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Liverpool Hope Harvard Referencing Principles Guide

Table of Contents

Introduction: what is referencing?	2
Why reference?	2
What is the Harvard system?	2
Part One: In text citation	3
1. Paraphrasing.....	3
2. Quotations	3
3. Other guidance for constructing citations:	5
i. Paraphrasing and quoting from edited works (citing a single chapter).....	5
ii. Paraphrasing and quoting from edited works (citing several chapters)	5
iii. Secondary referencing (author refers to another author)	5
iv. Multiple authors	6
v. Referencing two or more works by the same author published in the same year	7
vi. Citing a work written by an organisation (corporate authors)	7
vii. Citing a work with no obvious author identified	7
viii. Citing a work with no date	8
ix. Citing a work with no page number.....	8
x. Citing more than one source	8
xi. Citing the same source again	8
xii. Page numbers that are Roman Numerals	8
Part Two: The reference list	9

Introduction: what is referencing?

Referencing can be defined as:

“The process of informing readers of your work, where you obtained your information, and enabling them to check the sources you used themselves. It also acknowledges your debt to the work done by the authors you have read” (Grix and Watkins, 2010, p.105).

Grix, J. and Watkins, G. (2010) *Information skills: finding and using the right resources*. Houndmills: Palgrave Macmillan.

Why reference?

1. To avoid accusations of plagiarism, i.e. passing other people's work off as your own, you must always acknowledge when you have used other people's work in your academic writing.
2. Referencing helps the reader see where the ideas behind your work have come from.
3. Good references should give the reader enough information to check those sources themselves.

References give your writing authority and tell your tutors you have researched your work properly by referring to experts in your subject. You should not make unsubstantiated claims in your academic writing without referring to evidence. Reference to other people's work helps provide you with that evidence.

What is the Harvard system?

The Harvard system of referencing, sometimes referred to as 'the author-date system', has 2 stages:

1. Referring to sources in the text of your essay, this is called the **citation** and consists of the author and date of their work.
2. **An alphabetical list of references** at the end of your essay which gives the full details of the publications in your citations.

Contrary to what you may think there is no universal Harvard system, rather it is best thought of as a style of referencing. As a consequence, if you read several guides to Harvard referencing, they may all give slightly different advice on how to construct references. Inconsistencies will tend to relate to minor variances in punctuation and phraseology. What follows in this document is guidance on how you will be expected to construct Harvard citations and Harvard reference lists at Liverpool Hope University.

This handbook is designed to support students expected to use Harvard referencing for their work. You should check with your programme handbook and with your academic tutors which referencing system you are expected to use.

Part One: In text citation

The following guidance explains how you should reference authors' work **in the body of the text of your written work**. There are 2 aspects of this: *paraphrasing* and *direct quotation*. Different rules apply to each set of circumstances.

1. Paraphrasing

When you express an author's ideas in your own words you need to give the author and publication date only.

If the author's name occurs naturally in your writing, just include the publication date in brackets e.g.

Smith (2011) states that properly constructed references are a key part of academic writing.

Alternatively, you may wish to state an author's views / findings in your own words in your text and acknowledge at the end of your sentence. In this case put both the author's name and publication date in brackets e.g.

Properly constructed references are a key component of academic writing (Smith, 2011).

2. Quotations

If you directly quote from an author's work you need to give the following information in this order:

Author Date of publication Page number(s) (the quotation appears on)

Citations to quotations should be given in the format:

(Smith, 2011, p.25)

or if the quotation is over more than one page

(Smith, 2011, pp.25-26)

Short quotations

For quotations **less than 2 lines in length**, the quotation should be put in single inverted commas ‘...’

The quotation can be put in your sentence as a continuation of your text without separating e.g.

Smith (2011, p.25) states that ‘it is imperative that your academic work is properly referenced’.

As with paraphrasing, if the author’s name appears naturally in your writing as in the above example, just enclose the year of publication and page number in brackets.

Long quotations

For quotations longer than 2 lines in length separate the quotation from the rest of your paragraph and indent at the margins on both sides. You do not need to use quotation marks e.g.

It has been stated that:

One of the most common reasons that university students carelessly lose marks for their assessed work is lack of properly constructed references. It is imperative that academic work is properly referenced (Smith, 2011, p.25).

As with paraphrasing, because the author’s name has not occurred naturally in our writing the entire citation (author’s name, year of publication and page number) has been enclosed in brackets.

Quoting part of a sentence

If you only wish to quote part of a sentence you should use an **ellipsis**. Put three dots where the words are missing ... This applies if the quote you are writing is not the start of a sentence. Examples:

Smith (2011, p.47) lamented the fact that many students didn’t ‘know how to reference ... properly’.

It is often noted that ‘Harvard is simply a matter of following rules ... you will get better marks for referencing’ (Smith, 2011, p.48).

3. Other guidance for constructing citations:

i. Paraphrasing and quoting from edited works (citing a single chapter)

An edited work is a book that consists of individual chapters written by different authors. If you want to paraphrase or quote from a **single chapter**, it is the author of the chapter *only* you should include in your citation.

Let us say I'm using the book 'How to reference properly' edited by Smith, J. and published in 2008. There is a chapter in this book by Jones, P. I wish to quote from in my essay. My citation in the text of my essay would read (Jones, 2008).

In my reference list at the end of my essay I will acknowledge that this is a chapter in an edited work (see later section on constructing reference lists).

ii. Paraphrasing and quoting from edited works (citing several chapters)

If you wish to paraphrase or quote from **two or more** chapters of an edited work however, you also need to acknowledge the editor(s) of the work in your in-text citation.

Again, let us say I was using the book 'How to reference properly' edited by Smith, J. and published in 2008. In the text of my essay I quote or paraphrase from the chapter by Jones, P. (as in the example (i.) above) but then go on to quote / paraphrase from another chapter by Johnson, C. from the same edited work.

My in-text citations would be structured so as to include the editor(s). For example:

Jones (in Smith, 2008) or (Johnson in Smith, 2008, p.63)

This will then ensure that in my reference list the edited work will only need to appear once (see later section on constructing reference lists).

iii. Secondary referencing (author refers to another author)

What if the author of the book I am reading refers to another author's work which is useful and I want to mention this? For example, a book I have read quotes another author and I want to use this quote in my essay. This is called secondary referencing.

Let us say you are reading the book below:

Smith, J. (2010) *Guide to Harvard Referencing*. Liverpool: Liverpool Hope University Press

There is a useful quote in this book from another book written by Paula Jones in 2007 which I want to use in my essay. Even though I haven't read the book by Paula Jones, I can still use the quotation. My citation in the text of my essay should read:

Jones (2007, cited in Smith, 2010, p.37) states that 'Thorough reading of a referencing guide dramatically improved my students' referencing'.

Note you should always include the details of the book you have actually read in your reference list (see later)

iv. Multiple authors

Where you wish to quote from or paraphrase from a work with several authors you should structure your citations in the text of your essays as follows:

2 authors

Include both authors' names separated by **and**:

(Smith and Jones, 2008)

3 authors

Separate authors' names with use of **comma** then **and**:

(Smith, Jones and Macdonald, 2008)

4 and more authors

If there are four or more authors you can use the abbreviation **et al** which means 'and others' e.g.

(Smith et al, 2006)

You should however acknowledge all of the authors names in full in your reference list at the end of your essay.

Multiple authors expressing the same viewpoint, regardless of whether in the same source or several sources list them together at the relevant point in the sentence, putting them in brackets with the author's name, followed by the

date of publication and separated by a semi-colon. The sources should be cited in alphabetical order in each list e.g.

Fox, (2018, p.46; Gerald, 2011, p.119; Partick, 2005, p.76)

v. Referencing two or more works by the same author published in the same year

What if I am using 2 publications by the same author written in the same year? In these circumstances use letters a, b, c etc. to distinguish between publications you cite e.g.

Smith (2010a) gives a useful description of Harvard.

Later in the text may read:

Smith (2010b) has stated that....

This should be mirrored in your reference list at the end of your essay i.e. you should annotate the year of publication with letter a, b, c etc. for each work published by that author in that year.

vi. Citing a work written by an organisation (corporate authors)

Some publications, for example Government reports, may not have a named individual or individuals identified as the author(s).

In this case, in your citation you would give the name of the organisation that produced the publication instead e.g.

The UK Department for Education and Skills (2008) carried out research into students' referencing.

vii. Citing a work with no obvious author identified

Note that in the majority of cases, any source that has sufficient academic validity to contribute to your written work should have either a personal or corporate author identified. However, there may be limited circumstances where you need to reference a source for which no author can be attributed. If you can't find a personal or corporate author then either:

Use the title of the document in your citation e.g.

Harvard referencing is also known as the author-date system (Guide to Harvard referencing, 2004).

or

Harvard referencing is also known as the author-date system (Anon., 2004).

If the title of the document is so long as to make your citation appear untidy, instead use **Anon.**

viii. Citing a work with no date

If you cannot locate a date of publication for the work you wish to paraphrase or quote you should use the abbreviation **n.d.** in your in-text citation instead e.g.

Smith (n.d.) or (Smith, n.d.) for paraphrasing

(Smith, n.d., p.47) in the case of direct quotation

The abbreviation **n.d.** should also be used in your reference list.

ix. Citing a work with no page number

If you cannot locate a page number for the work you wish to paraphrase or quote you should use stated **n.p.** in your in-text citation instead e.g.

Smith (2014), n.p.

The **n.p.** should also be used in your reference list.

x. Citing more than one source

When citing more than one source within the same set of brackets, list the sources alphabetically by author and separate each with a semicolon e.g.

The Harvard system of referencing is one of the most commonly used styles of referencing (Jones, 2008; Smith, 2011)

Reprinted books

Reprinted books don't hold any new information in them, use the original date of the edition that you have.

xi. Citing the same source again

When making a reference to the same source for a second or further time in your work, there is no need to repeat the reference in full. It is best to use the shortest form of reference that will still allow a reader to find the source.

xii. Page numbers that are Roman Numerals

If the page numbers are in Roman numerals, do not include p. before them
e.g.

Smith (2021, iv) states that 'it is imperative that your academic work is properly referenced'.

Referencing online versions

Many of the sources listed in this guide will also potentially be available as online versions as well as in print.

When referencing the online version of a source, follow the below guidance:

In text citation:

There will be no major difference to your in-text citation when using an online version. However, note that page numbers may not always be available in an online version.

Reference list:

Your reference in your reference list should include the additional information:

- After the title or series number, insert the word [online] in square brackets followed by a full stop.

At the end of your reference also include:

- Available from followed by a colon:
- Either the name of online resource (if one of the library's online resources) or the full URL (web address) of where you accessed the source <in angled brackets>
- The date you accessed the source preceded by the word accessed in [square brackets] and followed by a full stop.

Note: place of publication and publisher are not necessary for the online version

Part Two: The reference list

Referencing within the text of your essay only ever requires author, date (and page numbers in the case of direct quotation).

You then need to give the full references for the sources you have cited in the text of your essay in a reference list at the end of your work. Note, the reference list in Harvard only includes those sources that you have directly cited in the text of your essay. It is not necessarily a list of everything you have read.

Reference lists should always be in **alphabetical order by author's surname.**

References to different kinds of publications are constructed in different ways. Examples of referencing for the kinds of sources you will commonly use can be found in the 'Examples Guide' on the library's website:

<https://www.hope.ac.uk/gateway/students/libraryservices/referencinghelpandotherguides/>

Further Help

If you need further support, you can contact the library for more help:



askalibrarianhope.ac.uk



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