



# *4 Referencing Literature*

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# Mike Webb about Referencing

## Part 1: Principles of Referencing



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<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.

# 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:
  - ◆ [http://www.education.ex.ac.uk/dll/studyskills/harvard\\_referencing.htm](http://www.education.ex.ac.uk/dll/studyskills/harvard_referencing.htm)
- 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>

# *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).



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

- 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).



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## 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 ...

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## 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.

# 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

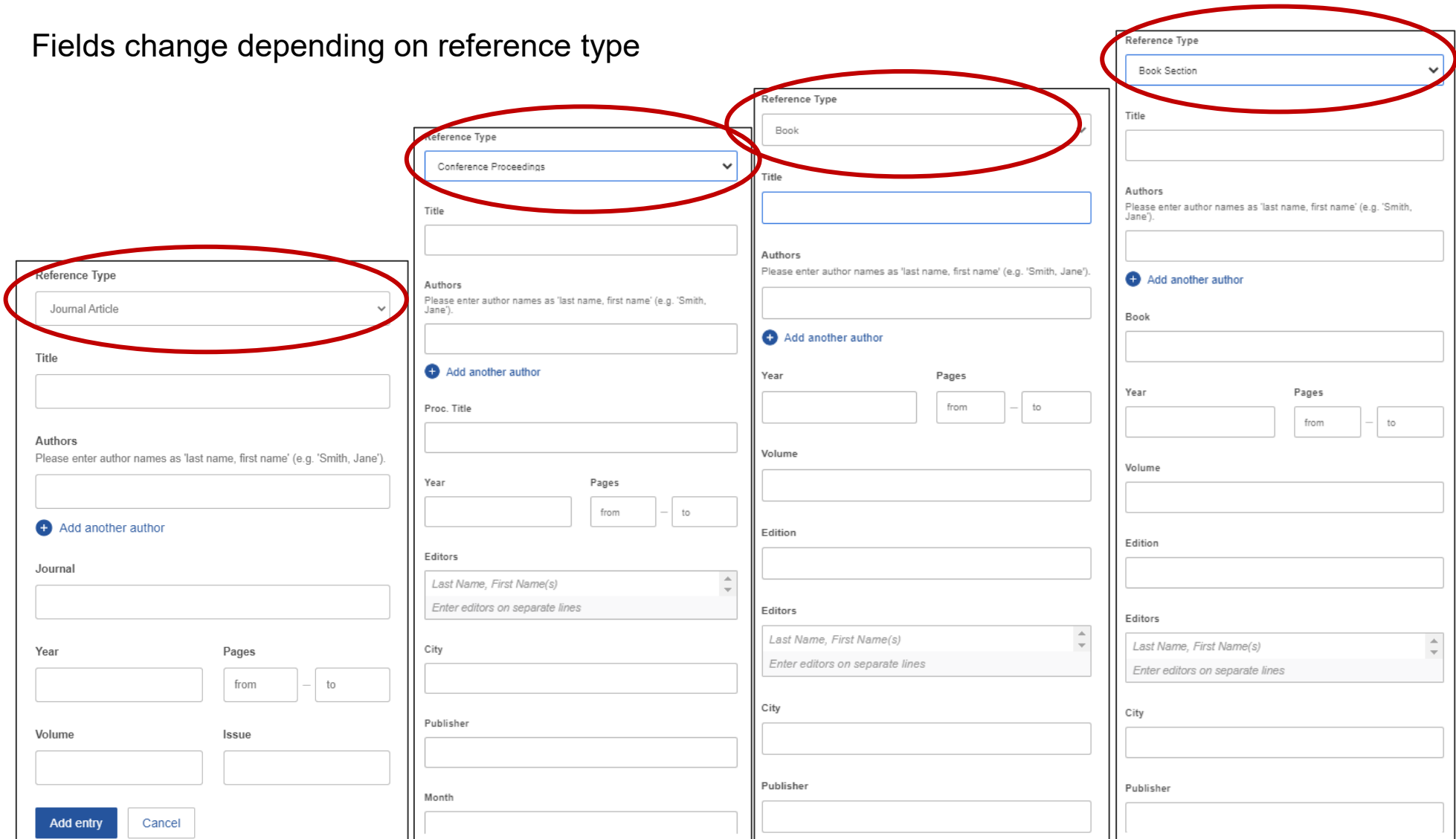
- The **reference list** should include details for everything that you cite in your assignment.
- The term **bibliography** is a synonym for reference list.
- It occurs at the end of your work and should be in alphabetical order according to the surname of the (first) author
- All the different types 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 screenshots of a reference manager interface, 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. Buttons for 'Add entry' and 'Cancel' are at the bottom.
- Conference Proceedings:** Fields include Title, Authors (with 'Add another author' button), Proc. Title, Year, Pages (from-to), Editors (with a dropdown menu and 'Enter editors on separate lines' instruction), 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 menu and 'Enter editors on separate lines' instruction), 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

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## 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].

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# 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.

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## 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)