beverley Taylor, who discusses three different types of reflection.

If Mason-Whitehead and Mason's book was used as a secondary source :

> *"Beverley Taylor (2000), as summarised by Mason-Whitehead and Mason (2008, p.178) has identified three types of reflection '(a) technical, (b) practical and (c) 'shadow work'…..*

or

> *"Taylor (2000 cited in Mason-Whitehead and Mason 2008, p.178) has identified three types of reflection '(a) technical, (b) practical and (c) 'shadow work'…..*
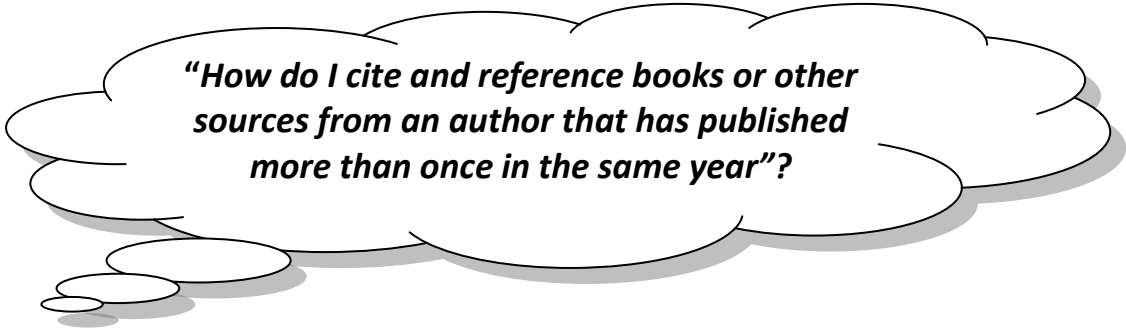
or

> *"Mason-Whitehead and Mason in their book (2008, p.178) refer to the work of B Taylor (2000), who identified three types of reflection '(a) technical, (b) practical and (c) 'shadow work'…..*

The full reference list must give details of the source **you looked at**, e.g.

Mason-Whitehead, E. and Mason, T. (2008). *Study Skills for Nurses.* London. Sage Publications Ltd.

Again, anyone wanting to read Beverley Taylor's book, they could then look at 'Study Skills for Nurses' and find the full reference details there at the back of the book. It is not strictly necessary to give the year of Taylor's book. However, it can be useful to the reader to give this detail, as there may be more than one book by Taylor listed in the primary source.

> *"How do I cite and reference books or other sources from an author that has published more than once in the same year"?*

You use letters a, b, c and onward in your citations to differentiate between the different sources; for example:

> *The term 'communication apprehension' was coined by James McCroskey (1976a) and is defined as….*

Later in the assignment you might want to refer to same author, different source, same year again, e.g.

> *Studies suggest that high CA can impact on a person's behaviour, relationships, the perceptions of others, occupational choice and employment opportunities and education (McCroskey 1976b; McCroskey and Richmon 1979…*
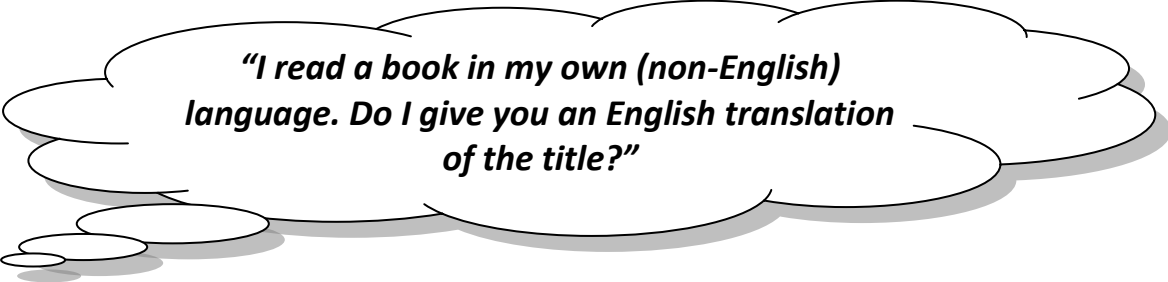
In the references/bibliography, you would then link the two different sources to the citation:

McCroskey, J. C. (1976a). 'The Effects of Communication Apprehension on Nonverbal Behavior'. *Communication Quarterly, 24,* 39-44.

McCroskey, J. C. (1976b). 'The Problems of Communication Apprehension in the Classroom'. *Speech Communication Journal, 4,* 1-12, [online].

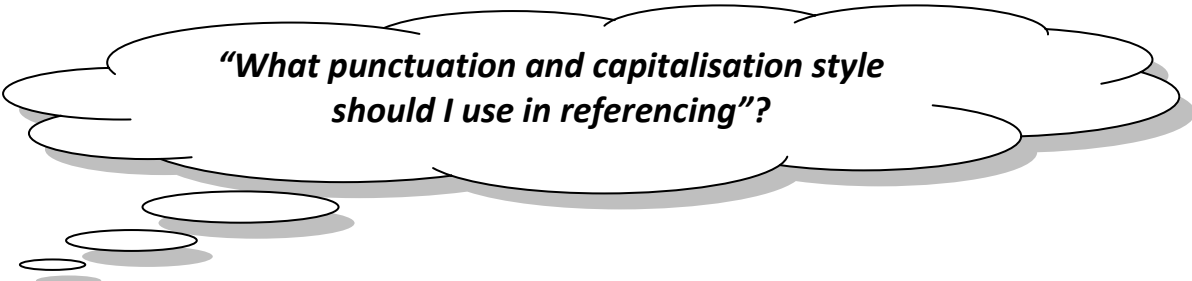**Same Author – Different Books – But Similar Points Made in Each One**

You might on occasions want to refer to two or more books that an author has written in a single citation – as the same argument may have been presented by the author on more than one occasion. You can cite the author with the earlier works listed first, e.g. (Handy, 1976; 1984; 1994).

"I read a book in my own (non-English) language. Do I give you an English translation of the title?"

You should give details of the source you looked at, which will include the title and author, in the language concerned.

However, it may be appropriate to add an English translation (in brackets) immediately after, particularly if the book was originally published in non-European characters, e.g. Chinese, Arabic.
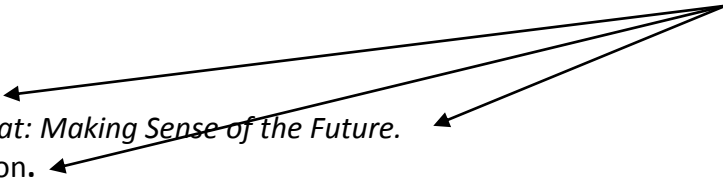
"What punctuation and capitalisation style should I use in referencing"?

The British Standard Institution (BSI) recommendation is for no punctuation within the brackets containing a citation, e.g. (Handy 1994)

The BSI recommendations also suggest sentence stops after each distinct part of the reference, e.g.

Handy, C. (1994).
The Empty Raincoat: Making Sense of the Future.
London: Hutchinson.

Example:

Handy, C. (1994). *The Empty Raincoat: Making Sense of the Future.* London: Hutchinson.

Although British Standards does not show the year in brackets, it has become an accepted style in referencing to enclose the year of publication within round brackets: Handy, C. (1994)….

Titles

The spelling of the original title should be retained, e.g. Americanisation of words in titles should be retained.

Capitalisation

Follow the capitalisation shown in the original document.

For example, many book titles in social science, humanities and business disciplines capitalize the first and last words and all words except <u>articles</u> (e.g. *'the'; 'an'*); <u>prepositions</u> (e.g. *'on'; 'to'; 'up'*; *'in'*; *'between'* - and other words indicating spatial or temporal positions); and <u>co-ordinate conjunctions</u> (e.g. *'and'; 'but'; 'or'; 'for'; 'so'; 'yet'*)
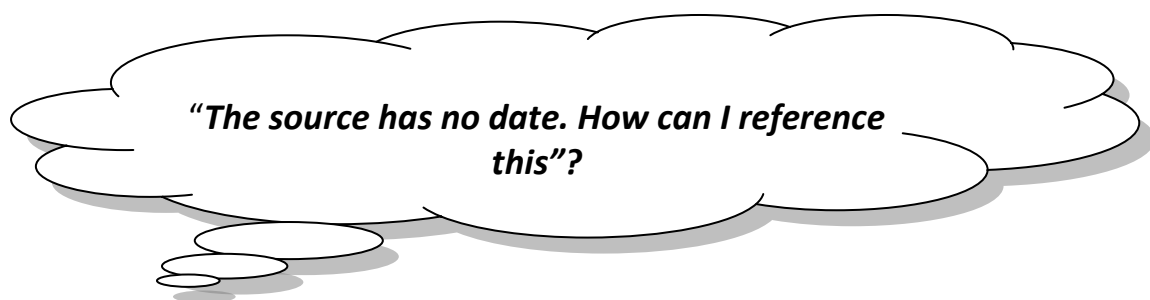
Examples:

Turabian, K.L. (1973). *A Manual for Writers of Term Papers, Theses, and Dissertations.* Chicago: University of Chicago Press.
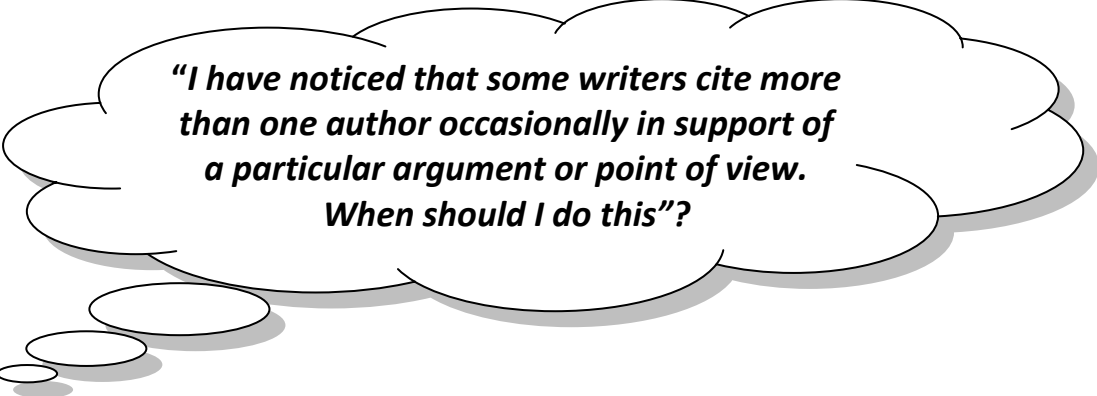
But you may find that titles in science disciplines and in most newspaper or magazine articles start with a capital, then use lower case for subsequent title words, e.g.

Saigol, S. (2005).'Gift shoppers set to spend £150m daily online'. *Financial Times,* 12/12/2005, p.4.

The best advice therefore, is to copy the title as it is shown in its original form.

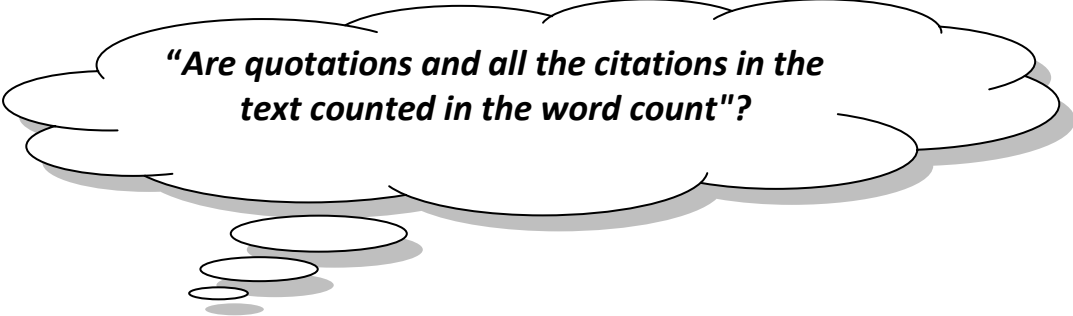*"The source has no date. How can I reference this"?*

Older books may not show a date of publication. In that event, use the abbreviation 'nd' (no date) in your citation and in the reference. You may find other sources, e.g. videos, without apparent production dates, and the abbreviation can be used with other undated sources.

"I have noticed that some writers cite more than one author occasionally in support of a particular argument or point of view. When should I do this"?

A number of authors can be cited in support of particularly key or important points that you want to make or to support contentious statements or arguments presented by others.
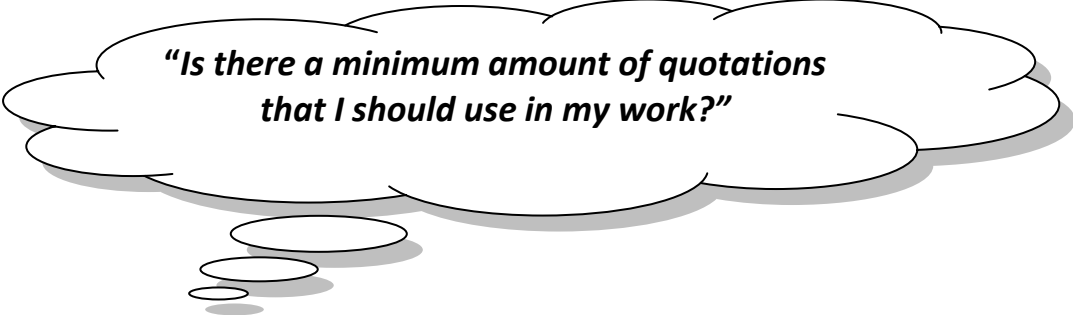
See the example shown on page 9 of this booklet (example 4).

"Are quotations and all the citations in the text counted in the word count"?

Yes. If you include quotations in your assignment you take 'ownership' of them. You have decided to include quotations for emphasis or to make a particular point, so you must include them in your word count.

Citations in the text e.g. (Handy 1994) are also included in the word count.

"Is there a minimum amount of quotations that I should use in my work?"

An excessive amount of quotations (indirect and direct) is not acceptable in academic work and will impede your ability to achieve module learning outcomes. For information on the acceptable number of sources/quotations, please refer to individual module handbooks.

EXAMPLES OF REFERENCING

REFERENCING PRINTED BOOKS

SINGLE TOPIC (MONOGRAPH) BOOKS

The last name(s) of the author(s) is listed first, followed by the initial letters of first names; followed by the year of publication in brackets; followed by the book title (in *italics* **or** underlined – but be consistent whichever you decide); then list the location (town or city) of the publisher, and finally the name of the publisher.

Examples:

 Citation: (Handy 1994)

 Reference: Handy, C. (1994). *The Empty Raincoat: Making Sense of the Future.* London: Hutchinson.

 Citation: (Saunders *et al* 2003)

 Reference: Saunders, M., Lewis, P., and Thornhill, A. (2003). *Research Methods for Business Students, 3rd edition*. Harlow: FT Prentice Hall.

et al?

If a document has one or two authors (or originators) of equal status, both their names should be given in the citation. If there are **more than two**, the name of the first should always be given, but the names of the others may be omitted and replaced by the term '*et al*' (meaning, 'and others') e.g. (Burchell *et al* 1999).

Some study skills textbooks suggest that you use the term '*et al'* when there are more than **three** authors. However, as *'et al'* means 'and others', the BSI (BS5605) recommend it should be used **when there are more than two authors** (BSI 1990).

In the 'References' section however, all the authors will be listed, as shown above.

REFERENCING A CHAPTER FROM AN EDITED BOOK

Some books are not written by a single author, but contain articles or chapters written by different authors. These are edited collections, sometimes called 'readers' and have one or more editors.

If you make reference to an author in an edited collection, you need to give the last name, initials, date of publication, title of chapter (inverted commas), name(s) of editor(s), title of book (in *italics or* underlined), then location of and name of publisher, and page numbers.

Examples:

Citation: (North *et al* 1983)

Reference: North, D., Leigh, R., and Gough, J. (1983) 'Monitoring Industrial Change at the Local Level: Some Comments on Methods and Data Sources', in M. Healey (ed.) *Urban and Regional Industrial Research: The Changing UK Data Base*. Norwich: Geo Books, pp.111-29.

Citation: (Moorhouse 1984)

Reference: Moorhouse, H.F. (1984). 'American Automobiles and Workers' Dreams', in K. Thompson (ed.) *Work, Employment and Unemployment.*, Milton Keynes: Open University Press, pp.80-89.

Here's *'et al'* again (see page 27).

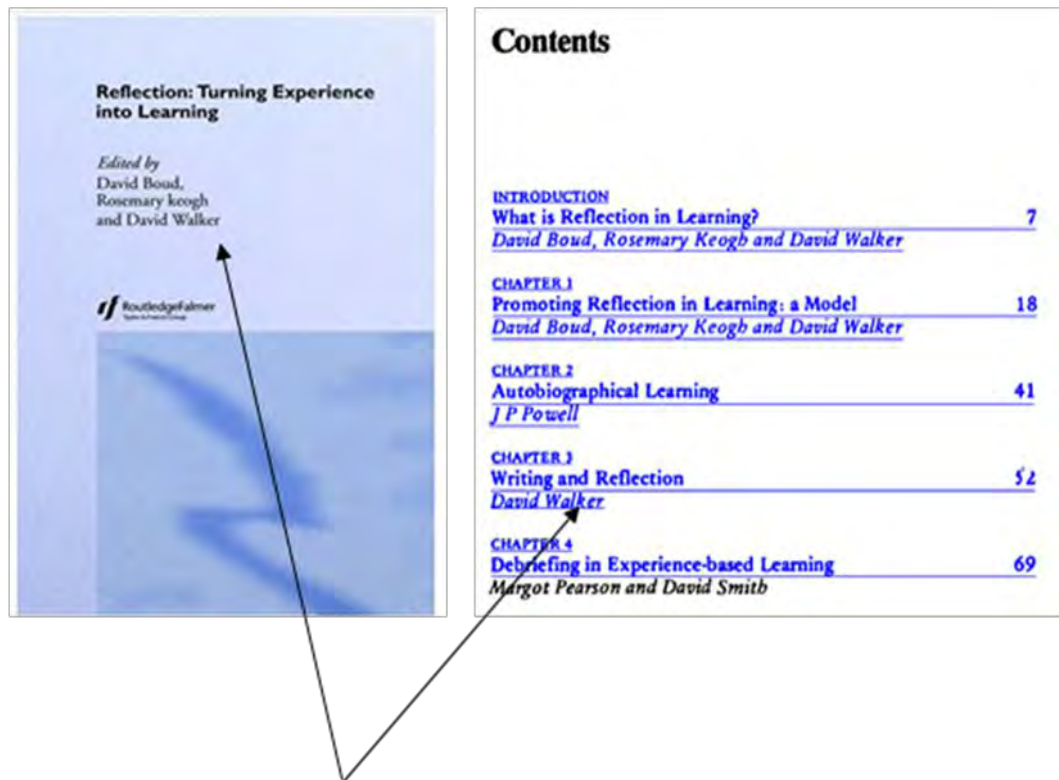As you are referring to a specific chapter in a book, give the page numbers of the chapter in the **reference.**

To see if you need to mention the page numbers in the **citation**, see comments on page 21.

The initials of the author of the chapter follow **after** the author's last name.

However, the initials of the editor(s) come **before** the last name(s) (as recommended in BSI BS5605 1990).

Further example:

Book cover:

Reflection: Turning Experience into Learning

Edited by
David Boud,
Rosemary keogh
and David Walker

RoutledgeFalmer

Contents

Citation: (Walker 1994)

Reference: Walker, D. (1994) 'Writing and Reflection', in D. Boud, R. keogh and D. Walker (ed.) *Reflection: Turning Experience into Learning*. Abingdon: Routledge, pp. 52-68.

REFERENCING FROM ENCYCLOPAEDIAS AND OTHER PRINTED REFERENCE BOOKS

Try and avoid an over-reliance on encyclopaedias for information. As a first choice, try and use information from monograph, edited books or peer-reviewed academic journals.

Encyclopaedias: It is unlikely that the name of an individual writer or contributor will be shown, but if one is shown, start with this: family name first, then the writer's initials. However, if no writer is shown, start with the title of the encyclopaedia, then give brief details of the entry referred to in the assignment, then add volume, the place of publication and name of publisher and then the page numbers.

In **dictionaries or other reference books**, if the name of the editor(s) or compiler(s) is shown, start with this, then give details of the book in the usual way. If no editor is shown, start with the title of the reference book.

Abbreviations can be used in citations to shorten long titles (see examples 3 and 4 below) although the full title must be given in the reference.

Titles of the books are in *italics* or underlined.

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1. **Citation**: (New Encyclopaedia Britannica 1975)

   Reference: *New Encyclopaedia Britannica* (1975). 'Goshen', volume 4. Chicago: Helen Hemingway Benton Publisher, p.642.

2. **Citation:** (Leibster and Horner 1989)

   Reference: Leibster, L. and Horner, C. (1989). 'Definition: Elasticity of Supply', *The Hamlyn Dictionary of Business Terms: an A-Z Guide to the World of Commerce and Economics.* London: Hamlyn Publishing Group, p.84.

3. **Citation:** (ALC 2000)

   Reference: ALC: *Asia's 7,500 Largest Companies* (2000). 'Quoted Companies'. London: ELC International, p.90.

4. **Citation:** (DMCPSF 2004)

   Reference: DMCPSF: *Directory of Management Consultants and Professional Service Firms in the UK* (2004), *15th edition.* 'Centre for Management Creativity'. Peterborough: Kennedy Information

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REFERENCING JOURNAL ARTICLES, MAGAZINES and NEWSPAPERS

ACADEMIC JOURNAL ARTICLES

Where to find the information you need on a printed academic journal.

Start with the last name of the author of the article, initials of author, year of publication (in brackets), title of article, name of the journal or magazine (in *italics* or underlined), volume number and part number (if applicable) and page numbers.

References to journal articles do not include the name of the publisher or place of publication, unless there is more than one journal with the same title, e.g. *International Affairs* (Moscow) and *International Affairs* (London).

Example:

> **Citation**: (Bosworth and Yang 2000).
>
> **Reference:** Bosworth, D. and Yang, D. (2000). Intellectual Property Law, Technology Flow and Licensing Opportunities in China, *International Business Review,* vol. 9, no. 4, pp. 453-477.

(The abbreviations, 'vol.', 'no.' and 'pp' can be omitted, but for clarity and to avoid confusing the reader with a mass of consecutive numbers, it is suggested they are included).

MAGAZINES

The same sequence of referencing academic journals applies to magazines with a general readership.

➢ If there is an author, start with his or her last name, followed by their initials
➢ Year of publication (in brackets)
➢ If there is no author name, start with the originator's name (as recommended by BSI); this would be the name of the magazine (in italics)
➢ The title of the article (in inverted commas)
➢ If you started with the author's name, give the title of the magazine at this point (in *italics*, or underlined)
➢ Then full details of the specific date the magazine was published

➢ Page numbers

Examples (with and without authors from the same magazine):

Citation: (Rigby 2005)

Reference: Rigby, R. (2005). 'Crossover Consultants'. *Management Today*, November 2005, pp.30-35.

Citation: (*Management Today* 2005)

Reference: *Management Today* (2005). 'Business Manners, Working From Home'. November 2005, p.12.

NEWSPAPERS

The order of referencing is:

➢ Name of writer, if shown (if name of writer not given, start with the name of the Newspaper (in italics)
➢ Year of publication
➢ Title of article
➢ Name of newspaper (in *italics* or underlined*)*, if not shown as the first item
➢ Day of publication
➢ Details of any special identifying feature, e.g. review sections, supplements
➢ Page number

Examples:

Citation: (Saigol 2005)

Reference: Saigol, L. (2005). 'Gift shoppers set to spend £150m daily online'. *Financial Times*, 12/12/2005, p.4.

Citation: (*Financial Times* 2005)

Reference: *Financial Times* (2005). 'Duke does U-turn over spin-off sale'. 12/12/2005, p.14.

Citation: (Skypala 2005)

Reference: Skypala, P. (2005). 'Shooting the rapids of pension liabilities'. *Financial Times: FTfm (Fund Management)*, 12/12/2005, p.3.

Citation: (*Financial Times* 2005)

Reference: *Financial Times* (2005). 'Helping fashion to embrace IT'. FT Companies and Markets supplement, 12/12/2005, p.24.

➢ Short news items without author's name in newspapers can be referenced by giving full details in the citation only. If it is a local paper, it is helpful to include the city of origin, e.g. (Bradford '*Telegraph and Argus'* 21/06/2004, p.4).

➢ If the article appeared originally in printed form, but is being presented to you on the Internet, via Metalib/Proquest*,* or on a CD-Rom, you can reference this as if it was a printed source in front of you providing you are sure that the article is unabridged or unamended (it will usually say if it has been altered or amended).

TV/RADIO/DVD/AUDIO CASSETTE/CD ROM SOURCES

Start with the name of any author, e.g. for a CD-ROM or audio cassette, if applicable. If not applicable, start with a production source (see examples 1 and 5) then give information on the year of production, and any specific transmission dates. The information medium, e.g. CD-ROM, DVD, radio, television, should always be specified. Titles of any DVD, CD-Rom or audio cassette should be in *italics* or underlined. In the case of radio and television programmes, the production source, e.g. BBC, should be shown in *italics* or underlined.

If someone has been interviewed (see television programme example below), and the **interview forms the basis for the citation and reference**, the reference should start with the name of the person interviewed.

The important thing is that you give the reader full information on the medium, programme or production in question, particularly its title, date of broadcast or production, and the production source.

Examples:

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1. Radio Programme

Citation: (BBC Radio 4 2003)
Reference: *BBC Radio 4* (2003). 'Analysis', broadcast 12/5/2003.

2. Television Programme

Citation: (Porrit 1991)
Reference: Porrit, J. (1991). Interview by Jonathan Dimbleby, 'Panorama', *BBC 1 Television*, broadcast 18/03/1991.

3. Audio CD

Citation: (Roberts 2000)
Reference: Roberts, R. (2000). *Passive Music for Accelerated Learning* (audio-CD). Carmathen: Crown House Publishing.

4. CD-ROM

Citation: (Ziegler 1992)
Reference: Zeigler, H. (1992). *The Software Toolworks Multimedia Encyclopedia* (version 1.5), Software Toolworks (CD-ROM). Boston: Grolier.

5. DVDs

Citation: (TV Choice Productions nd)
Reference: TV Choice Productions (nd). *The Presentation: a Guide to Effective*

REFERENCING GOVERNMENT PUBLICATIONS

Start with the name of the writer or organisation sponsoring the publication (if shown) or, if not shown, title of article (in inverted commas), the title of publication (in *italics* or underlined), followed by date of publication, place of publication, name of official publisher, finally the volume or edition date number, table or page number.

Examples:

Citation: (Office for National Statistics 2000)

Reference: Office for National Statistics (2000). *Standard Occupational Classification Volume 2: The Coding Index*. London: The Stationery Office.

Citation: (Central Statistical Office 1990)

Reference: Central Statistical Office (1990). *Social Trends, 20*. London: HMSO.

Government sponsored **reports** often have long titles but become commonly known by the name of the Chairman of the committee responsible. You should always give the full official title of the report in a reference, but you can give the popular title too, if you wish. You can also use an abbreviation in the citation, but you must give the full title in the reference; see example below:

Citation: (UNWCED 1987)

Reference: UNWCED: United Nations World Commission on Environment and Development (1987). *Our Common Future* (Brundtland Report).
Oxford: Oxford University Press.

Parliamentary Reports require a little more detail, but the basic principle is the same; see example below.

Citation: (House of Lords 1996)

Reference: House of Lords (1996). *Information Society: Agenda for Action in the UK: Fifth Report of the Select Committee on Science and Technology*, session 1995-96. HMSO, 1996 (HL 1995-96 51).

PRINTED REPORTS (including Company Annual Reports)

Annual Reports

Company annual reports often involve multiple authors and rarely show the name or names of the compilers or editors. If they do, however, start with these. But if not, start with the company name, then give the year, then full title (in *italics* or underlined), section and chapter (if applicable) then page number.

> **Citation:** (Cable and Wireless 2002)
>
> **Reference:** Cable and Wireless (2002). *Annual Report and Accounts 2003: report of the independent auditors,* Smith and Hodge. p.35.

Other Reports

- Start with name of author (if shown): family name, then initials
- If no name of author, start with name of report
- Year of publication
- Full title of report, including sub-section or sub-title information (in *italics* or underlined) and edition number
- Volume, sections, page number (if applicable)
- Place of publication
- Name of publisher

> **Citation:** (Business Ratio Reports 2004)
>
> **Reference:** Business Ratio Reports (2004). *Security Industry*, edition 26, section 4: Performance League Tables: sales: 4-2. Hampton: Keynote.

REFERENCING WORD-OF-MOUTH (interviews, telephone conversations and lectures)

Interviews

Face to face interviews you conduct for any project can be referenced. However, you will need to make available any interview notes, transcripts, completed interview questionnaires or recordings made. Alternatively, these can be added as appendix items if appropriate (check with your tutor).

Start your full reference with the family name of the interviewee, initials, year of interview, then state the purpose of the interview (*italics* or underlined), place of interview, name of interviewer (this could be your own name), then date of interview.

> **Citation:** (Brown 2005)
>
> **Reference:** Brown, J. (2005). *Personal Interview (marketing survey for MA project)*, at GKN, Leeds, with Jim Clarke, 20/03/05.

Telephone Discussions (including interviews)

A similar reference sequence applies to telephone conversations:

- Name of person spoken to (family name, then initials)
- Year
- Medium (telephone conversation/interview)
- Subject of discussion
- Your name (or name of person speaking to subject)
- Date of conversation

> **Citation**: (Edwards 2005)
>
> **Reference:** Edwards, R. (2005) Telephone interview re. SMEs and graduate employment with Paul Smith, 13/12/2005.

Also ensure that you keep a written record of verbal discussions, otherwise your tutor has no way of cross-checking points you make in assignments.

Lectures

In Higher Education it is not acceptable to copy lecture notes into your assessments. The Grimsby Institute does not deem lecture notes a suitable reference source.

REFERENCING UNPUBLISHED SOURCES

The same basic format for Harvard referencing applies for referencing unpublished sources: start with the name of the writer or speaker, year of dissertation, conference title (in *italics* or underlined) of the document(s), talk, presentation etc, name of conference or seminar (if applicable) and other information to locate the material. In the case of archive material, this will be the name of the place where the item is to be found.

Examples:

Unpublished MBA dissertation

Citation: (Cooper 2003)

Reference: Cooper, T.E.J. (2003). *Implementing Strategic Change in the Recruitment Advertising/Employment Communication Industry*. [Unpublished MBA Management Project], University of Bradford, School of Management Library.

Unpublished Conference Paper

Citation: (Broadbent 2005)

Reference: Broadbent, M. (2005). *Tackling Plagiarism: a Teaching and Learning Perspective*. Unpublished paper delivered at Conference: 'Tackling Plagiarism'. University of Hertfordshire, Business School, 22/03/05.

Unpublished Archive Material

Citation: (Vickridge 1918)

Reference: (Vickridge, A. *Correspondence of Alberta Vickridge 1917-1965*, box 2, letter to Vickridge from A. Christie, 12/02/1918. University of Leeds, Brotherton Library.

REFERENCING STANDARDS and PATENTS

Standards

In the full reference:

- Start with the issuing body, e.g. British Standards
- Year of publication (if the standard number incorporates the date of publication, this can be omitted)
- Title (*italics* or underlined)
- The Standard number

Citation: (British Standards 1990)

Reference: British Standards. *Presentation of theses and dissertations.* BS4821:1990

Patents

The sequence in the full reference is:

- Name(s) of inventor(s) or patentee(s): family name(s) first, then initials
- Year of publication
- Title of patent (*italics* or underlined)
- Country of origin and serial number
- Date of application and date of acceptance

Citation: (Lund-Anderson 2001)

Reference: Lund-Anderson, B. (2001). *Device for the damping of vibrators between objects.* US Patent 6296238. Appl. 24/06/1999. Acc. 02/10/2001.

REFERENCING LEGAL DOCUMENTS

For more detailed guidelines, see French, D. (1996). *How to Cite Legal Authorities.* London: Blackstone, or *The Oxford Standard for Citation of Legal Authorities* (found at http://denning.law.ox.ac.uk/published/oscola.shtml).

However, here are a few examples of citing and referencing UK and EU legislation using the Harvard Style:

(a) UK Acts of Parliament (Statutes)

These are Acts passed by Parliament, which eventually receive royal assent and become law. You would normally list the source in the full reference, as follows:

- Title of Act and year
- The part (pt) and section (s), **and/or**
- The schedule (sch) and section (s)

Citation: (Data Protection Act 1998)

Reference: Data Protection Act 1998. pt 1, s2.

Note: the year: 1998, does not appear in brackets in the reference, as the date is part of the title.

For older statutes, the *Oxford Standard* suggests it can be helpful to give the appropriate regnal year and chapter number, e.g. Crown Debts Act 1801 (14 Geo 3 c 90), meaning that the Act was given Royal Assent in the 14th, year of the reign of George the Third, and was the 90th Act given Royal Assent in that parliament, hence c 90).

(b) UK Bills

A bill is proposed legislation before Parliament. Bills are cited by their name, the Parliamentary Session, the House of Parliament in which it originated and the running order assigned to it, and any relevant sections or subsections. HC= House of Commons; HL= House of Lords.

Citation: (Identity Cards Bill 2004-5)

Reference: Identity Cards Bill 2004-5 HC-8, s 9(4).

(c) UK Statutory Instruments

These are orders and regulations linked to particular Acts.

These should be referenced by name, date and serial number (where available).

Subsidiary words in long titles within the in-text citation may be abbreviated (see example below), **but the full title must be given in the reference.**

Citation: (Telecommunications (LBP) (IC) Regulations 2000)

Reference: The Telecommunications (Lawful Business Practice) (Interception of Communications) Regulations 2000.

(d) EC Legislation

European Community (EC) legislation (Regulations, Directives and Decisions), and other instruments (including Recommendations and Opinions) should be referenced by providing the legislation type, number and title, then publication details from the Official Journal (OJ) of the European Communities. Note: These references can be lengthy.

Citation: (Commission Regulation 1475/95)

Reference: Commission Regulation (EC) No 1475/95 of 28 June 1995 on the application of Article 85 (3) [*now 81 (3)*] of the Treaty to certain categories of motor vehicle distribution and servicing agreements *Official Journal L 145*, 29/06/1995 pp. 0025 – 0034.

The capital letter 'L' above (Official Journal L) indicates the series stands for Legislation; the C series contains EU information and notices, and the S series contains invitations to tender (Oxford Standard p.18).

REFERENCING CINEMA FILMS/TELEVISION OR THEATRE PLAYS

Cinema films and theatre plays may also be referenced – particularly to make social points or to give dramatic examples of a particular theory in action.

For the citation in the essay, the title should be given in italics, followed (in parentheses) by the director and year of release:
For example: *My Darling Clementine* (John Ford, 1948)

In the Reference List and Bibliography, at the very least the following needs to be present:
Title (Director, Year of Release). Production details (<u>not distributor details, **as they can change over time**</u>). Running time (details of the version under study, if more than one is in existence: we need to be able to differentiate between different versions of the same film).

Pat Garrett and Billy the Kid (Sam Peckinpah, 1973). Produced for MGM. 123 mins (1988 restoration)

Pat Garrett and Billy the Kid (Sam Peckinpah, 1973). Produced for MGM. 106 mins (1973 theatrical edit)

Blade Runner (Ridley Scott, 1982). Ladd Company/Sir Run Run Shaw (note, <u>**not Warner Bros, the distributors**</u>). 116 mins (1992 'director's cut')

Blade Runner (Ridley Scott, 1982). Ladd Company/Sir Run Run Shaw. 112 mins (1982 'international cut')

My Darling Clementine (John Ford, 1946). Twentieth Century Fox. 97 mins (theatrical version)

My Darling Clementine (John Ford, 1946). Twentieth Century Fox. 103 mins (preview/pre-release version)

For non-English language films, the original title should be given first, followed by the most common English title.

Dip huet sung hung/The Killer (John Woo, 1989). Golden Princess/Long Shong/Magnum Entertainment/Media Asia. 106 mins (Hong Kong/international cut)

L' armée des ombres/Army of Shadows (Jean-Pierre Melville, 1969). Les Films Corona/Fono Roma. 145 mins

For television:

Where specific episodes have been referenced:

Title: 'Episode Title' (Production Company – **not channel/broadcaster**, Year of Broadcast)

The Sweeney: 'Stoppo Driver' (Thames/Euston Films, 1974).

Mission: Impossible: 'The Elixir' (Desilu/Paramount, 1968).

Where a series is referenced without mention of specific episodes:

Title (Production Company, Years of Broadcast)

Have Gun – Will Travel (CBS, 1957-63)

Callan (ABC/Thames, 1967-74)

REFERENCING ELECTRONIC SOURCES

The Internet is a rich source of information for students. It is also, unfortunately, the unregulated host to sites that have been created by their authors as arenas for their ill-informed and biased opinions.

Reliable Internet sites can certainly be used and cited in assignments. But how can you evaluate Internet sites?

Munger and Campbell (2002) and Rumsey (2004) suggest the following questions asked of sites can help you evaluate the reliability of them:

Author/Purpose	Content	Design
➢ Who is the author? ➢ Why has this site been established – is it clear from the introduction? ➢ Is there a link to the author's Email address? ➢ Does the author have any academic or professional affiliation? ➢ Who is the sponsor of the site? ➢ What is the site's purpose? ➢ Who is the intended audience for the site? ➢ What are the potential biases or hidden agendas of the site?	➢ Were you connected to this reliable source? ➢ How comprehensive is the site in its coverage? ➢ Is the site regularly updated? When **was** the site last updated? ➢ How are sources referenced and documented? ➢ Are the links provided working? (a site that is not being updated, including the hyperlinks, should not be trusted) ➢ On what basis are links selected? ➢ What is the rationale for the provided links to other sites?	➢ Is the site easy to navigate and use? ➢ Does the resource follow good principles of design, proper grammar, spelling and style? If it does not, beware! ➢ Does the site include advertising?

Basic Principles of Referencing Electronic Sources

The basic principles of the Harvard Style apply for all electronic sources, e.g. if there is the name or names of authors, start with these, then show year of original publication, if shown (or date stamp of site if any is given), then a title of article (if shown) or title of site followed by **full details** of the website (in *italics* or underlined), and finally the date you gained or 'accessed' the information from the site.

IMPORTANT

You do not have separate lists of www sites in your 'References' or 'Bibliography' sections. Internet sites are incorporated into the references and bibliographies

Also, you do not give the www address as your citation in the text of your assignment! Instead, you put the name of an author, or the source organisation.

EXAMPLE A: (Online Article or Report)

Citation: (Introna et al 2003)

Reference: Introna, L., Hayes, N., Blair, L., and Wood, E. (2003). Cultural Attitudes Towards Plagiarism*.* [Online] Available at *http://www.jiscpas.ac.uk/apppage.cgi?USERPAGE=7508* [Accessed 13/12/2005]*.*

You see from example **A** above, that in the reference the last names of the authors are shown, followed by their initials, year report was published, title of article, followed by the full website address and then the date the site was 'accessed': the date you visited the site.

EXAMPLE B: (Government Statistics Online)

Citation: (National Statistics Online 2005)

Reference: National Statistics (2005). Employment: Rate rises to 74.9% in 3 months to Sept 05*.* Available at *http://www.statistics.gov.uk/CCI/nugget.asp?ID=12* [Accessed 13/12/2005].

In example **B**, there is no author(s) name(s) shown, so you start with the main source, e.g. Office for National Statistics (ONS), then add the year the data was originally published by the ONS, the title of the online screen information, full details of the website address and finally the date you visited the site.

EXAMPLE C: (Article from a journal or magazine)

These will be in two groups: (a) articles that were originally produced in print form and can be found online and (b) those that are on-line only.

Article originally produced in print form

An academic journal article has usually been subject to peer-review scrutiny. The majority of these articles retrieved from the internet are likely to be reproduced unabridged from their original printed form, so the journal details are referenced as if it was a printed source. You can then simply add 'electronic version' or 'online' to the reference as shown below.

> Brown, R. (2006). Plagiarism on the net. [Online] *Journal of Referencing Studies.* Summer, pp. 266-272.

However, if you have reason to believe changes, amendments or commentaries have been made from the original print version, you should include the URL address and the date you accessed the information as shown below.

> Brown, R. (2006). Plagiarism on the net. [Online] *Journal of Referencing Studies.* Summer, pp. 266-272. Available at http://www.JRS.org [Accessed 20/07/06].

Article in an online magazine (not available in print form, online only)

Give full details of the name of the magazine, year of publication, title, URL address and date you accessed the information. If an author's name was shown, then start with this. If not, start with the name of magazine or journal as shown below.

> Microsoft Windows XP (2006). 25 Best hidden programs. Issue 58, May. Available at http://www.windowsxpmagazine.co.uk [Accessed 23/10/06].

EXAMPLE D: (Newspaper Article)

If the name of the journalist or writer is shown, start with this. If not, start with the name of the online newspaper site. Give the title and date of the item or article and the URL address to take the reader to where the article can be found. Two examples below.

Journalist named

> Lister, S. (2006). Basic hygiene is failing in a third of NHS hospitals. Times Online. 22March 2006. Available at http://www.timesonline.co.uk/article/08122-2097936,00.html [Accessed 25/09/06].

No journalist named

> Times Online (2006). On the flight path of dying Ibis. 25 September 2006. Available at http://www.timesonline.co.uk/article/0,,8122-2097936,00.html [Accessed 25/09/06].

EXAMPLE E: (Quoting from the Internet)

Quoting directly from the Internet (or any other source should be done **very selectively.** Wherever possible try and summarise or paraphrase what you have read.

Quoting an author directly should always be done for a particular purpose, for example, to convey a sense of the 'voice' of a particular author or organisation; example:

> However, Howard Gardner regards the term 'domain' in a completely different way:
>
> *"The domain in a society can be thought of as the kinds of roles*
> *listed in the Yellow Pages of a phone book - anything from*
> *Accounting to Zoology"* (Gardner 2005, n.p.).

The reference for this quotation – taken from the 'Frequently Asked Questions' (FAQ) section of the author's website – would be given as follows:

> Gardner, H. (2005) Domains, FAQ, p.2, Howard Gardner Homepages,
> Available at *www.howardgardner.com* [Accessed 22/04/05].

Note: If no page numbers are present on web source 'n.p.' needs to be included in citation to signify 'no pagination' were page number would be placed with reference to a book.

EXAMPLE F: (Secondary Sources on the Internet)

You will also encounter many Internet sources that summarise or quote indirectly the words of others. You would treat these Internet sources as **secondary sources** (see pages 21-22)**.**

For example, on the 'Friends of the Earth' (FOE) Internet site, the FOE quote the Executive Director of Corpwatch and author, Joshua Karliner, as saying that
"…*51 of the 100 world's largest economies are corporations".*

If you were unable to locate the **primary source** (i.e. Joshua Karliner), to check the accuracy of this quotation, you could cite the Friends of the Earth site (although this would not be as reliable as checking out the primary source.

The citation and reference would be as follows:

Citation: (Karliner as cited by *Friends of the Earth* 2004).

Reference: Friends of the Earth (2005). Corporates: Corporate Power.
Available at *http://www.foe.co.uk/campaigns/corporates/issues /corporate_power/* [Accessed 13/12/2005].

EXAMPLE G: (Referencing E-mails)

All E-mail messages used for referencing purposes must be placed in the appendices as unpublished work needs to be produced as an appendix in order that it may be verified. However, you should obtain permission from the sender to use the correspondence for reference purposes. Therefore you do not need to list in the Reference and Bibliography lists.

Example:

Citation: C. Brown has communicated information to B. Neville via email (see Appendix 1) dated 12/12/2005.

Do not include in Reference and Bibliography, just present as an Appendix item

EXAMPLE G: (Discussion Lists)

Messages from discussion lists can also be used if they contribute in a significant way to any assignment. Start with the last name of the sender of the message, then give his/her initials, year, subject of message, title of discussion list, E-mail address, date message posted onto site and finally, the date the message was accessed by you.

Example:

Citation: (Braham 2003)

Reference: Braham, J. (2003). Skills Audit, *LDHEN Discussion List,* LDHEN@Jiscmail.ac.uk, 22/07/2003 [Accessed 25/07/03].

You will need to keep message(s) on file in case a tutor wishes to see them, or they can be included as appendix items.

TUTOR NOTE

Please note that variance is acceptable on occasions in such instances as 'p' or 'pg' when indicating page numbers as long as consistency is used throughout the piece of work being marked, thus no deduction in marks should be made in these circumstances.

STILL NEED HELP WITH REFERENCING?

If you need help in referencing any source in an assignment and you cannot find the answer in this book, you can contact the Study Skills Service at the Institute.

Telephone: (01472) 311222 Ext. 553
Visit: Study Skills based at the rear of the Higher Education Library

FURTHER READING

There are other Grimsby Institute Study Skills Guides available from the Higher Education Study Skills department. You can also download any of these from the Grimsby Institute of Further and Higher Education website following the link University Centre Grimsby link.

RECOMMENDED READING:

- British Standards Institution (1990). *Recommendations for Citing and Referencing Published Material*, *BS 5605: 1990*. London: BSI.
- Bradford University Library, *Cite 'em Right: how to give good bibliographic references*: this is an excellent guide to using references and is available in both a printed version and on the Internet: available from the University libraries, and online at www.brad.ac.uk/library/elecinfo/cdrom/cite.pdf
- Li, X. and Crane, N. B. (1996). *Electronic Styles: a handbook for citing electronic information, 2nd edition.* Medford. N.J.: Information Today.
- Turabian, K. L. (1982). *A Manual for Writers of Research Papers, Theses and Dissertations*, *1st British edition,* J. E. Spink (ed). London: Heinemann.
- Walker, J.R. and Taylor, T (1998). *The Columbia Guide to Online Style*. New York: Columbia University Press. *(This is a useful guide to referencing all forms of electronic information).*

SOME RECOMMENDED INTERNET SITES ON REFERENCING

For referencing legal sources: The Oxford Standard for Citation of Legal Authorities at
http://denning.law.ox.ac.uk/published/oscola.shtml

For information about how to avoid plagiarism: The Plagiarism Advisory Service at
http://www.jiscpas.ac.uk/

For good advice on when and how to cite the work of authors: Central European University at *http://www.ceu.hu/writing/sources.htm*

A useful guide for citing Internet sources: Bournemouth University:
http://www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html

More on the Harvard Style of referencing: Bournemouth University:
http://www.bournemouth.ac.uk/library/using/harvard_system.html

OTHER USEFUL STUDY SKILLS GUIDES:

Cottrell, S. (2003). *The Study Skills Handbook*. London: Palgrave.
(This book contains lots of bite-sized chunks of advice and information presented in a lively and visually interesting way. This is an excellent general study skills guide for all undergraduate or postgraduate students).

Giles, K. and Hedge, N. (1998). *The Manager's Good Study Guide.* Milton Keynes: Open University Press*. (This is a study skills* guide w*ritten for business studies students and contains advice and information presented in a clear, readable and subject-specific way*).

REFERENCES

British Standards Institution (1990). *Recommendations for citing and referencing published material, BS 5605: 1990*. London: BSI.

French, D. (1996). *How to Cite Legal Authorities.* London: Blackstone.

Li, X. and Crane, N. B. (1996). *Electronic styles: a handbook for citing electronic information, 2nd edition*. Medford. N.J.: Information Today.

Mason-Whitehead, E. and Mason, T. (2008). *Study Skills for Nurses.* London. Sage Publications Ltd.

Neville, C. (2007). *Effective Learning Service: References and Bibliographies*, Bradford University School of Management.

Rumsey, S. (2004). *How to Find Information: a Guide for researchers.* Maidenhead: Open University Press.

Scarfe, G. (1982). *Gerald Scarfe.* London: Thames and Hudson (reproduced with permission).

The Oxford Standard for Citation of Legal Authorities (2005). http://denning.law.ox.ac.uk/published/oscola.shtml). [Accessed 10/01/2006].

Turabian, K. L. (1982). *A manual for writers of research papers, theses and dissertations*, *1st British edition*. J. E. Spink (ed). London: Heinemann.

Walker, D. (1994) 'Writing and Reflection', in D. Boud, R. keogh and D. Walker (ed.) *Reflection: Turning Experience into Learning*. Abingdon: Routledge.

Walker, J.R. and Taylor, T. (1998). *The Columbia guide to online style.* New York: Columbia University Press.

Yang, D. and Clarke, P. (2004). 'Review of the current intellectual property system in China', *International Journal Technology Transfer and Commercialisation,* vol. 3, No. 1, pp.12-37.