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Introduction

When producing work it is important to use many different sources of information. It is essential to show you have read and researched your subject well by using opinions and ideas written or produced by others. **However, it is important that you identify in your work when you are using the words or ideas of another author** whether it is a direct quote, a paraphrase, video link, picture, statistics or a graph. This process is known as **citing references**. Your references are then collected in a list called a **bibliography**.

The ability to reference your work shows that you have researched your topic and used, for example, articles, books, reference works and electronic resources. You can direct tutors/readers to the information you have used and it avoids **plagiarism**. Plagiarism means copying or stealing someone else's words or ideas and claiming or presenting them as if they were your own. Plagiarism is not allowed in the College and is a serious matter therefore it is essential that you know how to reference **EVERY** piece of work you produce and hand in.

There are many different ways to reference and write a bibliography. However Southport College uses the **Harvard System** which is also used by many other Colleges and Universities. This guide is the definitive Southport College guide so should be used whenever possible. If you are already familiar with another system however, please consult with your teacher before using it.

Whichever system you use, you must be **consistent** and **thorough** in the way you cite your references so that the sources you have used can be located easily.

Include enough information to enable the reader to identify the item easily. Would **you** be able to trace this item with the information given?

Make sure your use of punctuation, font and formatting (e.g. bold, italics, underlining, capital letters etc.) is consistent throughout.

This guide sets out the general rules for using the Harvard System accompanied by **templates** and **examples** for specific kinds of resources.

Please follow the templates provided for each type of material. They are signified in this

guide by this symbol.



Insert your **own** details into the template as appropriate

Handy tips are also included. These are signified by this symbol and will give you extra help with your referencing.



The Harvard System

The Harvard System uses the **author-date method**, which simply means that in the text the author and date are given - often in brackets - and the complete details of the source are given in a **bibliography** attached to the back of the assignment.

What Should I Reference?

- Books
- Journal Articles
- DVDs
- Websites
- Online Journal Articles
- Government Reports
- Blogs
- Emails
- Podcasts
- Video clips
- Newspapers
- Tutor's Notes
- Just about any piece of information you use.....

From this list you can see that you should reference **every source** you use.

How Do I Reference?

The first step is to make sure that you **note down ALL the details** of the books, articles, websites or other sources of information that you use.

If you don't take notes you may find that you have used a quote in your work but all you can remember is that it was in a "book with a green cover"..... which isn't terribly helpful!

As a general rule you should look for the following information if appropriate:

- Author(s) or editor(s)
- Year of publication
- Title (of the book/journal/journal article/website etc)
- Edition of the work – only if there has been more than one edition
- Place of publication
- Publisher
- Page number (If you are referencing a direct quotation you should include the page number in the reference citation)
- URL
- Accessed Date

Remember..... If you cannot reference it, you cannot use it!



Tip! If the item was a Southport College book and later on you realise you don't have all the details, remember that you can search the **library catalogue** to find the information you need.

Next....

In the text of your work; the **author's name** and the **year of publication** are placed in brackets after you make reference to another's work. This occurs whether you have quoted directly or paraphrased. This is known as the **reference citation**.

For example:

Summative assessment is a formal assessment on what has been learned (Petty 2004)

"When a current flows in a coil, it sets up its own voltage around the conductor"
(Linsley 2011 p. 32)

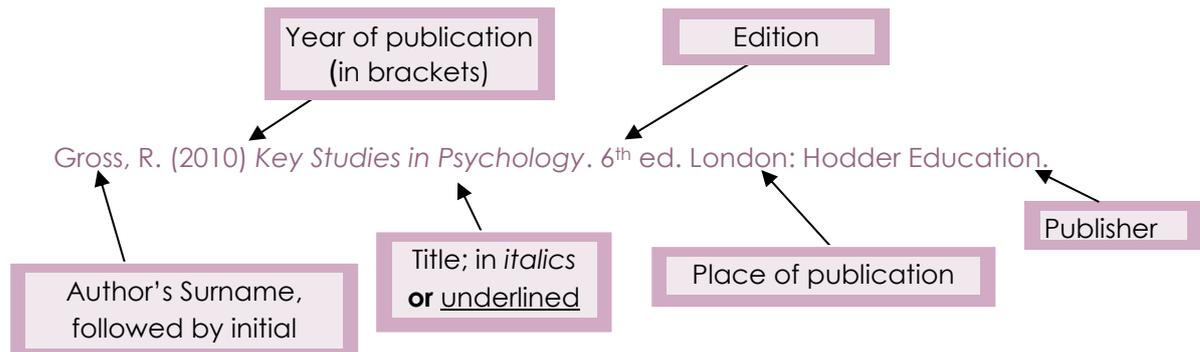


Tip! If there are no individual authors or editors then use a **company** or **organisation** name.

Editors are treated the same as authors. Just use (ed) or (eds) after their name.

When you have completed your work you will need to produce a **BIBLIOGRAPHY** which is a list of all the sources you have used. This list goes at the end of your work and is in **alphabetical order** by the author's surname.

A simple example of how you would create your bibliography for a book is as follows:



A **sample bibliography** is included at the back of this booklet. It gives examples of all types of material and shows how the bibliography should be laid out.

The following pages explain referencing in more detail and include examples. If you would like more help or information please do not hesitate to ask LLC staff.

Section 1

Hard Copy Sources

1.1. Referencing a Book with One Author:



Author or Editor (year) Title. Edition (if there is one). **Place of publication: Publisher.**

Example in the essay text:

According to Secker (2010 p. 56) “most colleges also now have VLE’s, with the most common platform being the open-source system Moodle”.

Example in the bibliography:

Secker, J. (2010) *Copyright and e-Learning : a guide for practitioners*. London: Facet Publishing.

1.2. Referencing a Book with Two Authors:



Authors or Editors (year) Title. Edition (if there is one). **Place of publication: Publisher.**

Example in the essay text:

Reece and Walker (2007) argue that in order to make the best choice of which teaching strategy to use it is important that you are familiar with each and know where they might best be applied.

Example in the bibliography:

Reece, I. and Walker, S. (2007) *Teaching, training & learning : a practical guide*. 6th ed. London: Business Education Publishers Limited.

1.3. Referencing a Book with More Than Three Authors:



Authors or editors (year) Title. Edition (if there is one). **Place of publication: Publisher**

In the **text**, list the surname of the **first author** followed by **et al.** (this means ‘**and others**’)

However in the **bibliography** you must list **ALL** of the authors’ names

Example in the essay text:

Gross et al. (2001 p.26) believes that “violent behaviour can also be seen at the cinema or on video”.

Example in the bibliography:

Gross, R., McIlveen, R., Coolican, H., Clamp, A. and Russell, J. (2001) *Psychology : a new introduction for A2*. London: Hodder & Stoughton.

1.4. Referencing a Book Review



Author of the Review (year) 'Name of the book being reviewed'. Title of feature. Name of publication. Date, page number.

Example from a review in a newspaper:

Alan Clark (2010) refers to *The Finkler Question* as "A terrifying ambitious novel, full of dangerous shallows and dark, deep water. It takes in the mysteries of male friendship, the relentlessness of grief and the lure of emotional parasitism".

Example in the bibliography:

Clark, A (2010) 'The Finkler Question'. *Book of the Week. The Guardian*. 14 August 2010, p5.

1.5. Referencing a Dictionary (if there is no Editor)



Author or editor (year) Title. Edition (if there is one). Place of publication: Publisher.

Example in the text:

The definition of psychology is 'the scientific study of the human mind and its functions, especially those affecting behaviour in a given context' (*Oxford English Dictionary*, 2001, p.21).

Example in the bibliography:

The Oxford English Dictionary (2001). 10th ed. Oxford: Oxford University Press.

1.6. Referencing a Chapter within an Edited Book



Author or editor of chapter (year) Title of chapter in Author of book. Title of book. Place of publication: Publisher. Page numbers.

Example in the text:

"A part of identifying student needs involves a consideration of their prior learning and experience" (Hobley 2008 pp. 32-65)

Example in the bibliography:

Hobley, J. (2008) Meeting the needs of learners in Fawbert, F. *Teaching in post-compulsory education : skills, standards and lifelong learning*. London: Continuum. pp. 32-65.



Tip! Remember to use in to signify that the chapter is in the book.

1.7. Referencing a Journal Article



Author or editor of article (year) Title of article. Name of journal. Volume (part), page number(s).

Example in the text:

According to Warnock (2010) the military reforms were an important part of the government's response to the failures of the Boer War.

Example in the bibliography:

Warnock, B. (2010) The impact of the Boer War on Britain. *20th Century History Review*. 5(3), pp.8-25.

NB If there are no **Volume, Part** or **Issue** numbers, please use the **date** instead eg.

Warnock, B. (2010) The impact of the Boer War on Britain. *20th Century History Review*. **21st July**, pp.8-25.

1.8. Referencing a Newspaper Article



Author or editor of article (year) Title of article. Name of newspaper. Date, page number(s).

Example in the text:

An office worker will ditch the nine-to-five and cycle 12,000 miles across the planet for street children. (Bristow 2011, p.13)

Example in the bibliography:

Bristow, T. (2011) Cycle ride to help street kids. *Southport Visitor*. 13 May, p.13.

1.9. Referencing an Art Image in a Book



Artist (Date of Book) Name of painting/image. in Author of Book. Title of Book. Place of publication: Publisher.

Example in the text:

Henri Matisse's *Flowers and Sculpture* (cited in Neret 2002) is a good example of 'abstraction'

Example in the bibliography:

Matisse, H. (2002) *Flowers and Sculpture*. in Neret, G. *Henri Matisse*. London: HarperCollins Publishers.

Section 2

Electronic Sources

All types of electronic material **must** be referenced. All information published on the internet belongs to someone and so has to be treated in the same way as paper sources.

It may mean you have to look around your website carefully to find out the information you need

What if there's no author, publisher or date?

If you can't find a date or an author on a specific webpage, use any information available from the site's home page.

In the unlikely event that you can't find any information, cite the URL of the site as the author. However, if the sponsorship and authorship of a site can't be identified, think twice about using it for your research.

References for web pages follow a similar format as printed material. The main things to look for are:

- Name of author or organisation
- Year and date created
- Date up-dated
- Title of page
- Title of article
- URL (web address)



Tip! If you cannot find all of your information try going to the **home** page of your website. Or try clicking on '**contact us**' to find out who has produced the website.

2.1 Referencing a Website with Organisations as Authors



Author or editor of website (year) *Title of webpage* [online]. Available from: URL [Accessed Date].

Example in the essay text:

The RSPCA (2012) are furious that the Government has decided to ignore public opinion and not ban the use of wild animals in circuses in England after all.

Example in the bibliography:

RSPCA (2012) *Government refuses ban on wild animals in circuses* [online]. Available from: http://www.rspca.org.uk/media/news/story/-/article/EM_Ban_on_wild_animals_in_circuses_refused_May11 [Accessed 13 May 2014].

2.2 Referencing a Website with No Date

If the web page has no obvious date of publication/revision, use the Author plus **no date** in brackets. *NB You still need to include the date you accessed the information.*



Author or editor of website (no date) Title of webpage [online]. Available from: URL [Accessed Date].

Example in the essay text

According to Lea (no date) "Criminal law then, notes those types of conflict which are regarded as serious enough to be responded to not just by individuals but by the State acting on behalf of the public"

Example in the bibliography:

Lea, J. (no date). John Lea's criminology website [online]. Available from: <http://www.bunker8.pwp.blueyonder.co.uk/> [Accessed 3 June 2014].

2.3 Referencing an Online Journal



Author or editor of article (year) Title of article. Name of journal [online]. Volume (part number) (NB. if there are any – if not then use date). Available from: URL [Accessed Date].

Example in the essay text

Yar (2011) has reported that "over the past three decades, an on-going debate has developed around the ways and extent to which the hierarchical, state-led provision of security and policing has been displaced "

Example in the bibliography:

Yar, M. (2011) From the 'Governance of Security' to 'Governance Failure': refining the criminological agenda. *Internet Journal of Criminology* [online]. July. Available from:

http://www.internetjournalofcriminology.com/Yar_From_the_Governance_of_Security_to_Governance_Failure_April_2011.pdf [Accessed 3 June 2014]



Tip! Use the LLC's Inspire search to find journals. We subscribe to various databases which students can access. These databases give access to thousands of journal articles online for free!

2.4 Referencing an eBook



Author (Year) Title [online]. Edition (if there is one). Place of publication: Publisher. Available from: URL [Accessed Date].

Example in the essay text:

Sullo (2007) introduces a comprehensive theory of behaviour that challenges the prevailing external control model.

Example in the bibliography:

Sullo, R. (2007) *Activating the desire to learn* [online]. Alexandria, VA: Association for Supervision & Curriculum Development. Available from: <http://site.ebrary.com/lib/southport/Doc?id=10156586&ppg=11> [Accessed 17 May 2014].

2.5 Referencing an Online Newspaper



Author or editor of article (year) Title of article. Name of newspaper [online]. Date. Available from: URL [Accessed Date].

Example in the text:

An office worker will ditch the nine-to-five and cycle 12,000 miles across the planet for street children. (Bristow, 2011)

Example in the bibliography:

Bristow, T. (2011) Cycle ride to help street kids. *Southport Visitor* [online]. 13th May. Available from:

<http://www.southportvisiter.co.uk/southport-news/southport-southport-news/2011/05/13/southport-man-s-bid-to-cycle-12k-miles-to-south-africa-to-help-street-children-101022-28684674/> [Accessed 3 June 2014]

2.6 Referencing a Podcast



Author or presenter (year) Title of podcast. Title of website or podcast series [podcast]. Day month year of podcast release. Available at: URL [Accessed Date].

Example in the text (note the double quotation marks for direct speech):

Tim Waterstone (2010) admits that his novel *In for a Penny in for a Pound* is about a "certain bank in London". He found the people there to be so awful that he went home and parodied them.

Example in the bibliography:

Waterstone, T. (2010) Open book: books and authors. *BBC Podcasts* [podcast]. 17 May 2010. Available from: <http://www.bbc.co.uk/podcasts> [Accessed 18 May 2014].

2.7 Referencing a DVD



Title (year) [Medium]. Place of publication: Publisher.

Example in the essay text:

Similarly, *West Side Story* (1961) is an adaptation of Shakespeare's *Romeo and Juliet*.

Example in the bibliography:

West Side Story (1961) [DVD]. New York: MGM.

2.8 Referencing from YouTube



Originator of the online video (year video posted) Title of online video. Available from: **URL [Accessed Date].**

Example in the essay text:

Expert Village (2008) provide a demonstration on how to use basic woodworking tools, such as how to use a biscuit joiner.

Example in the bibliography:

Expert Village (2008) *How to use basic woodworking tools: using a biscuit joiner*. Available from: http://www.youtube.com/watch?v=_JI-PjY14U [Accessed 17 May 2013]

2.9 Referencing an Online Image

There are many different kinds of visual sources out there and they are all referenced slightly differently.

Therefore we have included a couple of examples but please refer to the following title for more options:

Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th ed. Palgrave Macmillan.



Name of artist or photographer (Year image created) Title of work [type of medium]. Available from: URL [Accessed date].

Painting:

Example in the essay text:



Van Gogh's painting *The Starry Night* (1889)

Example in the bibliography:

Van Gogh, V. (1889) *The Starry Night* [painting]. Available from: http://www.essentialart.com/acatalog/Van_Gogh_Starry_Night.html [Accessed 23 July 2014].

Photograph:

Example in the essay text:

Taj Mahal, India (2011). Photograph by Richard I'Anson.

Example in the bibliography:

I'Anson, R. (2011) *Taj Mahal, India* [photograph]. Available from: [http://www.lonelyplanet.com/india/images/taj-mahal-india\\$352-52](http://www.lonelyplanet.com/india/images/taj-mahal-india$352-52) [Accessed 14 August 2014].

2.10 Referencing an Online Government Report:



Author or Department (year) Title of Report. [online]. Available from: URL [Accessed date].

Example in the essay text:

The Secretary of State for Education commissioned Professor Alison Wolf of King's College London to carry out an independent review of vocational education.

Example in the bibliography:

Department for Education (2011) *Review of vocational education – The Wolf Report* [online]. Available from:

<http://www.education.gov.uk/childrenandyoungpeople/youngpeople/qandlearning/a0074953/review-of-vocational-education-the-wolf-report> [Accessed 3 June 2013].

2.11 Referencing Social Networking Sites (e.g. Facebook)



Author (year) 'Title of page' Title of Internet site. Date/month of posted message [online]. Available from: URL [Accessed date].

Example in essay text

One student (Allen, 2013) liked a post.

Example in bibliography:

Allen, J. (2013) 'Southport College', *Facebook*, 4 June. Available from: <https://www.facebook.com/southportcollege> [Accessed 4 June 2014]

2.12 Referencing Tutors Notes from Virtual Learning Environments (Moodle)



Author/tutor (year) 'Title of item'. Name of Academic Module [online]. Available from: URL [Accessed date].

Example in the essay text:

Collecting pictures and images (Library Learning Centre, 2013)

Example in bibliography:

Library Learning Centre (2013) 'Collecting pictures and images into My Pictures'. *Studybytes* [online]. Available from: <http://moodle2.southport.ac.uk/course/view.php?id=862> [Accessed 4 June 2014]

Section 3

More Advice

3.1 Second Hand References

Whenever possible you should quote from the **original** sources. When this is not possible you must highlight in the text that it is another person's work, which has been cited by the author of the book, article etc that you are using.

Example in the text:

Giddens (2006), using results from Gunter's research outlines that children's programmes have high levels of violence, especially in cartoons.....

OR

Using results from Gunter's research it is outlined that children's programmes have high levels of violence, especially in cartoons..... (Giddens, 2006)

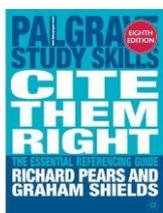
Example in the bibliography:

In the bibliography you must cite the source you have been using – **not** the original ie. Giddens and not Gunter. So your bibliography entry will look like this:

Giddens, A. (2006) *Sociology*. 5th ed. Cambridge: Polity Press.

More Information

A detailed guide on Harvard referencing is available in all the Library Learning Centres



Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th ed. Palgrave Macmillan.

Copies of this guide are available for loan at **371.30281 PEA**

Also remember that staff at the LLC counter will be pleased to advise you on writing your bibliography.

Sample Bibliography

Allen, J. (2013) 'Southport College', *Facebook*, 4 June. Available from: <https://www.facebook.com/southportcollege> [Accessed 4 June 2014]

Gross, R., McIlveen, R., Coolican, H., Clamp, A. and Russell, J. (2001) *Psychology : a new introduction for A2*. London: Hodder & Stoughton.

l'Anson, R. (2011) *Taj Mahal, India* [photograph]. Available from: [http://www.lonelyplanet.com/india/images/taj-mahal-india\\$352-52](http://www.lonelyplanet.com/india/images/taj-mahal-india$352-52) [Accessed 14 August 2014].

Lea, J. (no date). John Lea's criminology website. [online]. Available from: <http://www.bunker8.pwp.blueyonder.co.uk/> [Accessed 3 June 2014].

Library Learning Centre (2013) 'Collecting pictures and images into My Pictures'. *Studybytes* [online]. Available from: <http://moodle2.southport.ac.uk/course/view.php?id=862> [Accessed 4 June 2014]

Matisse, H. (2002) *Flowers and Sculpture*. in Neret, G. *Henri Matisse*. London: HarperCollins Publishers.

Newburn, T. (2013) *Criminology*. 2nd ed. London: Routledge.

Oxford English Dictionary (2001). 10th ed. Oxford: Oxford University Press.

Sullo, R. (2007) *Activating the desire to learn* [online]. Alexandria, VA: Association for Supervision & Curriculum Development. Available from: <http://site.ebrary.com/lib/southport/Doc?id=10156586&ppg=11> [Accessed 17 May 2013].

Warnock, B. (2010) The impact of the Boer War on Britain. *20th Century History Review*. 21st July, pp. 8-25.

Yar, M. (2011) From the 'Governance of Security' to 'Governance Failure': refining the criminological agenda. *Internet Journal of Criminology* [online]. July. Available from:

http://www.internetjournalofcriminology.com/Yar_From_the_Governance_of_Security_to_Governance_Failure_April_2011.pdf [Accessed 3 June 2013]