

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Contents

Introduction	2
In-Text Referencing.....	2
Reference List	3
Referencing Formats	5

Introduction

For every academic assignment you produce you are required to acknowledge the work of others by referencing in the text and creating a list of references at the end.

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

In-Text Referencing

In-text referencing enables you to indicate in your work where you have used ideas or material from other sources – to do this quote the authors surname and date of publication, i.e.

(Gibbs, 1998)

Quotes

If you are using the exact form of words used in the original and putting the text in quote marks (direct quoting); you also need to include the page number(s) of the quoted material in your in-text reference.

i.e. Gibbs talks about 'the importance of planning' for your assignments (1998, P.10)

Notes:

1. For larger quotes – display in a separate paragraph.
2. If you do not name the source at the beginning of your quote, then it must be give after it.

Authors with more than one publication

In your reference list items are listed only once in alphabetical order.

You may need to refer to more than one publication by an author for a specific year. So that these different items in your in-text referencing can be identified, you should add a letter of the alphabet to the year of publication, i.e.

(Gibbs, 1998 a), (Gibbs, 1998 b) and (Gibbs, 1998 c) – a, b and c refer to the order in which they are referenced in your text.

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Multiple Authors

If a publication has three or more authors, the **in-text referencing** should list only the first author followed by:

Et al ('and others') i.e.

(Gibbs et al, 1998)

In the **reference list** you should list each author in full, i.e.

Drake, R.L., Vogl, W. , and Mitchell, A.W.M. (2005) Philadelphia, Elsevier Inc.

Reference List

At the end of your work, you should reference your sources, this should be done in alphabetical order, by author surname and should include everything you need to identify the item.

You need to identify the source type, i.e. book, article, website, journal. You need to use the correct referencing format (listed at the end of this guide), to create the reference.

Your reference list title is simply: Reference List.

Secondary Referencing

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Where you have discovered a quotation or an idea through a secondary source, where you have not read the original; this is known as 'secondary referencing'.

You may try to find the original, but if you are unable to, you need to make it clear in your work that you are referencing the secondary source and have not read the original, i.e.

Secondary referencing for in-text referencing:

Gibbs, quoted in Pearson (2012) states 'the importance of planning' (P.5)

Secondary referencing in the reference list:

You must provide the details for the source that you read it in, i.e.

Pearson, J. (2012) Study Skills, Oxford, Pearson Publishing.

Note:

Always group your sources, for example, list all of your internet sources together, your journal sources together, book sources together etc... and also put these sections in alphabetical order.

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Referencing Formats

Reference Format	In-text Reference Requirements	Full Reference Requirements	Notes
Books	(Author, year of publication) or Author (year of publication) states...	Author, A. (year of publication) <i>Title of Book</i> , Place of publication, Publisher.	If the book has an edition number you should record this after the title.
Book Chapters	Some agree (Author of chapter, year of publication) or Author of chapter (year of publication) states...	Author of chapter, A. (year of publication) ' <i>Title of chapter</i> ', in Author, A. (ed[s]) (year of publication) <i>Title of Book</i> , Place of publication, Publisher.	
Ebooks online	(Author, year of ebook publication) or Author (year of ebook publication) states...	Author, A. (year of publication) <i>Title of Book</i> [online], Place of publication if available, Publisher if available, URL (date accessed).	
Ebooks on readers	(Author, year of ebook publication) or Author (year of ebook publication) states...	Author, A. (year of ebook publication) <i>Title of Book</i> [ebook], Place of publication, Publisher.	
Translated books	(Author, year of publication) or Author (year of publication) says...	Author, A. (year of publication of translated version [year of publication of original work if available]) <i>Title of Book</i> (trans, A. Translator), Place of publication, Publisher.	

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Reference Format	In-text Reference Requirements	Full Reference Requirements	Notes
Journal articles	(Author, year of publication) or Author (year of publication) states...	Author, A. (year of publication) 'Title of article', <i>Title of Journal</i> , volume (abbreviated to vol.), number (abbreviated to no.), page numbers (abbreviated to pp.).	
Ejournal articles	(Author, year of publication) or Author (year of publication) states...	Author, A. (year of publication) 'Title of article', <i>Title of Journal</i> , volume (abbreviated to vol.) number (abbreviated to no.) [online], URL (date accessed).	
Websites and web resources	(Author, year of publication/last updated) or Author (year of publication/last updated) states...	Author, A. (year of publication/last updated) <i>Title of Website</i> [online], URL (date accessed).	
Online documents	(Author, year of publication if given) or Author (year of publication if given) states...	Author, A. (year of publication if given) <i>Title of Document</i> [online], Place of publication, Publisher, URL (date accessed).	
Blogs	(Author, year of publication/last updated) or Author (year of publication/last updated) states...	Author, A. (year of publication/last updated) ' <i>Title of message</i> ', <i>Title of Website</i> , day/month of posted message [online], URL (date accessed).	

Reference Format	In-text Reference Requirements	Full Reference Requirements	Notes
Wikis	(Title of wiki, year last modified) or Title of wiki (year	Title of wiki (year last modified) <i>Article title</i> [online], date last modified, URL (date accessed).	

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

	of last modified) states...		
Twitter	(Author, year of publication) or Author (year of publication) states...	Author of tweet (year of publication) <i>Full tweet</i> , date of tweet, URL (date accessed).	
Podcasts	(Title of podcast, year of publication) or Title of podcast (year of publication) states...	<i>Title of podcast</i> (year of publication) podcast type, Podcaster, Place of podcast [online], URL (date accessed).	
Newspapers	(Author, year of publication) or Author (year of publication) says...	Author, A. (year of publication) ' <i>Title of article</i> ', <i>Title of the Newspaper</i> , date, page number.	
Newspapers online	(Author, year of publication) or Author (year of publication) states...	Author, A. (year of publication) ' <i>Title of article</i> ' <i>Title of the Newspaper</i> , date [online] URL (date accessed).	

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Reference Format	In-text Reference Requirements	Full Reference Requirements	Notes
Images	(Title of image, year of production) or Title of image (year of production) illustrates that...	<i>Title of Image</i> (year of production) [online], URL (date accessed).	
Works of art	(Artist, year of production) or Artist (year of production) illustrates...	Artist, A. (year of production) <i>Title of Image</i> , medium, size, location.	
TV programme	(Title of programme, year of broadcast) or Title of programme (year of broadcast) says...	<i>Title of Programme</i> (year of broadcast) channel, date of transmission.	
Film	(Title of film, year of release) or Title of film (year of release) says...	<i>Title of Film</i> (year of release) film, directed by Director Name, Distribution Company.	
Audio CD	(Artist, year of release)	Artist (year of release) <i>Title</i> , audio CD, recording company.	

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Reference Format	In-text Reference Requirements	Full Reference Requirements	Notes
YouTube item	(Title of item, date uploaded) or Title of item (date uploaded) states...	<i>Title of item</i> (date uploaded) YouTube video, added by name of who uploaded it [online] URL (date accessed).	
Reports	(Author, year of publication) or Author (year of publication) says...	Author, A. (year of publication), <i>Title</i> , Issuing Organisation, report number.	
Conference papers	(Author, year of publication) or Author (year of publication) says...	Author, A. (year of publication) ' <i>Title of paper</i> ', <i>Title of Conference</i> , Location, date of conference, Place of publication, Publisher, page numbers.	
Theses	(Author, year of submission/publication) or Author (year of submission/publication) says...	Author, A. (year of submission/publication) <i>Title: subtitle</i> , designation, Place of submission/publication, Awarding institution.	
Patents	(Inventor name, year)	Inventor, A. Assignee name if not also inventor, (Year) <i>Title</i> , Country of issue and patent number.	

Guide to Creating Your Reference List – (Harvard System)

Learning Research & Organisational Skills

www.essentiallyeducation.co.uk

Reference Format	In-text Reference Requirements	Full Reference Requirements	Notes
Standards	(Organisation, year)	Organisation (Author) (year) Number and title of the Standard, Place of publication, Publisher.	
Emails	(Author, year of message) or Author (year of message) says...	Author, A. (date of message) 'Subject of message', email to Recipient's Name.	
Forum messages	(Author, year of message) or Author (year of message) says...	Author, A. (date of message) 'Subject of message', forum message to Name of the Forum.	