

Making References

Using Harvard

This guide to using the Harvard system of referencing complies with:

BRITISH STANDARDS INSTITUTION. 1990. BS5605 :1990. *Recommendations for citing and referencing published material*. 2nd edn. London: BSI.

The use of the Harvard system of referencing has been accepted as UWCN policy. The policy, originally accepted by Academic Board in 28 November 1996, was re-approved at the June 2002 and November 2002 meetings of the Board.

The policy states that all undergraduates, postgraduates and staff should use the Harvard referencing system.

UWCN supports the bibliographic management tool RefWorks™ an online bibliography and database manager that allows users to create their own personal bibliography.

Introduction

Unless you are doing creative writing, you will normally be required to research materials and use these sources from books, journals, videos, the world wide web etc. as evidence in backing up your argument. Therefore, referencing, or letting the reader know the source of your information, is a necessary and important part of academic writing.

Referencing is needed as a courtesy to those whose work you are using, to show that you are not trying to pass someone else's work off as your own, and to enable the reader to trace your sources.

You should reference other's work whenever you draw on it for inspiration, use it as support for a theory or argument, or use it for particular examples. **Referencing is necessary, whether you take a direct quotation, or are simply paraphrasing or summarising someone else's work.**

The two-step Harvard referencing process

1. As you write and mention other's work, you give the author's/editor's/corporate author's surname and the date of publication:

e.g.

...and this was found to be the case in several schools (Burgess, 1992).

or

...Burgess (1992) found this to be the case in several schools.

Note: Within your text itself, you only need the author/editor's surname and the date of publication/production/recording of the work. Some tutors may expect you to use the exact page number from which the information came, even if it is not a direct quotation. The format for using pages numbers would be:

...and this was found to be the case in several schools (Burgess, 1992 p.86).

or

...and this was found to be the case in several schools (Burgess, 1992, 86).

If in doubt about whether to insert a page number, check with your tutor.

2. At the end of your assignment you should list, in alphabetical order by author/editor/artist surname, all the sources (text based and electronic) to which you have referred in your text. This is known as **references** section, and will contain information such as the year and place of publication (if it is a book), the title of the website, and so on. This guide contains examples of how to present almost all sources of information, in the references section at the **end** of your assignment.

You may also wish to add a **bibliography** to the end of your work, although it may not always be necessary. A bibliography is a detailed list (in the same format as the References section) containing those works which have been of value (for example, for background reading) but which have not been specifically referred to in the text.

Whether you are writing a thesis, a dissertation, an essay or just making notes on your own reading, you should always record sufficient detail to identify the book or article which you have used for a bibliography or references section later.

References or Bibliography – Points to Remember

- a. Punctuation should be conventional, as shown in the examples.
- b. Author's/editor's surname precedes his/her initials and should be in capitals.
- c. If you are word processing your document the titles of books, journals and theses are in italics, but not the titles of papers within journals, chapters within books or tracks on a sound recording. If you are using a typewriter or handwriting your work it is acceptable to underline titles, etc instead of using italics.
- d. Place of publication precedes the name of the publisher.
- e. Where there are 3 or more authors use et al in the text e.g. (Thomas, W. et al) but in the references section/bibliography name all three, e.g. Thomas, W., Beeby, C.E. and Oram, M.H. followed by the date.
- f. When work is unpublished, it should be clearly stated e.g. WAREING, A.S. 1995. *Gender, speech styles and the assessment of discussion*. Unpublished PhD thesis. Glasgow: University of Strathclyde.
- g. If several works by the same author are included, they should be in date order. If more than one item is published in the same year, a, b, c, d, etc is used e.g. (Thomas, W., 1992a and Thomas, W. 1992b).
- h. You can break URLs across lines, but if possible, arrange for breaks to occur only at punctuation separators (but not hyphens).
- i. The abbreviation of editor or editors is **ed.** or **eds.** Edition or editions is abbreviated to **edn.** or **edns.**
- j. Page references are abbreviated to **p.** for one specific page e.g. p.15 and **pp.** when more than one page is referred to e.g. pp. 92-98.
- k. For a journal article, you will need to give the journal volume in bold and the number of the volume in brackets, e.g. **10(3)**.

Below we give some examples of how to present sources in the references or bibliography sections. All sources should be placed in alphabetical order of authors'/editor's surnames.

1. Referencing Printed Sources

1.1 Reference to a book

Author, editor, etc	J.May
Year of publication	2001
Title	Reference Wales
Edition (if other than first)	2nd
Place of publication	Cardiff
Publisher	University of Wales Press

The format would look like this:

MAY, J. 2001. *Reference Wales*. 2nd edn. Cardiff: University of Wales Press.

1.2 Reference to a chapter in a book of collected writing

Author(s) of article/paper	E.Giroult
Year of publication	1990
Title of article/paper	WHO interest in environmental health impact assessment : theory and practice
<i>In</i>	
Author/Editor	P. Wathern ed.
Title	Environmental impact assessment
Place of publication	London
Publisher	Routledge
Page number of article/paper	pp. 255 - 271

The format would look like this:

GIROULT, E. 1990. WHO interest in environmental health impact assessment. *In*: WATHERN. P, ed. *Environmental impact assessment : theory and practice*. London: Routledge, pp. 255 - 271.

1.3 Reference to an exhibition catalogue

Author / Corporate Author	Saatchi Gallery
Year of publication	2001
Title of exhibition	I am a camera
Format []	[Exhibition catalogue]
Place of publication	London
Publisher	Booth-Clibborn

The format would look like this:

SAATCHI GALLERY. 2001. *I am a camera* [Exhibition catalogue]. London: Booth-Clibborn.

1.4 Reference to a journal article / newspaper article

Author, editor, etc	C. Propper
Year of publication	2000
Title of article	Incentive in the new UK health-care market
Title of journal	The Economic Review
Volume number (issue number)	vol. 10 (no. 3)
Page number(s)	pp. 15 - 18

The format would look like this:

PROPPER, C. 2000. Incentives in the new UK health-care market. *The Economic Review*, **10** (3), pp. 15 - 18.

For **newspapers**, give the date instead of the volume and part numbers. The format would look like this:

BLACK, E. 2002. Brown vetoes plan to bring back the student grant. *The Sunday Times*. 9 June, p. 2.

1.5 Reference to anonymous works

Title	Dod's Parliamentary Companion
Year of publication	1999
Edition	179th
Place of publication	London
Publisher	Dod's Parliamentary Companion Ltd

The format would look like this:

Dod's parliamentary companion. 1999. 179th edn. London: Dod's Parliamentary Companion Ltd.

1.6 Reference to papers in conference proceedings

Either:

Author	Institute of Electrical and Electronics Engineers
Title	5th International Conference on Electrical Machines and Drives
Place of conference	London
Date of conference	12-14 April 1991
Year of publication	1991
Place of publication	New York
Publisher	Institute of Electrical and Electronics Engineers

The format would look like this:

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS. *5th International conference on electrical machines and drives. London, 12-14 April 1991*. 1991. New York: Institute of Electrical and Electronics Engineers.

Or the conference may be entered under its title if there is no corporate author/author.

1.7 Reference to published music

Composer	Richard Wagner
Year of publication	1973
Title	Tristan und Isolde: complete orchestral score
Format []	[Music score]
Subsidiary originator, Conductor	Felix Mottl, conductor
Place of publication	New York
Publisher	Dover Publications

The format would look like this:

WAGNER, Richard. 1973. *Tristan und Isolde: complete orchestral score*.
[Music score]. Felix Mottl, con. New York: Dover Publications.

2. Referencing Visual Sources

2.1 Reference to cartographic material/maps

Corporate author	Ordnance Survey
Year of publication	1991
Title	Cardiff, Newport & surrounding area
Scale	1:50 000
Published	Southampton: Ordnance Survey
Series; sheet number ()	(Landranger; sheet 171)

The format would look like this:

ORDNANCE SURVEY. 1991. *Cardiff, Newport & surrounding area*. 1:50 000.
Southampton: Ordnance Survey. (Landranger; sheet 171).

2.2 Reference to an illustration or diagram

All illustrations, photographs, maps, diagrams and graphics downloaded from the Internet should be referenced.

Artist	Albrecht Durer
Year	1515
Title of work	Rhinoceros
Medium []	[Engraving]
Location	Oxford: Ashmolean Museum Department of Prints and Drawings Register number 1915-27-41

The format would look like this:

DURER, Albrecht. 1515. *Rhinoceros*. [Engraving]. Oxford: Ashmolean Museum, Department of Prints and Drawings Register number 1915-27- 41.

Illustrations, photographs maps and diagrams should be referred to as **Figures**. There should be a list of figures at the front of your dissertation or essay, following the contents page. This should list figure number (in order), figure title, and page on which the illustration appears.

eg. page layout for a list of figures in a dissertation.

Figures		
Figure 1	DURER, Albrecht. 1515. <i>Rhinoceros</i> . Engraving. At: Oxford: Ashmolean Museum, Department of Prints and Drawings. Register number 1915-27- 41.	Page 33

The figure number and title must also appear underneath the illustration, in the main body of the work.

Figures and tables should be located as close as possible to the relevant part of the text.



Figure 1 Rhinoceros

3. Referencing Audio Visual Sources

3.1 Reference to a sound recording

Author (if known)	William Shakespeare
Year of recording / copyright or production	1967
Title	The Winter's Tale
Medium:Format []	[sound recording:audiocassette]
Place of production / distribution	London
Producer / distributor	Decca Record Company Ltd

The format would look like this:
SHAKEPEARE, William. 1967. *The winter's tale*. [sound recording:audiocassette]. London: HarperCollins Audio.

3.2 Reference to a film or commercial recording

Title	Nosferatu
Year of recording / copyright or production	1922
Medium:Format []	[DVD:Region 2 encoding]
Subsidiary originator, Director	F. W. Murnau
Place of production / distribution	London
Producer / distributor	Eureka Video

The format would look like this:
Nosferatu. 1922. [DVD:Region 2 encoding]. MURNAU, F.W. London: Eureka Video.

3.3 Off-air video recording

Corporate author	BBC2
Year of production	2001
Programme Title	The psalms of David
Medium:Format []	[off-air video recording:VHS]
Series Title	Art that shook the world
Series Number	5
Place of broadcast	London
Broadcast company	BBC2
Date of transmission	5 May 2001

The format would look like this:

BBC2. 2001. *The psalms of David*. [off-air video recording:VHS]. Art that shook the world, 5 London: BBC2. 5 May 2001.

4. Referencing Verbal Sources

4.1 Reference to conversation or comment

Person	J.A.D. Watson
Date	7 December 1996

The format would look like this:

WATSON, J.A.D. 7 December 1996. *Personal Communication*.

4.2 Formal lectures and speeches

Lecturer's name	Dr. Carl Peters
Year	2001
Lecture Title	Environmental issues: the green office
Location / Institution	Library & Learning Resources, UWCN
Date	11 May 2001

The format would look like this:

PETERS, C. 2001. *Environmental issues: the green office*. Library & Learning Resources, UWCN. 11 May 2001.

4.3 Formal interviews and telephone calls

Interviewee's Name	Michelangelo di Lodovico Buonarrotti Simoni
Year	1508
Interviewee's Job Title	Sculptor/Painter
Interview with Interviewer's name	Commission to paint the Sistine Chapel, Pope Julius II
Location of interview	Rome
Date	17 July 1508

The format would look like this:

DI LODOVICO BUONARROTI SIMONI, Michelangelo. 1508. Sculptor/Painter. *Commission to paint the Sistine Chapel, Pope Julius II. Rome, 17 July 1508.*

5. Referencing Live/Temporary Sources

5.1 Reference to a live production

Author	W. Shakespeare
Year performed	1995
Title	The Merchant of Venice
Subsidiary originator, Director	T. Nunn
Production	Royal Shakespeare Company
Location	Stratford: The Swan Theatre

The format would look like this:

SHAKESPEARE, W. 1995. *The Merchant of Venice*. Directed by Trevor NUNN. Royal Shakespeare Company. Stratford: The Swan.

5.2 Reference to an exhibition

Artist(s)	J. Davies et al
Date(s) of exhibition	28 July - 2 September 2001
Title	A470
Location	Cardiff
Exhibition space / Gallery	Chapter

The format would look like this:

DAVIES, J et al. 28 July - 2 September 2001. *A470*. Cardiff: Chapter.

NB: Whatever you need to make a reference to, by following the formats in the examples above, your bibliography will remain orderly and consistent and therefore easier for other people to use the information.

6. Referencing Electronic Sources

In the same way that you need to reference print material you need to follow the same procedures for information obtained electronically. As yet however, there are no fixed standards for electronic references but in order to apply a consistent style throughout, the following examples follow the Harvard system:

6.1 Reference to a WWW document

Author	J.Lee
Year	1999
Document title	Salvador Dali
Format []	[WWW]
URL including filename extension.	http://dali.korea.ac.kr/SalvadorDali_biography.html
Date accessed ()	30 July 2001

The format would look like this:

LEE, J. 1999. *Salvador Dali*. [WWW]
http://dali.korea.ac.kr/SalvadorDali_biography.html
(30 July 2001).

6.2 Reference to an e-mail

Author	J.McKay
Date	25 June1999
Subject line from posting	Images debate
Format []	[E-mail]
Type of posting (e.g. personal email to J. Bloggs at joe.bloggs@newport .ac.uk, mailing to artdeslib discussion list at artdeslib@jiscmail.ac.uk)	Mailing to artdeslib discussion list at artdeslib@jiscmail.ac.uk
Date accessed ()	25 June 1999

The format would look like this:

McKAY, J. June 25 1999. *Images debate*. [E-mail]. Mailing to artdeslib discussion list at artdeslib@jiscmail.ac.uk. (June 25 1999).

6.3 Reference to CD-ROM

Author	D Crompton
Year	2003
Title	Magic images : the art of the hand-painted and photographic lantern slide
Format []	[CD-ROM]
Place of publication	Hastings
Publisher	The Projection Box

The format would look like this:

CROMPTON, D. 2003. *Magic images : the art of the hand-painted and photographic lantern slide*. [CD-ROM]. Hastings: The Projection Box.

6.4 Reference to an electronic journal article / electronic newspaper article (for a journal/newspaper published online)

Author	S.Learner
Year of publication	2002
Title of article	Welsh grants replace free transport and childcare
Title of electronic journal / newspaper	T.E.S.
Format []	[Online newspaper]
URL including filename extension.	http://www.tes.co.uk/search/search_display.asp?section=Archive&sub_section=Further+education&id=361346&Type=0
Date accessed ()	13 June 2002

The format would look like this:

LEARNER, S. 2002. Welsh grants replace free transport and childcare. *T.E.S.* [Online newspaper]
http://www.tes.co.uk/search/search_display.asp?section=Archive&sub_section=Further+education&id=361346&Type=0. (13 June 2002).

6.5 Reference to an electronic journal article / electronic newspaper article (for a journal/newspaper published online & in print and accessed via an online database)

Author, editor, etc.	T. Charlton
Year of publication.	2002
Title of article.	Mobile telephone ownership and usage among 10-and11-year-olds
Title of journal [Format],	Emotional and Behaviour Difficulties [Online journal]
Volume number (issue number)	vol. 7 (no. 3)
Page numbers(s)	pp. 152 - 163
Available from Host & URL	Available from Swetswise at http://www.swetswise.com/
Date accessed ()	25 November 2003

The format would look like this:

CHARLTON, T. et al. 2002. Mobile telephone ownership and usage among 10-and11-year-olds. *Emotional and Behaviour Difficulties* [Online journal], 7 (3), pp.152-163. Available from Swetswise at <http://www.swetswise.com/>. (November 25 2003).

6.6 Online Images

Photographer/creator of image	C. Beaton
Year	2002
Title of Image	Coco Chanel
Format []	[Online image]
URL including filename extension.	http://www.gnam.arti.beniculturali.it/IVSeCu ltura/coco.htm
Date accessed ()	30 January 2004

The format would look like this:

BEATON, C. 2002. *Coco Chanel*. [Online image].
<http://www.gnam.arti.beniculturali.it/IVSeCultura/coco.htm>. (30 January 2004).

Southbank University has put together a very useful helpsheet called *Referencing Electronic Sources*. It can be found at <http://www.lisa.sbu.ac.uk/helpsheets/hs31.pdf>.

7. Quotations

Short quotations (under four lines of prose) should be placed in the body of the text and enclosed in single quotation marks. Longer quotations should be preceded by a colon. They should be set off from the text and indented at least or 2.5 cms (1inch). Quotation marks should not be used. You must include the page number of the quoted passage, with both long and short quotations:

e.g. (Craig, 1987 p.42) or (Craig, 1987, 42)

NB: For more detailed information, please see 'How to Study Successfully' handbook

8. Some General Hints

1. Write down your references on a card, slip or on a computer database when you find the book, illustration, etc. It may be difficult to find the information at a later stage. This is especially important for items borrowed from another library or if you are doing research away from your home base.
2. If you photocopy any items, ensure that you add the full reference at the time you copy. It is almost impossible to identify the item later.

If you need to make an extensive number of references (e.g. for a dissertation or thesis) you might find the RefWorks™ bibliographic management tool useful. Please make enquiries at the Information and Enquiry Desks at either Caerleon or Allt-yr-yn Library.

9. Guidelines for the Presentation of Long Essays and Dissertations

Courses have different rules and regulations relating to presentation. The following are general rules.

The long essay / dissertation should:

- be word-processed
- be double-spaced on one side of A4 paper.
- have top and bottom margins of 2.5 cm (1 inch) and left and right margins of 3.75 cm. (1½ inches)
- have pages numbered consecutively
- have a **title page**, which includes:
 - the title of the dissertation or the essay question
 - the student's name
 - the degree and subject for which the study is being submitted
 - the year of submission
 - the total number of words

Structure

The order of pages should be as follows:

Title page
Contents page
List of illustrations or diagrams (if any)
Declaration of originality (if required)
Glossary (if any)
Acknowledgements (if any)
Abstract (if required)
Main body of the dissertation or the essay, in chapters
Bibliography (Harvard System)
Appendices (if any)

10. Latin Abbreviations

cf.	compare
et al.	and others
et seq.	and the following
ff.	and the following pages
ib, ibid.	in the same place
id.	the same
i.e.	that is
loc. cit.	in the place already mentioned / cited
op. cit	in the work already mentioned / cited
q.v.	which see
sic	so written, spelt
v (vide)	see

Further Help

For further details on making references and compiling references and bibliographies, the following titles can be found in the Library:

ALLISON, B. 1993. *Guide to dissertation preparation: revised to conform to BS 4821*. 4th edn. Leicester: Leicester Polytechnic. (378.1702812 ALL)

BELL, J. 1993. *Doing your research project: a guide to first-time researchers in educational and social science*. 2nd edn. Milton Keynes: Open University Press. (370.78 BEL)

BOSWORTH, D.P. 1994. *Citing your references: a guide for authors of journal articles and students writing theses or dissertations*. 2nd edn. Thirsk: Underhill Press. (Reserve Collection)

BRITISH STANDARDS INSTITUTION. BS 5605: 1990. *Recommendations for citing and referencing published material*. 2nd edn. London: British Standards Institution. (Reserve Collection)

Chicago manual of style: for authors, editors and copywriters. 1993. 14th edn. Chicago: University of Chicago Press. (REF 001.422 CHI)

TURABIAN, K.L.1996. *Manual for writers of term papers, theses and dissertations*. London and Chicago: University of Chicago Press. (378.1702812 TUR)

WAREING, S. 2001. *How to study successfully: a guide for students at the University of Wales College, Newport*. 2nd edn. Newport: University of Wales College, Newport. (378.1702812 WAR and on sale)