



## *3.3 Referencing Literature*

*Knut Hinkelmann*

# Mike Webb about Referencing

## Part 1: Principles of Referencing



<https://www.youtube.com/watch?v=CyXT3okiRj8>

## Part 2: Details of the reference list:

<https://www.youtube.com/watch?v=2XURGhDGYDg>

# Citation Systems

- Citations Systems typically distinguish between two parts:
  - ◆ **Citation** in the text
  - ◆ **Reference list** with the details of the source
- For intext citations there are a lot of styles
  - ◆ Placement: In the text, as footnotes or as endnotes
  - ◆ References can be made as
    - Numbers, e.g. [1], [2]
    - Abbreviations of Authors, e.g. [AHMM01], [SmWe02]
    - Author-year Style, e.g. (Smith 2002), (Smith et al. 2003)
- If your university or supervisor does not request a specific style, I recommend that you use a **author-year style**, because a reader can already see from the reference what work is meant.
- An Example of a author-year style is the Harvard System

# Harvard Referencing

- Harvard Style is not a standard but a family of standards. Different versions vary slightly. It does not matter which version you use as long as you use it correctly and consistently.
- Many university have guidelines for the Harvard System, for example Anglia Ruskin University (see dropbox)
  - ◆ Anglia Ruskin University, 2013. Guide to the Harvard Style of Referencing. Fifth Edition. Available at:  
<[http://libweb.anglia.ac.uk/referencing/files/Harvard\\_referencing\\_2013.pdf](http://libweb.anglia.ac.uk/referencing/files/Harvard_referencing_2013.pdf)>  
[Accessed 12 May 2014].
- Here is a link to an online description:
  - ◆ <https://www.mendeley.com/guides/harvard-citation-guide/>
- You can also look at the videos by Mark Webb
  - ◆ Part 1 (general): [https://www.youtube.com/watch?v=E7Laol\\_ALeU](https://www.youtube.com/watch?v=E7Laol_ALeU)
  - ◆ Part 2 (specifics): <https://www.youtube.com/watch?v=1bYc33Bp-Yk>

# APA System

- The APA System is very similar to the Harvard System with few differences
- Intext citation
  - ◆ The APA System uses an author-year style for intext citation
  - ◆ Example:
    - (Smith 2002)
    - (Smith & Wesson 2002)
    - (Smith et al. 2002, p. 23)
    - Smith and Wesson (2002) ...
- Reference list
  - ◆ The **reference list** at the end of your work looks nearly the same
  - ◆ Example:
    - Redman, P. (2006). *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

# Quick Guide to Harvard Referencing

	WHO created it?	WHEN was it published?	WHAT is it called?	HOW can it be found?	EXAMPLES	
Printed items	<b>Books</b>	Author(s)	Year of publication	<i>Title of the book (in italics)</i>	Place of publication & Name of publisher	Ridley, D., 2012. <i>The literature review: a step-by-step guide for students</i> . 2nd ed. London: SAGE.
	<b>Journal articles</b>	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i>	Volume, issue numbers & page numbers	Keitsch, M., 2012. Sustainable architecture: design and housing. <i>Sustainable Development</i> , 20(3), pp.141-145.
Electronic items	<b>E-books</b>	Author(s)	Year of publication	<i>Title of the book (in italics)</i> followed by [e-book]	Place of publication, name of publisher, the full web address (URL) of the webpage used and the date accessed	Parboteeah, K.P. and Cullen, J.B., 2013. <i>Business ethics</i> . [e-book] Hoboken: Taylor & Francis. Available through: ARU Library website <library.aru.ac.uk> [Accessed 8 August 2019].
	<b>E-journal articles</b>	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> followed by [e-journal]	Volume & issue numbers and page numbers, website name & address, and the date accessed	Zorach, R., 2012. Regarding art and art history. <i>The Art Bulletin</i> , [e-journal] 94(4), pp.23-28. Available through: ARU Library website <library.aru.ac.uk> [Accessed 8 August 2019].
	<b>E-journal articles with DOIs</b>	Author(s)	Year of publication	Article title. <i>Journal title (in italics)</i> followed by [e-journal]	Volume and issue number of journal and page numbers, followed by DOI	Goodall, A.H., 2006. Should top universities be led by top researchers and are they?: A citations analysis. <i>Journal of Documentation</i> , [e-journal] 62(3), pp.388 - 411. <a href="http://dx.doi.org/10.1108/00220410610666529">http://dx.doi.org/10.1108/00220410610666529</a> .
	<b>Websites</b>	Author(s) - this could be an organisation	Year of publication - when was the information updated?	<i>Title of the webpage (in italics)</i> followed by [online]	The full web address (URL) of the webpage used and the date accessed	V&A Museum, 2015. <i>Introduction to English embroidery</i> . [online] Available at: < <a href="http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/">http://www.vam.ac.uk/content/articles/i/english-embroidery-introduction/</a> > [Accessed 8 August 2019].
	<b>PDFs</b>	Author(s) - this could be an organisation	Year of publication	<i>Title of the document (in italics)</i> followed by [pdf]	The full web address (URL) of the webpage used and the date accessed	Nursing & Midwifery Council (NMC), 2018. <i>The code: professional standards of practice and behaviour for nurses, midwives and nursing associates</i> . [pdf] Available at: < <a href="http://www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf">www.nmc.org.uk/globalassets/sitedocuments/nmc-publications/nmc-code.pdf</a> > [Accessed 8 August 2019].

The full Guide to Harvard Referencing (Version 6.1) is available via the University Library website: [library.aru.ac.uk/referencing](http://library.aru.ac.uk/referencing)

October 2019

## What is in-text referencing?

### Adding in-text referencing into your work

**Direct**—this is where you are mentioning the authorship in your sentence, so you need to add the date, in brackets, after their family name, e.g. Greenbaum (1998)

**Indirect**—this is where you add both the author and date in brackets when you are mentioning the information you got from this source, e.g. (Shaw, 2017)

For a **quotation**, add quote marks around the phrase and include the author, year and page reference at the end, e.g. "verbal and observational data" (Stewart and Shamdasani, 2015, p.15)

Where there are **4 or more authors**, include them all in the full reference, but just write the first one in the in-text reference followed by et al., e.g. (Bloor, et al., 2001)

**Secondary referencing**—only use this if you cannot access the original authors work, put the details of where you read about the person's ideas, e.g. (Denscombe, 1946 cited in Merton and Kendall, 2010)

## Notice the names and dates included in the text?

These refer to specific sources of information used to compile this assignment.

For an in-text reference - just add the **author** of the source of information and the **year** it was made available on the web or published as a document.

For each source you use in an assignment ensure you record the 5 key elements which are needed for a reference.

- Authorship
- Year
- Title of item
- Format
- Where to find it again

## Here is an example essay on Focus Groups containing in-text references

...Another way to find out people's views - is to use focus groups. This method was developed by Lazarsfeld and Merton in the 1940s (Bloor, et al., 2001). Merton (1987) found an established practice of 12 people being used to assess radio programmes. Together, Lazarsfeld and Merton developed the idea of a focused interview, and with others devised a set of standardized procedures (Denscombe, 1946 cited in Merton and Kendall, 2010). The ideas were largely forgotten until the 1960s, when Tom Greenbaum (1998) working for Proctor and Gamble, resurrected the idea. They found the benefit of focus groups are they generate "verbal and observational data" (Stewart and Shamdasani, 2015, p.15). To help keep the conversation relevant it was found that it was important to have a good moderator to run the focus group. Current guidance will also emphasize that if this is a work based group it is important not to include both supervisors and subordinates into the same group (HSE, 2018).

## Your reference list should look like this and be in alphabetical order by author.

Bloor, M., Frankland, J., Thomas, M. and Robson, K., 2001. *Focus Groups in Social Research*. London: Sage.

Greenbaum, T., 1998. *Handbook for Focus Groups*. Thousand Oaks: Sage.

Health and Safety Executive (HSE), 2018. *How to organise focus groups*. [pdf] Available at: <<http://www.hse.gov.uk/stress/standards/pdfs/focusgroups.pdf>> [Accessed 21 June 2019].

Merton, R., 1987. Focus interviews and focus groups: continuities and discontinuities. *Public Opinion Quarterly*, 51(1), pp.550-557.

Merton, R. and Kendall P., 2010. The focused interview. *American Journal of Sociology*, [e-journal] 51, pp.541-557. Available through: ARU Library website <[library.aru.ac.uk](http://library.aru.ac.uk)> [Accessed 20 June 2018].

Stewart, D. W. and Shamadasani, P. N., 2015. *Focus Groups: Theory and Practice*, 3rd ed. [e-book] Available through: ARU Library website <[library.aru.ac.uk](http://library.aru.ac.uk)> [Accessed 20 June 2018].

# *In-text Referencing*



# Harvard System

## ■ Intext citation

- ◆ The Harvard System uses an author-year style for intext citation
- ◆ The author's surname and year of publication are **cited** in the text of your work. It does not use footnotes or endnotes
- ◆ Example:

“An effective structure is important” (Redman, 2006, p.22)

## ■ Reference list

- ◆ The full details of the source are included in a **reference list** at the end of your work.
- ◆ Example:

Redman, P., 2006. *Good essay writing: a social sciences guide*. 3rd ed. London: Open University in assoc. with Sage.

## *Harvard Style: References in the Text*

- Intext citations list the author(s), the year and, if referring to a specific part of the work, the relevant page/page numbers.
- If you cite from more than one work by the same author(s), allocate alphabetical lettering to each of these separate works.
- Here are examples for publications with one, two and more authors:
  - ◆ (Smith, 2002)
  - ◆ (Smith and Wesson, 2002a)
  - ◆ (Smith et al., 2002, p. 23)
- If the authors are mentioned in the text the parenthesis only contain the year and optionally the page number. Example:
  - ◆ “As explained by Smith (2002) ...”

## Examples of In-text Citations (1)

A paraphrased quotation is where a source is not produced word for word but rendered or summarized in own words

- If you make **reference to a work**, the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:  
Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).
- When making **reference to an author** in your text, their name is followed by the year of publication of their work:  
In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

The citations are **part of a sentence**, i.e. **before the full stop**.

## Examples of Intext Citations (2)

- When there are **several authors** for a work, they should be noted in the text using “and” and in the brackets using “&”:

White and Brown (2004) in their recent research paper found ...

Recent research (White & Brown, 2004) suggests that.....

Further research (Green, Harris & Dunne, 1969) showed.

- Where there are **six or more authors**, only the first author should be used, followed by “et al.” meaning “and others”:

Green et al. (1995) found that the majority ...

Recent research (Green et al., 1995) has found that the majority of ....

- References to **several publications from a number of authors** should be cited in chronological order:

Recent research (Collins, 1998; Brown, 2001; Davies, 2008) shows that ....

Smith (1946) and Jones (1948) have both shown ...

- **Several works by one author** in different years:

as suggested by Patel (1992; 1994) who found that ...

- Several works by one author in the same year should be differentiated by adding a lower case letter after the year

Earlier research by Dunn (1993a) found that...but later research suggested again by Dunn (1993b) that .....

## Examples of Intext Citations (1)

- When making **reference to an author** in your text, their name is followed by the year of publication of their work:

In general, when writing for a professional publication, it is good practice to make reference to other relevant published work. This view has been supported in the work of Cormack (1994).

- Where you are mentioning a particular part of the work, and making direct reference to this, a page reference should be included:

Cormack (1994, pp.32-33) states that 'when writing for a professional readership, writers invariably make reference to already published works'.

- If you make **reference to a work** without mentioning the author in the text then the author's name and publication year are placed at the relevant point in the sentence or at the end of the sentence in brackets:

Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).

- Where reference is made to **more than one author** in a sentence, and they are referred to directly, they are both cited:

Smith (1946) and Jones (1948) have both shown ...

(Anglia Ruskin University 2013)

## Sources over one or several paragraphs

- Where a source serves as a reference across one or a number of paragraphs, the in-text citation may be placed **at the beginning** of the paraphrasing to ensure that the authorship is clear.
- Examples:

The following paragraph is based on suggestions by Friedrich (1997) .

According to Friedrich (1997, p. 28), the following criteria should be observed: ...

It is **not ok**, to write a whole paragraph and place the citation at the end only, because then it is not clear, when the referenced work starts.

# Paraphrased Quotation

- A paraphrased quotation is where a source is not produced word for word but rendered or summarized in own word

Studies have shown that the individual's ability these days to absorb information across all spheres of activity is under extreme pressure (Friedrich, 1997, p. 17).

Friedrich (1997, p. 17) suggests that the individual's ability these days to absorb information across all spheres of activity is under extreme pressure.

# Direct Quotation

- A direct quotation is where words or sentences are reproduced word-for-word
- Short direct quotations are incorporated directly in the text  
Friedrich (1997, p. 17) asserts the modern “wealth of technical literature” is overwhelming
- Longer direct quotations appear as separate indented paragraphs

“These days it is hard to find a sphere of activity in which the wealth of technical literature (manuals, monographs, journal articles, documentation, etc.) does not far exceed the capacity of the individual to absorb it all.”  
(Friedrich, 1997, p. 17)

*Avoid too many and in particular long direct quotations*

For direct quotations provide the page numbers

The full stop ends the quotation and the citation is after the full stop



# *Reference list - Bibliography*

## Reference List

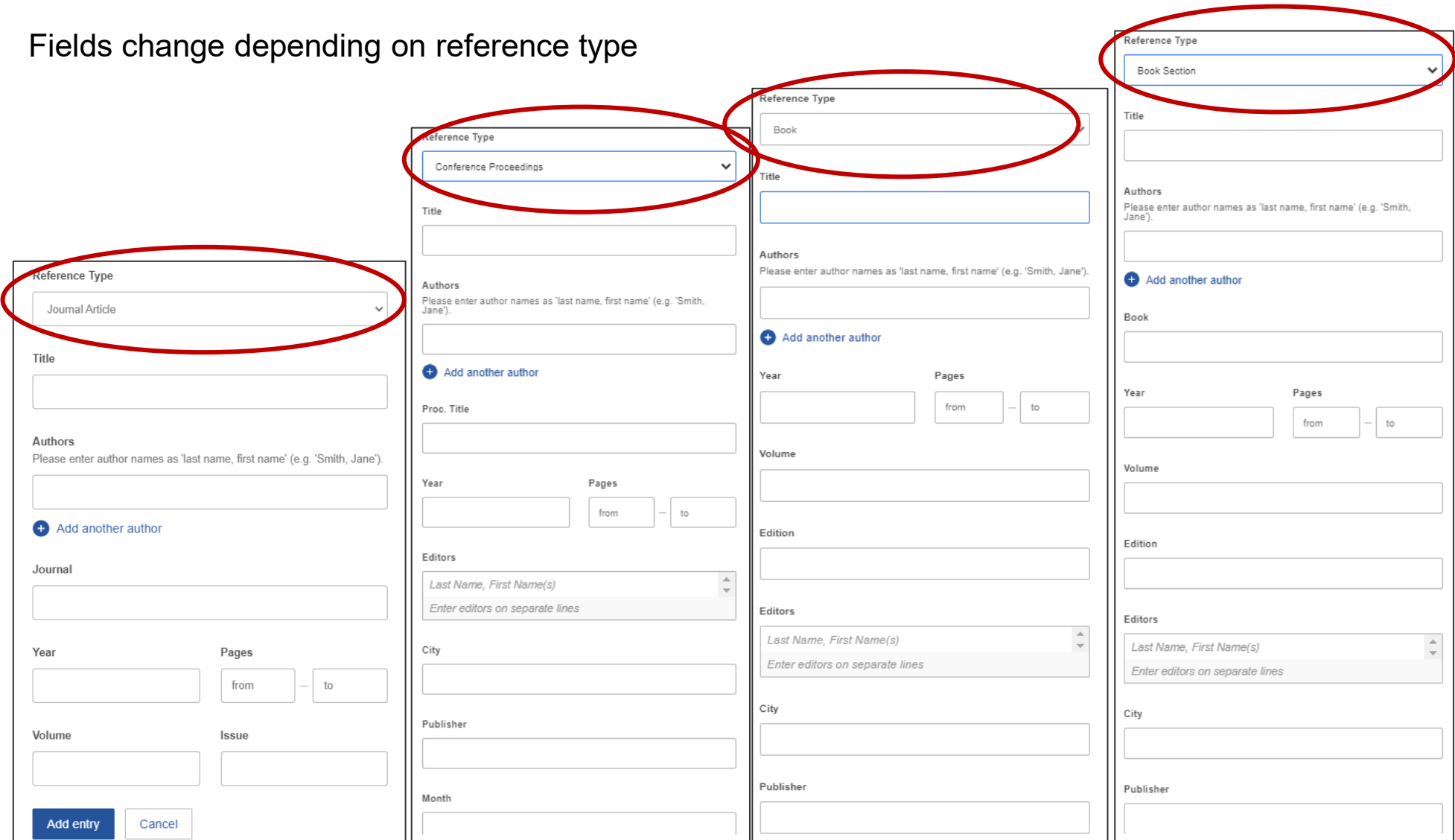
- The **reference list** should include details for everything that you cite in your assignment.
- The term **bibliography** is a synonym for reference list.
- It occurs at the end of your work and should be in alphabetical order according to the surname of the (first) author
- All the different types of material in one sequence.
- The bibliography entries depend on the type of publications (journal article, book, book chapter, URL, ...). Harvard Style defines what has to be listed for each type of publication.

Reference managers make correct quotations and reference lists if

- The bibliographic data is correct
- The citations are placed correctly

# Reference Managers guide in adding the necessary Bibliographic data

Fields change depending on reference type



The image displays three sequential screenshots of a reference manager's data entry form, illustrating how the available fields change based on the selected reference type. Red circles highlight the 'Reference Type' dropdown menu in each screenshot.

- Journal Article:** Fields include Title, Authors (with 'Add another author' button), Journal, Year, Pages (from/to), Volume, and Issue. The 'Add entry' button is highlighted in blue.
- Conference Proceedings:** Fields include Title, Authors (with 'Add another author' button), Proc. Title, Year, Pages (from/to), Editors (with a dropdown for 'Last Name, First Name(s)' and 'Enter editors on separate lines'), City, Publisher, and Month.
- Book Section:** Fields include Title, Authors (with 'Add another author' button), Book, Year, Pages (from/to), Volume, Edition, Editors (with a dropdown for 'Last Name, First Name(s)' and 'Enter editors on separate lines'), City, and Publisher.

# URLs

- For electronic sources you should add a URL
- BUT: Only official links
  - ◆ DOI (Digital Object Identifier)
  - ◆ URL from publisher
- No unofficial sources like researchgate, author's website, search strings
- For websites also add the date of access
  - ◆ This is only for website, because they can change over time and it is important which content you refer to
  - ◆ It is not necessary for scientific literature like e-books, journal articles etc. because they do not change

# Compiling a Reference List (1)

Required items for some often used entries:

## ■ Books:

- ◆ Authors, Initials., Year. *Title of book*. Edition. (only include this if not the first edition) Place of publication\* (this must be a town or city, not a country): Publisher.

Adams, R.J., Weiss, T.D. and Coatie, J.J., 2010. *The World Health Organisation, its history and impact*. London: Perseus.

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press

## ■ Books which are edited:

- ◆ Author, Initials. ed., Year. *Title of book*. Edition. Place: Publisher .

Keene, E. ed., 1988. *Natural language*. Cambridge: University of Cambridge Press..

Barker, R., Kirk, J. and Munday, R.J., 1988. *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press

(Anglia Ruskin University 2013)

## Compiling a Reference List (2)

### ■ Chapters of edited Books:

- ◆ Chapter author(s) surname(s) and initials., Year of chapter. Title of chapter followed by **In:** Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

Samson, C., 1970. Problems of information studies in history. In: S. Stone, ed. 1980. Humanities information research. Sheffield: CRUS. pp.44-68.

### ■ E-books:

- ◆ Author, Initials., Year. *Title of book*. [e-book] Place of publication: Publisher. Followed by **Available through:** Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed date].

Fishman, R., 2005. The rise and fall of suburbia. [e-book] Chester: Castle Press. Available through: Anglia Ruskin University Library website <<http://libweb.anglia.ac.uk>> [Accessed 12 May 2010].

(Anglia Ruskin University 2013)

# Compiling a Reference List (3)

## ■ Print journal article:

- ◆ Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page number(s).

Boughton, J.M., 2002. The Bretton Woods proposal: a brief look. *Political Science Quarterly*, 42(6), p.564.

Cox, C., Brown, J.T. and Turmpington, W.T., 2002. What health care assistants know about clean hands. *Nursing Today*, Spring Issue, pp.647-85..

## ■ Conference paper:

- ◆ Author, Initials., Year. Full title of conference paper. In: followed by editor or name of organisation, *Full title of conference*. Location, Date. Place of publication: Publisher.

Brown, J., 2005. Evaluating surveys of transparent governance. In: UNDESA (United Nations Department of Economic and Social Affairs), 6th Global forum on reinventing government: towards participatory and transparent governance. Seoul, Republic of Korea, 24-27 May 2005. New York: United Nations.

(Anglia Ruskin University 2013)



# Compiling a Reference List (4)

## ■ Reports by organisations:

- ◆ Authorship/Organisation, Year. *Full title of report*. Place: Publisher .  
Department of Health, 2001. National service framework for older people. London:  
Department of Health.

## ■ Dissertations:

- ◆ Author, Initials., Year of publication. *Title of dissertation*. Level. Official name of University.  
Richmond, J., 2005. Customer expectations in the world of electronic banking: a case study of the Bank of Britain. PhD. Anglia Ruskin University.

(Anglia Ruskin University 2013)