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Introduction

The Harvard System is the most widely used referencing system at LSBU. This workbook will allow you to practice referencing some of the types of material that you're likely to use on your course. For each type of material mentioned in the workbook you will see a worked example and then have a chance to practice referencing it yourself. You will also find an exercise at the end, along with additional information that you may find useful. When you have completed the exercise, you will be given the answer sheet to check how you've done.

How Harvard referencing works

There are two stages to referencing sources using the Harvard system. Firstly, you need to cite the source in the body of your work, at the point where you're referring to it. This is called the in-text citation. This is very brief and normally just includes the author(s) and publication date. Secondly, you need to add a full reference to the source at the end of your work. This part is called the reference list and is arranged in alphabetical order, normally by author. When you have completed your referencing you should find that the in-text citations match the reference list at the end of your work.
Part One: Print material

Books
Below is an example of a title page of a book, with the publishing and copyright details on the reverse. This is where you would look for the information you need to reference a book correctly.

Information literacy skills: a beginner’s guide.

Les A. Stackpoole and Alison Chojna

Southwark Publishing Ltd

First published in Great Britain in 2010 by Southwark Publishing Ltd
250 Southwark Bridge Road
London
SE1 6NJ

© 2010 Les Stackpoole and Alison Chojna
All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted with prior permission in writing from Southwark Publishing Ltd.

ISBN 0032345475907-53
Printed by CLSD press.

To cite the book in the body of your work (the in-text citation), you need to identify the surname(s) of the author(s) and the publication date. The in-text citation for this book would look like this:

(Stackpoole and Chojna, 2010)

If you include the authors’ names as part of the sentence you only need to add the date in brackets. For example:

Stackpoole and Chojna (2010) claimed that information literacy…

Note – If there are three or more authors of a publication, cite the first name listed in the work followed by et al., which means “and others”, in the in-text citation. The words et al. should be in italics. In the reference list at the end of your work, however, list all authors unless there is a very long list of authors in which case, reference the first six and then put et al.

If your work is handwritten, underline any text that would be italicised, such as the title of a book.

At the end of your assignment, you need to add the full reference details. From the title page, you need to extract the following information in the order shown. You also need to add the correct punctuation and formatting.
| **Surname of author(s) – comma – initial(s) – full stop** | Stackpoole, L. A. and Chojna, A. |
| **Year of publication in brackets** | (2010) |
| **Title – (in italics, with only the first letter capitalised) – full stop** | *Information literacy skills: a beginner’s guide.* |
| **Edition (if other than the first) – full stop** | 3rd ed. |
| **Place of publication (only the first city or town) – colon** | London: |
| **Publisher’s name – full stop** | Southwark Publishing Ltd. |

When you put it all together it looks like this:


---

**Task One**

Take a look at the title page below. Identify the information needed for the in-text citation and the full reference.
<table>
<thead>
<tr>
<th>Surname of author(s) – comma – initial(s) – full stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of publication in brackets</td>
</tr>
<tr>
<td>Title – (in italics, with only the first letter capitalised) – full stop</td>
</tr>
<tr>
<td>Edition (if other than the first) – full stop</td>
</tr>
<tr>
<td>Place of publication (only the first city or town) – colon</td>
</tr>
<tr>
<td>Publisher’s name – full stop</td>
</tr>
</tbody>
</table>

In-text citation:

........................................................................................................................................

Full reference:

........................................................................................................................................
........................................................................................................................................
........................................................................................................................................

Note – If the book has an editor listed instead of an author, you would need to add (ed.) after the editor’s name in the reference list or (eds.) if there is more than one editor. For example, Booth, T. (ed.) (2006)… You do not need to add (ed.) to the in-text citation.
Chapter in an edited book

Sometimes chapters in an individual book are written by different authors and the book has one or several editors. The following example shows you how to reference a chapter from an edited book. We will be referencing chapter three.

Table of Contents

1. Introduction by Pat England and Louise Tayler

2. Psychology and the offender by Maxine Feehely and John Stratton.

3. Psychology and the victim by Manjeev Sandu, Mandeep Singh and David Johnson.

4. Psychology and the witness by Elaine Dumas.

5. Psychology and the justice system by Pauline Heath.

6. Psychology and youth justice by Lee Westhorpe and Mijiez Nowak.

7. Psychology and the probation service by Andrew Chen.

To cite the chapter in the body of your work (the in-text citation), you need to locate the surname(s) of the author(s) of the chapter and the publication date. The in-text citation for this chapter would look like this:

(Sandu et al., 2007)

At the end of your assignment, you need to include the chapter and the book details in the reference:
Surname of the author(s) of the chapter, comma – initial(s) – full stop
Year of publication in brackets
Title of the chapter, with only the first letter capitalised (unless a proper name) – comma
“in”, followed by a colon
Surname of the editor(s) of the book – comma – initial(s) – full stop
“eds.” in brackets to indicate that they are editors
Title of the book – in italics, with only the first letter capitalised – full stop
Place of publication – colon
Publisher’s name – comma
Page numbers – starting with pp. – full stop


Task Two
Now it’s time to have a go yourself. You need to reference chapter five from the following book.

Art History:
The Great Masters

Edited by Sonia Macmillan, Luigi Bertolino and Frank Mazza

© 1999 Pegasus Books
First published in 1999 by Pegasus Books
First Avenue
Queens
New York

ISBN 5674789475907:22

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted with prior permission in writing from Pegasus Books.

Printed by Sheerwater Book Services.
Table of Contents

1. Introduction by Sonia Macmillan. Page 1
2. Leonardo da Vinci by John Thwaites. Page 17
4. Giovanni Bernini by Carlene Barone. Page 50
5. Rembrandt van Rijn by Luke Smith. Page 74
6. Fra Angelico by Carolina Filipe and Juliette White. Page 93

<table>
<thead>
<tr>
<th>Surname of the author(s) of the chapter, comma – initial(s) – full stop</th>
<th>Year of publication in brackets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the chapter, with only the first letter capitalised (unless a proper name) – comma</td>
<td>“in”, followed by a colon</td>
</tr>
<tr>
<td>“eds.” in brackets to indicate that they are editors</td>
<td></td>
</tr>
<tr>
<td>Title of the book – in italics, with only the first letter capitalised – full stop</td>
<td></td>
</tr>
<tr>
<td>Place of publication – colon</td>
<td></td>
</tr>
<tr>
<td>Publisher’s name – comma</td>
<td></td>
</tr>
<tr>
<td>Page numbers – starting with pp. – full stop</td>
<td></td>
</tr>
</tbody>
</table>

In-text citation:

……………………………………………………………………………………………………………………………………………………………………

Full reference:

……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
……………………………………………………………………………………………………………………………………………………………………
Journal articles

When referencing a journal article, you will normally find the relevant information on the first page of the article.

For the in-text citation, the surname(s) of the author(s) of the article and the year of publication are needed.

(Beaufort et al., 2004)

At the end of your assignment, you need to add the full reference details, along with the correct punctuation and formatting. These include:

<table>
<thead>
<tr>
<th>Surname of author(s) – comma – initial(s) – full stop</th>
<th>Beaufort, M., Williamson, J., James, P., Mountain, P. and Duncan, G.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of publication in brackets</td>
<td>(2004)</td>
</tr>
<tr>
<td>Title of the article, with only the first letter capitalised – comma</td>
<td>Library anxiety: bridging the gap between sixth form college and higher education,</td>
</tr>
<tr>
<td>Title of the journal, in italics with all main words capitalised – comma</td>
<td>Journal of Information Literacy Education,</td>
</tr>
<tr>
<td>Volume number, then issue number in brackets – comma</td>
<td>23 (2),</td>
</tr>
</tbody>
</table>

When you put it all together it looks like this:
Task Three

Take a look at the print journal article below. Identify the information needed for the in-text citation and the full reference.

International Journal of Dance Therapy
Vol 2, No. 6, 1995, pp. 3-8.

The impact of social dancing classes on older adults following falls.

Marilyn Atkinson and Lucy Wong

The article investigates the effects of social dance classes on 30 older adults who have been hospitalised within the previous two as a result of falls. Unstructured interviews were

<table>
<thead>
<tr>
<th>Surname of author(s) – comma – initial(s) – full stop</th>
<th>Year of publication in brackets</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Title of the article, with only the first letter capitalised – comma</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of the journal, in italics with all main words capitalised – comma</td>
</tr>
<tr>
<td>Volume number, then issue number in brackets – comma</td>
</tr>
<tr>
<td>Page numbers – starting with pp. – full stop</td>
</tr>
<tr>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

In-text citation:

..........................................................................................................................

Full reference:

..........................................................................................................................

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Part Two: Electronic material

In general, if an online source is also available in print then just provide the print reference. This is particularly advisable for e-books and e-journal articles on LSBU subscription databases.
If an online resource doesn’t have the same publication information of a print version, or you’re unsure whether it is available in print, include the URL and the date you accessed the source. e.g. … Available from: URL [Accessed day month year].

Alternatively, if a source has a digital object identifier (DOI), include this in place of the URL. You don’t need to include date of access as the DOI is a permanent identifier. (See below for further information about DOIs).

**Long URLs**

If an online source has a long URL (e.g. longer than one line), it is acceptable to shorten the URL up to the first forward slash.

**Digital object identifier (DOI)**

Many online journal articles, papers and e-books have DOIs. A DOI is unique to a source and can be added to a reference in place of the URL and accessed date. A reader can find the location of a source by copying and pasting its DOI into a search engine, such as Google Scholar. As DOIs are permanent identifiers, unlike URLs, you do not need to include date of access in the reference.

**E-journal articles**

Take a look at the following example:

---

**Educational robotics: Open questions and new challenges**

Dimitris Alimisis  
alimisis@otenet.gr  
School of Pedagogical and Technological Education, Patras, Greece

Abstract. This paper investigates the current situation in the field of educational robotics and identifies new challenges and trends focusing on the use of robotic technologies as a tool that will support creativity and other 21st-century learning skills. Finally, conclusions and proposals are presented for promoting cooperation and networking of researchers and teachers in Europe that might support the further development of the robotics movement in education.

Accessed 10 June 2014

For the in-text citation, the surname(s) of the author(s) of the article and the year of publication is needed: (Alimisis, 2013)
At the end of your assignment, you need to add the full reference details, along with the correct punctuation and formatting. These include:

<table>
<thead>
<tr>
<th>Surname of author(s) – comma – initial(s) – full stop</th>
<th>Alimisis, D.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of publication in brackets</td>
<td>(2013)</td>
</tr>
<tr>
<td>Title of the article, with only the first letter capitalised – comma</td>
<td>Educational robotics: open questions and new challenges</td>
</tr>
<tr>
<td>Title of the journal, in italics with all main words capitalised – comma</td>
<td>Themes in Science &amp; Technology Education,</td>
</tr>
<tr>
<td>Volume number, then issue number in brackets – comma</td>
<td>6 (1)</td>
</tr>
<tr>
<td>Page numbers – starting with pp. – full stop</td>
<td>pp. 63-71</td>
</tr>
<tr>
<td>“Accessed” and the date (in square brackets) – full stop</td>
<td>[Accessed 10 June 2014].</td>
</tr>
</tbody>
</table>

When you put it all together it looks like this:


**Task Four**

Take a look at the online journal article below. Identify the information needed for the in-text citation and the full reference.

Available from: http://expositions.journals.villanova.edu/index
Accessed 10 June 2014
<table>
<thead>
<tr>
<th><strong>Surname of author(s) – comma – initial(s) – full stop</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year of publication in brackets</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title of the article, with only the first letter capitalised – comma</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Title of the journal, in italics with all main words capitalised – comma</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Volume number, then issue number in brackets – comma</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Page numbers – starting with pp. – full stop</strong></td>
<td></td>
</tr>
<tr>
<td><strong>“Available from” – colon – URL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>“Accessed” and the date (in square brackets) – full stop</strong></td>
<td></td>
</tr>
</tbody>
</table>

**In-text citation:**

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**Full reference:**

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.................................................................................................................................................................................................
.................................................................................................................................................................................................
.................................................................................................................................................................................................
.................................................................................................................................................................................................
E-books

Take a look at the following example:

Accessed 28 May 2014

In-text citation: (Suranovic, 2010)

The following information needs to be included for the reference at the end of your work:

<table>
<thead>
<tr>
<th>Surname of author(s) – comma – initial(s) – full stop</th>
<th>Suranovic, S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of publication in brackets</td>
<td>(2010)</td>
</tr>
<tr>
<td>Title – (in italics, with only the first letter capitalised) – full stop</td>
<td>International finance: theory and policy.</td>
</tr>
<tr>
<td>Edition (if other than the first) – full stop</td>
<td></td>
</tr>
<tr>
<td>Place of publication (if available) (only the first city or town) – colon</td>
<td></td>
</tr>
<tr>
<td>Publisher's name (if available) – full stop</td>
<td>Saylor Foundation.</td>
</tr>
</tbody>
</table>
When you put it all together it looks like this:


**Task Five**

Take a look at the e-book below. Identify the information needed for the in-text citation and the full reference.

**Surname of author(s) – comma – initial(s) – full stop**

**Year of publication in brackets**

**Title – (in italics, with only the first letter capitalised) – full stop**

**Edition (if other than the first) – full stop**
In-text citation:
..............................................................................................................................................................

Full reference:
..............................................................................................................................................................
..............................................................................................................................................................
..............................................................................................................................................................
Web pages/Web documents

The Internet contains a variety of material, ranging from company presentations to personal blogs. Take a look at the web page below that was created by an individual.

For the in-text citation, the surname(s) of the author(s)/editor(s) and the year of publication or last update are needed. If the website has no obvious author, you would need to use the organisation name instead. You can usually find the author(s)/organisation and date at the bottom of the screen. The in-text citation for the above web page would be:

(Picardo, 2010)

At the end of your assignment, you need to add the full reference details, along with the correct punctuation and formatting. These include:

| **Author/editor (if available) – comma – initial(s) – Or name of organisation if no author/editor – full stop** | Picardo, J. |
| Year of publication or last update (in brackets) | (2010) |
| **Title of the web page/web document, in italics – full stop** | Box of tricks: technology and education. |
| Place of publication (if available) – colon | |
| Name of publisher (if available) – full stop | |
| “Accessed” (in square brackets) with date – full stop | [Accessed 8 February 2011]. |

When you put it all together it looks like this:

**Note** – Quite often you will find that the information needed to fully reference a web page is not available. Here’s what you should do in those circumstances:

- If there is no individual author or editor, use the company name.
- If there is no company name or author, use the first few words of the web page/web document’s title for the in-text citation. The web page title would also be used to start the full reference for the reference list at the end of your work. For example:
  
  In-text citation: (*Occupational performance measurement issues and methodologies, 2002*)

  Full reference:
  

- Occasionally a webpage will have no obvious author, editor, company name or title. In this case you would need to use the domain name in place of the author for both the in-text citation and the reference list at the end.

- If the web page/web document has no publication date or last update information, indicate this by putting [no date] in place of the actual date.

---

**Task Six**

Take a look at the web page below. Identify the information needed for the in-text citation and the full reference.

---

*What is Engineering??*
<table>
<thead>
<tr>
<th>Author/editor (if available) – comma – initial(s) – Or name of organisation if no author/editor – full stop</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year of publication or last update (in brackets)</td>
</tr>
<tr>
<td>Title of the web page/web document, in italics – full stop</td>
</tr>
<tr>
<td>Place of publication (if available) – colon</td>
</tr>
<tr>
<td>Name of publisher (if available) – full stop</td>
</tr>
<tr>
<td>Available from – colon – URL</td>
</tr>
</tbody>
</table>

“Accessed” (in square brackets) with date – full stop

In-text citation:

Full reference:

Accessed 8 February 2011
## Exercise

**Part One** - Below are ten references. The information in each reference has been jumbled up. Put each reference into the correct Harvard order in the blank spaces below.

**Part Two** - When you have completed that, arrange the references in alphabetical order as you would in a reference list, by allocating each reference a number between 1-10 in the right hand column.

|---|---|---|
Additional Information

Direct quotes
If you’re using a direct quote in your text, you also need to add the page number to the in-text citation. For example: Jackson (2004, p. 575) declared…

Paraphrasing
Paraphrasing is putting someone else’s writing into your own words. As you’re expressing someone else’s ideas and opinions, rather than your own, you need to reference the source.

Secondary referencing
Very often authors will refer to the work of others in their writing. If you want to cite what they’re referencing, you should try and find the original work. For example, in a Sociology text book you may expect the author (Smith) to discuss the theories of Karl Marx or Talcott Parsons. If possible, you should try to find and read the primary work discussed, i.e. books by Marx or Parsons. However, if you’re unable to find the primary work to read you must makes this clear. Your in-text citation would look something like this:

Marx (1848), as cited by Smith (2010), believed that …

In your reference list at the end you would only refer to the Smith book, with no mention of Marx.

Multiple references to the same author
Sometimes you may need to cite different works by the same author which were published in the same year. To distinguish between them, you would add the letters a, b, c, etc in lower case after the year in both the in-text citation and the reference list at the end. For example: (Joshi, 2004a), (Joshi, 2004b).

Further help
Please contact the Information Skills Librarians if you have any enquiries about referencing or to arrange a one-to-one appointment.

askalibrarian@lsbu.ac.uk

Alternatively, drop by the Research Help Desk on Level 3 Bridge of the Perry Library where a member of staff will be able to help you.