In academic writing it is essential to state the sources of ideas and information, both in your text, through in-text citations, and in your bibliography at the end of your written piece. In this guide we shall work methodically through the processes and rulings that comprise Harvard citation rules. Please note that Harvard is only one type of referencing system it may not be used in your School, please check.

What’s a Citation?
In-text citations, references and bibliographies are part of academic writing and relate closely to each other.

- **In-text citations** are used in your writing to acknowledge the work and ideas of other people.

- **References** have been defined by the British Standards Institute as:
  - A set of data describing a document or part of a document, sufficiently precise and detailed to identify it and enable it to be located. (British Standards Institute (1990) p3)

The relationship between an in-text citation and a reference is that any citation within the text of a document should have a linking reference, which will give the full information about the item that has been cited. The references will be written according to a set of agreed rules; in the case of this guide we will be using the Harvard citation rules.

- **A bibliography** gives full and accurate details of the works that have been cited (i.e. it gives full references) and any other resources used in the course of your research, even if they are not cited in your text. Bibliographies are usually located at the end of a piece of written work.

The steps towards making in-text citations and creating references and a bibliography are:

**Identifying Why, When and What Information you Need for Citation**
Here are some times when you cite:

1. When you have quoted directly from someone else’s work.
2. When you have paraphrased the work of another author, rather than quoted directly from them.
3. When you have referred to previously published work of your own.
4. If someone’s work or ideas are the source of a particular theory, argument or viewpoint.
5. When you have used specific information, e.g. statistics or case studies.
6. When you have used something as background reading, but where it still has influenced your thinking towards your piece of work.

What information is needed for citation and referencing and where is it found?
The key purpose behind any citation and its corresponding reference is to enable you, or someone else who is reading your work, to identify and locate the original text. Depending on the type of resource, the information that is usually provided is:

- Author’s surname and initials
- Title, with any sub-titles
- Year of publication
- Edition if other than the first
- Location of the publisher
- Name of the publisher
- The name, volume number, part number and pages of the journal
- For electronic resources, the web or e-mail address.

_The key thing to remember is_ that the information you give should allow someone (or yourself in the future) to gain access to this work. So, be accurate and give full details!

**Creating Bibliographic References**

There are a variety of different conventions for the compilation of in-text citation and references for bibliographies. Two of the most common are British Standard Bibliography, which uses footnotes with numbers for references in the text, and the Harvard system, which uses the author’s name and the year of publication in the text (and page numbers if a direct quote is used).

It is likely that your School or subject area will have a preference for one particular system, and it would be wise of you to use that system! However, whichever system you choose, you must use it consistently, accurately and following the rules.

**Using the Harvard citation rules for bibliographic references**

**BOOKS**

Author’s NAME and INITIALS  
Year of publication, in brackets  
Title of the book, underlined or in _italics_  
Edition, if other than the first  
Place of publication  
Publisher

For example:  

**JOURNAL ARTICLES**

Author’s NAME and INITIALS  
Year of publication, in brackets  
Title of the article (not underlined or in _italics_)  
Title of the journal, underlined or in _italics_  
Volume no. and (Part no.)  
Page number(s)
For example:

**WEBITES**

Author’s NAME and INITIALS  
Year of publication, in brackets (If there is no date, put:[n.d.] NB use square brackets)  
Title of the website, *underlined* or in *italics*, followed by ‘*[online]*’  
Place of publication  
Publisher (if ascertainable)  
Available from: URL [Date accessed] NB. Square brackets

For example:  

**E-JOURNALS**

Author’s NAME and INITIALS  
Year of publication, in brackets  
Title of the article (not underlined or in italics) [online]  
Title of the journal, *underlined* or in *italics* followed by ‘*[online]*’  
Volume no. and (Part no.)  
Page number(s)  
Available from: URL [Date accessed] NB Square brackets

For example:  

**CONFERENCE PAPERS**

Contributing Author’s NAME and INITIALS  
Year of publication, in brackets  
Title of the paper, followed by ‘IN’  
NAME and Initials of editor of the conference proceedings  
Title of the conference, *underlined* or in *italics*, including the date and place  
Place of publication  
Publisher  
Page numbers

For example:  

**THESIS AND DISSERTATIONS:**

Author’s NAME and INITIALS  
Year of publication, in brackets
Title of the thesis or dissertation, underlined or in italics
Designation, (and type)
Name of the institution to which submitted

For example:

GOVERNMENT AND CORPORATE BODY PUBLICATIONS

(Available data may vary, but try to include:)
Government department or corporate body
Year of publication, in brackets
Title of the document, underlined or in italics
Place of publication
Publisher
Report number (if applicable)

For example:

The Home Office has produced a report in 2002 entitled ‘Delivering drug services to black and minority ethnic communities’. It has been published by the Stationary Office in London and has the report number DPAS Paper 16.

Please go to the end of this guide to check your answer.

2.2.8 VIDEOS, FILMS OR BROADCASTS

Title, underlined or in italics.
Year of production, in brackets
Material designation
Subsidiary originator (e.g. Director)
Production details – place: organisation
NB: Programmes and series – the number and title of the episode should be given as well as the series title, the transmitting organisation and channel and the full date and time of the transmission.

For example:
Citizen Kane (1948). Film. Directed by Orson Welles. USA: Republic Pictures
And:
Yes Prime Minister, Episode 1, The Ministerial broadcast (1986) Television programme, BBC2, January 16, 1900 hrs.

2.2.9 VARIATIONS ON THE GENERAL RULES:

• Two authors – cite them both, in the order they appear on the title page of the original document.
• Three or more authors – cite the first author and use ‘et al’ in place of the others.
• Series – enter the series title between the title and the publishing details.
In-text Citation and Quoting in Your Text

An in-text citation is used when you are discussing the work of another person in your written work, whereas if you include their words directly into your text, this is a quotation, and must also be accompanied by an in-text citation. Fortunately, the Harvard system for in-text citation is very straightforward as we shall see below.

How do you write in-text citations in the Harvard system?
Harvard does not use footnotes in the main text (which actually makes life easier for you!); references are generally made by listing the author(s) and year of publication in the text.

For example, your written text could read:
‘In the popular study by Smith (2001) it is argued that …’

Because the author’s name occurs naturally in your text, only the date is bracketed.

If the author’s name does not appear in your text, you must include it inside the brackets for your reference:
For example:
‘A later study (Jones 2002) discussed …’

A comma between the name and the date in the brackets, is optional; whichever you use, make sure you are consistent.

If you want your reader to find a specific page or quotation, include the page number(s) in your citation, as shown below:

For example:
‘An important evaluation (Smith 2001 p246) showed that …’

There is no need for you to put any further details in your text, as the full details will be given in your bibliography at the end of your document.

If your author has published more than one cited document in the same year, add a, b, c, etc after the year and use the same notation in your bibliography references.

For example:
‘Smith (2001a) discussed the subject …’

These rules for in-text citation apply to all varieties of resources, books, articles in journals, electronic resources etc.

How do you quote from a source?
If a quotation is within your written text it should be kept short. It will probably be part of your sentence and should therefore be contained within quotation marks, followed by the author’s name, year of publication and page number in brackets.

For example:
...Most of the people interviewed thought "it was ridiculous for a man to stand up when a woman enters a room". (Womack 2002 p1)

If you are making a longer quotation from someone’s work, do not use quotation marks. Indent the quotation in a separate paragraph from your main text and cite the author, year of publication and page number beneath it. If your document is typed, your main text will probably be double spaced, whereas your quotation should be single-spaced.

Your quotation will appear as follows:

Life is a banquet. And the tragedy is that most people are starving to death.
(de Mello 1990, p26)

How do you avoid plagiarism?
Plagiarism is the deliberate presentation of another person’s work as if it were your own, without acknowledgement of where it has come from. Quite a range of activities come under the heading of plagiarism, such as these, identified by Stephen Wilhoit (1994):

• Buying a paper from a research service
• Handing in another student’s work without that student’s knowledge
• Copying a paper or some text from a source text without proper acknowledgement
• Paraphrasing materials from a source text without appropriate documentation
• Handing in material downloaded directly from the Internet.

If you use other peoples’ words, diagrams or ideas, you must acknowledge them by referencing them in the text and citing them in your bibliography. Far from being a sign of poor work, you are proving that you have read around your subject and are familiar with the major theories and ideas. Provided you have done this correctly and accurately, you will gain marks by referring to the work of other writers and academics.

Listed below are some suggestions to help you avoid plagiarism in your work:

• Plagiarism often begins unwittingly at the note-making stage. Try to write your notes in your own words, rather than copying them directly from the text you are reading.
• Be sure to distinguish in your notes between direct quotes and your own paraphrases.
• When you are putting a direct quotation in your notes, write down the reference to it at the same time.
• Always include a full bibliography with all pieces of written work, including both background reading and cited texts and other resources.
• Avoid cosmetic changes to other people’s work. For example, do not:
  substitute similar words
  reverse the order of a sentence
  change terms in a computer code
  alter a spread sheet layout

You should be aware that the penalties for plagiarism are usually very severe and could lead to disqualification of your work. It would be advisable to check the plagiarism policy of your School!

Read through the following samples and identify which are cases of plagiarism. They have been taken from The Bedford Handbook for Writers (Hacker 1991 508).
Original text:
“If the existence of a signing ape was unsettling for linguists, it was also startling news for animal behaviourists.” (Davis 1988 26)

Version A:
The existence of a signing ape unsettled linguists and startled animal behaviourists (Davis 1988 26).

Comment: Plagiarism. Even though the writer has cited the source, the writer has not used quotation marks around the direct quotation "the existence of a signing ape". In addition, the phrase "unsettled linguists and startled animal behaviourists" closely resembles the wording of the source.

Version B:
If the presence of a sign-language-using chimp was disturbing for scientists studying language, it was also surprising to scientists studying animal behaviour. (Davis 1988 26)

Comment: Still plagiarism. Even though the writer has substituted synonyms and cited the source, the writer is plagiarising because the source’s sentence structure is unchanged.

Version C:
According to Flora Davis, linguists and animal behaviourists were unprepared for the news that a chimp could communicate with its trainers through sign language. (Davis 1988 26)

Comment: No plagiarism. This is an appropriate paraphrase of the original sentence.

Compiling a Bibliography
Finally, you have written your essay, dissertation or thesis, quoted and cited your references and now you must compile your bibliography!

A good tip is to start keeping a correctly cited record of every resource as you use it – whether on index cards or in a database. In this way you will find that writing the bibliography at the conclusion of your main text is a very easy process, as you will have done the bulk of the work as you went along.

What should your bibliography include?
Very simply, your bibliography should include all the resources you have used to complete your assignment. This means both resources you have referred to in the text of your document and also relevant background materials that you have used, but not necessarily discussed.

If you are using or would like to use a bibliographic database like EndNote (see below and/or Using Endnote Guide) or Reference Manager, then this is a perfect way for you to keep track of your notes and references.
• Put everything you read for a topic into your database.
• Key word the items in your database so you can find a group of references on a related topic you are working on.
• Store the hard copies (if photocopies or paper articles) in alphabetical order, but always make a note in your database if you have a hard copy and where it is.
• Finally, if you make notes on something you’ve read, also record where your notes are on your database entry too.

This way you keep a good record of the reference (in correct reference style), plus copies and notes you will need when you come to write up.

How should you organise your bibliography?
Most bibliographies are straight-forward alphabetical arrangements by authors’ surnames. In some disciplines, however, you may find it is customary to sub-divide the bibliography into smaller listings. An example would be into primary and secondary sources, or another could be by media type.

Check with your tutor or the course handbook if there is a preferred style.

REFERENCES

WILHOIT, S. (1994) Helping students avoid plagiarism College teaching 42 Fall 161-164