

Write and Cite:

**The QMU Guide to the British Standard Harvard 2010
System of Referencing**

March 2017

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1. Introduction

1.1 What is referencing?

In your assignment, you will use ideas and information from other sources to support points and arguments you want to make.

Referencing is a way of crediting all the sources of information and ideas that you have used in any piece of academic work.

When you use someone else's ideas in your work, either by using your own words or making a direct quotation, you must reference the source, in order to:

- show you are aware of other people's ideas and are including them
- acknowledge other people's ideas
- support points and arguments you want to make
- allow the reader to find the original material you have used.

1.2 When should I reference?

You must reference when you summarise or paraphrase ideas and information from someone's work, or when you quote directly.

Failure to do any of the above is considered to be plagiarism.

1.3 What is plagiarism?

"...the presentation by an individual of another person's ideas or work (in any medium, published or unpublished) as though they were his or her own..." (QMU 2007, p.42).

Plagiarism is considered to be a major breach of academic regulations.

For further information about plagiarism, look at the plagiarism wiki:

<https://sites.google.com/a/qmu.ac.uk/plagiarism/>

1.4 How do I reference?

There are two key features of referencing:

- citing a source in your writing
- creating a reference list at the end of your writing.

A reference list:

- is **alphabetical by author**
- must contain full details of all the sources you have cited in your text.

You will always be required to provide a reference list; however, you may sometimes be asked to provide a bibliography as well.

- **Reference list:**
only identifies sources referred to in your writing
- **Bibliography:**
has same format as a reference list but includes all materials consulted in the preparation of your assignment.

2. How to compile your reference list

A reference list

- must be included at the end of your assignment, before any appendices
- is alphabetical, organised by the surname (family name) of the author.

Only works you cited in your text appear in the reference list.

See section 5 for an example of a reference list.

Correct and consistent punctuation is very important:

- The first word in the title of books, chapters and journal articles starts with a capital letter.
- Authors' surnames and initials should be in capital letters.
- Journal titles, publishers' names and places should also start with a capital letter.

Note carefully how the examples given below are punctuated.

Please note: in the text of your work, you cite the author and year only to refer to a source. See section 3 for advice and examples.

2.1 How to reference a book

Details for a book should be set out in the following order and with the punctuation as indicated.

Author/Editor SURNAME (*in capitals*), Initial(s).

(if editor, then write 'ed.' after initial – see example on next page)

Year.

Title of the book. (*in italics*)

edition. (if later than the first and abbreviated to ed.)

Place of publication (town or city):

Name of publisher.

Series title and number. (if part of a series)

Here are two examples. Note punctuation.

WILLIAMS, R., 2003. *Television: technology and cultural form*. London: Routledge.

LLEWELLYN, A., AGU, L. and MERCER, D., 2008. *Sociology for social workers*. Cambridge: Polity.

If you are referencing a publication in a language other than English, see guidance in section 4.

Editions and editors

- Use the abbreviation 'ed.' for both edition and editor; use 'eds.' for more than one editor.
- Only give details of the edition if it is later than the first.
- Make sure edition detail matches copy you have read.
- A reprint is not a new edition.

Here is an example of an edited book and an example of an edition later than the first. Note punctuation.

MÜLLER, N. and BALL, M. J., eds. 2013. *Research methods in clinical linguistics and phonetics: a practical guide*. Chichester: Wiley-Blackwell.

BELL, J., 2010. *Doing your research project: a guide for first-time researchers in education, health and social science*. 5th ed. Maidenhead: McGraw-Hill Open University Press.

2.2 How to reference a chapter in a book of collected writings by different authors ('in' references)

Do not confuse the name of a contributor to a book of collected writings with that of the editor.

Name the editor of the book in the reference list as this is the information needed by anyone wanting to find that piece of work.

Author of the chapter (as cited in your text) SURNAME, Initial(s),

Year of chapter publication (if available).

Title of chapter.

In: Initial(s). SURNAME, of author(s)/editor(s) of the collected work

ed. (eds. If more than one)

Title of the collected work. (*in italics*)

Place of publication:

Publisher,

page number(s) of the chapter referred to.

Here is an example. Note punctuation.

PORTER, M., 1998. What is strategy? In: S. SEGAL-HORN, ed. *The strategy reader*. Oxford: Blackwell in association with the Open University, pp. 73-99.

2.3 How to reference an ebook (online book)

Author/Editor SURNAME, Initial(s),

Year.

Title (*in italics*)

online. [in square brackets]

edition. (if not first edition)

Place of publication: (if available)

Publisher (if available)

viewed day month year. [in square brackets]

Available from: followed by the Internet address.

Here is an example. Note punctuation.

MANDELSTAM, M., 2009. *Community care practice and the law* [online]. 4th ed. London: Jessica Kingsley Publishers [viewed 26 June 2013]. Available from: <http://site.ebrary.com/lib/qmuc/Doc?id=10264096>

Note the sequence of day month and year: [viewed 26 June 2013].

2.4 How to reference a journal article

Author/Editor SURNAME, Initial(s),

Year.

Title of article.

Name of Journal. (*in italics*)

Month or season, (if available) volume, issue number,

page number(s) of article.

BONEN, A. and SHAW, S.M., 1996. Recreational exercise participation and aerobic fitness in men and women: analysis of data from a national survey. *Journal of Sports Science*. August, vol. 13, no. 4, pp. 297-303.

MCCORD, S.K., FREDERIKSEN, L. and CAMPBELL, N., 2002. An accessibility assessment of selected web-based health information resources. *Library Hi Tech*. vol. 20, no. 2, pp. 188-198.

2.5 How to reference an ejournal (online journal) article

Most journal articles accessed online are also available in print format, so they may be referenced in the same way as an article in print format.

If an article is only available online, follow the guidance below:

Author/Editor SURNAME, Initial(s),

Year.

Title of article.

Name of Journal (*in italics*)

online. [in square brackets]

Month or season, (if available), volume, issue number

page number(s). (if available)

viewed day month year. [in square brackets]

Available from: followed by the Internet address

COTTER, D., MANNING, R.J., BLOW, K.J., ELLIS, A.D., KELLY, A.E. and NESSET, D., 1999. Non-linear optics for high-speed digital information processing. *Science* [online]. November, vol. 286, no. 5444, pp. 1523-1528 [viewed 19 October 2001]. Available from: <http://www.sciencemag.org>

Note:

It is not necessary to provide every detail of the Internet address. The first few elements, such as a database name, are sufficient for the reader to find your source.

2.6 How to reference a website

Use the same elements that you would use to reference a book. In addition, include the Internet address and date accessed, as laid out below.

AUTHOR/EDITOR/ORGANISATION (as appropriate),

Year. (current year if no other available)

Section title/heading (*in italics*)

online. [in square brackets]

viewed day month year [in square brackets].

Available from: followed by the Internet address.

BBC., 2009. *BBC News* [online] [viewed 12 June 2009]. Available from:
<http://www.bbc.news.co.uk>

Note the sequence of day month and year: [viewed 12 June 2009].

2.7 How to reference a document (including leaflets, pamphlets and module handbooks)

In a document or leaflet, the author may be a corporate body organisation, such as the Royal Bank of Scotland, rather than an individual.

There may be limited information available from which to form your reference. A leaflet may not have a date of publication. If this is the case, use the term [no date] in square brackets.

AUTHOR/EDITOR., (or equivalent)

Year. (if available, or no date [in square brackets])

Document title. (*in italics*)

edition. (if later than the first and abbreviated to ed.)

Place of publication: (if available)

Publisher. (if available)

CANCERLINK., [no date]. *Declaration of rights of people with cancer*. London: Cancerlink.

MORSS, K. and IRVINE, L., 2007. *Education in action: NM042*. Edinburgh: Queen Margaret University.

2.8 How to reference an online document (including online leaflets and pamphlets)

An online document is a separate document, accessed as a PDF via a link on a website.

AUTHOR/EDITOR/ORGANISATION.,

Year. (if available)

Document title (*in italics*)

online. [in square brackets]

edition. (if later than the first and abbreviated to ed.)

Place of publication: (if available)

Publisher. (if available)

page number(s). (if available)

viewed day month year [in square brackets].

Available from: followed by the Internet address.

UNESCO., 2008. *Medium-term strategy 2008-2013* [online]. Paris: UNESCO [viewed 12 July 2008]. Available from: <http://portal.unesco.org>

If a document is contained within a large and complex web site (such as that for a university or a government agency), you should provide the host organisation and the relevant programme or department before giving the Internet address for the document itself.

CHOU, L. and SMITH, A., 2005. *Technology and education: new wine in new bottles: imagining educational futures* [online]. Birmingham University: Institute for Learning Technologies [viewed 4 October 2006]. Available from: <http://www.birm.ac.uk/ilt/publications/papers/newwine1.html>.

2.9 How to reference a contribution to a newspaper

AUTHOR., (or newspaper title if no named author)

Year of publication.

Title of article.

Title of newspaper. (*in italics*)

date of newspaper,

page number(s).

RODNEY, Z., 2005. Edinburgh leads the way in festival management. *The Guardian*. 19 November, p. 5.

2.10 How to reference a contribution to an online newspaper

For online newspapers accessed via a newspaper database or from the newspaper's website, follow the same guidance as for an ejournal.

AUTHOR/EDITOR.,(or newspaper title if no named author)

Year.

Title of article.

Name of newspaper (*in italics*)

online. [in square brackets]

Place of publication, (if available)

date of newspaper, (if available)

page number(s) (if available)

viewed. [in square brackets]

Available from: followed by the Internet address.

HAWKES, N., 2008. NHS 'abandons' many dementia patients and their families. <i>The Times</i> [online]. London, 24 January, p.22 [viewed 20 June 2008]. Available from: http://www.newsuk.co.uk
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2.11 How to reference conference proceedings

Your reference should start with the author or editor of the conference proceedings. If these are not available then you begin with the conference name. Where possible you should also include the place and the date of the conference.

AUTHOR/EDITOR/ORGANISATION.,

(if editor, then write 'ed.' after initial)

Year of publication.

Conference Name and/or title. (*in italics*)

Location of conference, (if available)

Date of conference. (if available)

Place of publication: (if available)

Publisher. (if available)

SHAKYA, G., ed. 2005. <i>JISC Conference on Learning Online</i> . Liverpool University, 6-9 August 2004. London: Open University.

2.12 How to reference published conference papers

AUTHOR/EDITOR of conference paper.,

Year of publication.

Title of conference paper.

In: EDITOR/ORGANISATION of conference proceedings, (if available)

(if editor, then write 'ed.' after surname)

Title of conference proceedings. (*in italics*)

Place of publication: (if available)

Publisher, (if available)

page number(s).

HUXHAM, M., 2005. Learning in lectures: do 'interactive windows' help?
In: G. SHAKYA, ed. *JISC Conference on Learning Online*. London:
Open University, pp.25-28.

2.13 How to reference a presentation or lecture

This may be a presentation, lecture, workshop or seminar. Your reference should start with the name of the presenter(s).

PRESENTER(s).,

Year of presentation.

Conference/event name. (if available)

Title of presentation/lecture. (*in italics*)

type of presentation. [in square brackets]

Location: Venue, (if available)

Date of presentation/lecture.

ROLAND, J. and ROBSON, J., 2007. *The lost art of sensitive criticism*
[seminar]. Edinburgh: Queen Margaret University, 1 April.

2.14 How to reference an online presentation or lecture

PRESENTER(s).,

Year of presentation.

Event name. (if available)

Title of presentation/lecture. (*in italics*)

type of presentation. [in square brackets]

Location: Venue, (if available)

Date and month of presentation/lecture.

viewed day month year. [in square brackets]

Available from: followed by the Internet address

ROLAND, J. and ROBSON, J., 2005. The Edinburgh Lectures. *The health and psyche of the Scottish nation* [online lecture]. Edinburgh: The Royal Society of Edinburgh, 21 January [viewed 3 June 2005]. Available from:
<http://www.rse.org.uk/edlect/>

2.15 How to reference theses and dissertations

Author SURNAME, initial(s).,

Year.

Title of thesis. (*in italics*)

Title of award.

Name of awarding institution.

KELLY, T., 1981. *The Irish-Catholic immigrant, 1890-1930*. PhD thesis ed. Harvard University.

LIPPES, R., 2005. *Food as emotional balm in the twentieth century: a study on cultural change*. MPhil thesis ed. Oxford Brookes University.

2.16 How to reference online theses and dissertations

Author SURNAME, initial(s).,

Year.

Title of thesis. (*in italics*)

online. [in square brackets]

Title of award.

Name of awarding institution

viewed. [in square brackets]

Available from: followed by the Internet address.

CLIFFORD, M.R., 2004. *Pharmaceutical care in diabetes mellitus* [online]. PhD thesis ed. Curtin Institute of Technology [viewed 23 June 2008]. Available from: <http://espace.library.curtin.edu.au/R>

2.17 How to reference government reports and acts of parliament

AUTHOR.,

Year.

Title. (*in italics*)

Place of publication: (if available)

Publisher. (if available)

Series title and number (if available).

The author of most official government publications will be a government department, body or committee.

DEPARTMENT OF HEALTH., 1999. *Saving lives: our healthier nation*. London: HMSO.

A report may be well known by the name of the chairperson of the group or committee but they are not usually referenced by the name of the author. In the text, you could refer to the chairperson of the group or committee.

It was the Dearing Report (NCIHE 1997) which first placed the student at the heart of the learning process.

In your reference list the full government report would be referenced as:

NCIHE., 1997. *Higher education in the learning society. Report of the National Committee of Inquiry into Higher Education: The Dearing Report*. London: HMSO.

For an act of parliament, it is usual to cite the title of the act in your text, with the date, and then include it in your reference list in alphabetical order of the first main word of the act:

Disability Discrimination Act. 1995. London: HMSO.

For guidance on referencing government reports found online, see 2.8.

2.18 How to reference images

2.18.1 Images contained in books or other publications

In general, the book or other work in which the image, diagram or table is contained should be referenced, rather than the image itself.

2.18.2 'Stand-alone' images

Images may stand alone outside a specific context. Examples are a postcard, advertising image or photograph.

There may be limited details available for referencing purposes, but the following information should be supplied as far as possible:

CREATOR., (if available) (or Anon)

Year produced. (if available, otherwise [no date])

Title or brief description. (*in italics*)

medium (e.g. photograph, painting etc.) [in square brackets]

Location viewed at/place and publisher. (if available)

ANON., 2007. *Edinburgh Tenements 1895* [postcard]. Edinburgh: Heritage Images.

PRIMARK., [no date]. *We know where you live...* [billboard]. Lothian Road, Edinburgh.

2.19 How to reference online images, diagrams and tables

Visual information such as pictures, photographs, cartoons and illustrations should always be acknowledged, even if they are free clip-art. When a website specifically requests that you cite extra information as a condition of using their site you should do so because this will ensure providers will continue to offer such resources freely.

AUTHOR/ARTIST., (if available)

Year.

Title of image or a description (*in italics*)

online. [in square brackets]

viewed. [in square brackets]

Available from: followed by the Internet address.

ANON., 2007. *Boy dressed in vampire costume* [online]. [viewed 15 July 2008]. Available from: <http://www.inmagine.com/>

2.20 How to reference physical objects

This section covers physical objects viewed in a collection or exhibition, such as ceramic items costume or sculpture. Such objects might also be on their own outside of an exhibition context. As far as possible, use the following information to compile a reference:

Artist SURNAME, Initial(s),

Year.

Title of object (*in italics*)

Material type. [in square brackets]

At: (plus location).

Dates of exhibition. (if appropriate/available)

RODIN, A., 1887. *Age of Bronze* [bronze sculpture]. At: Alte Nationalgalerie, Berlin.

2.21 How to reference broadcasts

The golden rule is always to describe items as fully and clearly as possible, and in a consistent format. In the case of TV/radio programmes, **note** the date and channel of transmission. The format of the item should always be provided:

Name of PRESENTER or CONTRIBUTOR., (if available/appropriate)

Year of production.

Series Title. (*in italics* if no programme title)

Series number. (if appropriate)

Programme title. (*in italics*)

Place of publication:

Transmitting organisation,

Date of transmission.

The Culture Show. 2006. London: BBC 2 TV, 6 April.

BARENBOIM, D., 2006. *Reith lectures: in the beginning was sound*. London: BBC Radio 4, 7 April – 5 May.

2.22 How to reference DVDs, videos, films, and other recorded formats

In the case of videos, films or DVDs, follow the same order as above including directors' names but starting with the film title:

CREATOR., (if available)

Series Title. (if appropriate)

Year. (for films the preferred date is the year of release in the country of production)

Title. (if appropriate. *In italics* if no series title)

medium or format. [in square brackets]

Place of production:

Organisation responsible for production, (if available)

Date of production (if available)

viewed day month year (if online)

Available from: followed by Internet address (if online)

KELLY, R., 2004. *Donnie Darko* [DVD]. New York: Pandora.

THE LEARNING CURVE. 2005. *Music education and the music manifesto* [audio recording: MP3]. London: BBC Radio 4, 12 July.

TRONICKE, E., 2009. *Still face experiment* [online video]. [viewed 4 March 2013]. Available from: <http://www.youtube.com/watch?v=apzXGEbZht0>

2.23 How to reference staged performances

This section covers 'traditional' staged performances. The author cited for a performance will either be the choreographer or the director of the performance rather than the original composer or author of the work:

CHOREGRAPHER/DIRECTOR.,

Year of performance.

Title of performance (*in italics*)

performance viewed followed by the date and location of the performance [in square brackets].

NUNN, T., 2002. *As You Like It* [performance viewed 6 September at the Traverse Theatre Edinburgh].

NUREYEV, R., 1999. *Swan Lake* [performance viewed 9 July at the Paris Opera Ballet].

If viewed live online, also include Available from: followed by the Internet address.

EDINBURGH THEATRE WORKSHOP. 2006. *Black Sun over Genoa* [performance viewed live online 7 August from the Festival Theatre Edinburgh]. Available from: http://erc.qmu.ac.uk/streaming_video.php

2.24 How to reference online communications

2.24.1 Publicly available discussion lists

Discussion lists should include the following information:

AUTHOR, Initial(s).,

Year.

Title of message.

In: Discussion list name (*in italics*)

online. [in square brackets]

day and month

viewed day month year. [in square brackets]

Available from: e-mail list address or Internet address

DAHALL, R. M., 2005. Assistive technology conference - balancing the equation. In: *Lis-link* [online]. 4 April [viewed 27 July 2005]. Available from: <http://www.jiscmail.ac.uk/>

2.24.2 Closed discussion lists

Some discussion lists are not accessible to the general public and are only available to certain individuals. For example, a discussion list on the Hub at QMU is only available to the students who are matriculated on that module and their tutors. If you refer to a message within a closed discussion list, it is important to cite this in the same way as a public list while showing that it is not publicly available. It is good practice to obtain permission from any author you cite in this way:

AUTHOR, Initial(s).,

Year.

Title of message.

In: Discussion list name (*in italics*)

online. [in square brackets]

day and month

viewed day month year. [in square brackets]

Available from: e-mail list address or Internet address

Closed discussion list.

SMITH, R. M., 2005. Learning technology in today's world. In: *WebCT Online discussion* [online]. 4 April [viewed 27 July 2006]. Available from: <http://learn.qmu.ac.uk>. Closed discussion list.

2.24.3 Blogposts and tweets

Note that the day and month, as well as the year, are provided after the author's name:

AUTHOR, Initial(s)., (if available)

Year.

Subject of message.

online. [in square brackets]

Blog title. (*in italics*)

Day month published

viewed day month year. [in square brackets]

Available from: e-mail list address or Internet address

STEVENS, J., 2007. *Yahoo is winning in the portal wars* [online]. *GUtechnologyblog*. 21 June [viewed 25 June 2007]. Available from: <http://blogs.guardian.co.uk/technology>

Tweets: note the extra elements included, and their order:

@speechwoman, 2013. [twitter post]. 13 January [viewed 18 February 2013]. Available from: https://twitter.com/speech_woman/status/290572373986516992

2.24.4 Email messages

Referencing personal emails may occasionally be required, especially if you are involved in group work, or are corresponding with a subject expert. You should include the following information in this order:

AUTHOR /SENDER. (of the message)

Year.

Title of message (*in italics*)

[email].

Recipient Name (recipient email address).

Date message sent.

CORMIE, V., 2005. *Make poverty history* [email]. Message to: Tony Blair (tony@gov.uk). 2 July.

2.24.5 Social networking sites

Before using these sites as a source for academic work, it is important to consider whether they are relevant for an academic assignment.

To reference such sources, use the same principles as when referencing a website or an online video such as YouTube (2.6 and 2.22).

3. Citing and referring to sources in your text

What is citing?

Citing is introducing source material, such as from a journal or book, in your written assignment, especially as an example or proof of what you are saying.

Paraphrase or Quotation?

When you are citing a source, you need to decide whether to quote the material word-for-word (**direct quotation**), or rewrite the information in your own words (**paraphrase**).

For most types of written work, it is advisable to **paraphrase** material much **more frequently** than to quote it. Paraphrasing allows you to:

- demonstrate you understand the material
- maintain a consistent style.

However, there are occasions when it is better to quote, e.g. when you want to include definitions or strong statements.

How do you refer to a source?

Every time you refer to another source, you need to insert the author's surname and the year of publication.

Here are two examples:

In-text:

Baxter (2009) identified a number of reasons that could make the collaboration extremely challenging.

There is a lack of skilled birth attendants in Rajasthan (World Health Organisation 2012).

- Insert **only** the **surname**, **not the initial** of the author.
- The 'author' may sometimes be the name of an organisation or website
- The surname and the date link the in-text reference to the full reference in the reference list.

3.1 Paraphrase

- A) Look at the position (and punctuation) of the references below. Here the names of the authors are 'separate' from the sentence; they do not form a grammatical part of the sentence.

NOTE: do **not** insert a comma between author and year.

Employee engagement is one of the most important actions that can help organisations maximize performance (Bowles and Cooper 2011).

If companies can deal with social networking, they may be able to handle the crisis well (Veil et al. 2011).

(Here there are more than two authors, and so 'et al.' is used in the text.)

Despite the fact that arts and culture employees are expected to be the most engaged and motivated (Bilton 2007), data suggests the contrary (Dromay 2013).

(Here, the first piece of information – the fact that arts and cultural employees are expected to be engaged and motivated – is cited from Bilton. The second – that data suggest the contrary – is cited from Dromay.)

- B) Look at the format of the references below. Here the 'author' is part of the grammar of the sentence.

Whereas **Wood** (2011) **has** a positive view of the current state of their textile industry, some analysts indicate that it is in decline.

(Here, Wood is the subject of 'has' and so **only the year** is in **brackets**.)

Specific measurements taken by Smith and Brown (2009) show a direct correlation between diet and height.

(Here, Smith and Brown are a grammatical part of the sentence – not separate – and so **only the year** is in **brackets**.)

REMEMBER: NO COMMA BETWEEN NAME AND YEAR!

3.1.1 Author is the name of an organisation, a website, a television series, or similar.

An organisation:

The incidence of TB cases was estimated to be 9.6 million in 2014 (World Health Organisation 2015).

A television series:

Food plays an important role in religion (World in Action 2000).

3.1.2 Same author, different year

If you refer to two or more items by **the same author**, published in **different years**, the year will distinguish each one in your text.

Colbert (2009) suggests that these values can be transmitted during childhood. However, coming from a well-educated background does not necessarily mean being an avid consumer of high art (Colbert 2003).

In the reference list, you should list each work in date order with the oldest first.

Reference List:

COLBERT, F., 2003 Entrepreneurship and Leadership in Marketing the Arts. *International Journal of Arts Management*. Fall, vol. 6, no. 1, pp.30-39.

COLBERT, F., 2009. Beyond Branding: Contemporary Marketing Challenges for Arts Organizations. *International Journal of Arts Management* [online]. Fall, vol. 12, no. 1, pp.14-20. Available from: www.jstor.org/stable/41065005

3.1.3 Same author, same year

If you refer to two or more items by **the same author** in **the same year**, then you should use lower case letters to show the difference.

In-text:

In his series of published articles chronicling the history of British art, Graham-Watson describes how most artists at the beginning of the eighteenth-century were viewed unfavourably by their audiences (2009a), but advance a hundred years, and attitudes towards art and their creators had dramatically changed with the likes of Gainsborough and Reynolds achieving great wealth and public acclaim (2009b).



Reference list:

GRAHAM-WATSON , A.,2009a. *The History of British Art*. London:BBC books.
GRAHAM-WATSON, A., 2009b. *Renaissance*. Oakland: U.C.P..

3.1.4 No date

If there is no date available, then it is possible to write nd.

Smith (nd) considers three different types of relationship between public and organisations.

3.1.5 Unknown organisation or author

If there **is no possibility** of finding a name for the author of the source, then, as a last resort, use Anon.

This image (Anon 2007) shows how dense the population was in the old part of Edinburgh in the late nineteenth century.

Reference list:

ANON., 2007. *Edinburgh Tenements 1895* [postcard]. Edinburgh: Heritage Images.

3.2 Quotation

For most types of written work, it is advisable to paraphrase material much more frequently than to quote it. However, there may be occasions when you will want to quote the original directly.

3.2.1 Short quotations (fewer than 40 words)

- **no italics**
- **no letters in bold**
- **give the page number**
- **use 'p.' for page and 'pp.' for pages**

Look at the punctuation in the examples below, especially the full stop.

A)

Haralambos and Holborn (2007, p. 143) state that "the family has been seen as a universal social institution, an inevitable part of human society."



B)

Thinking and reflecting play an important role in the learning process. “These resting times provide periods for reflection and permit time for new things to be learned, mastered and brought to fruition” (Jones 2005, p.122).

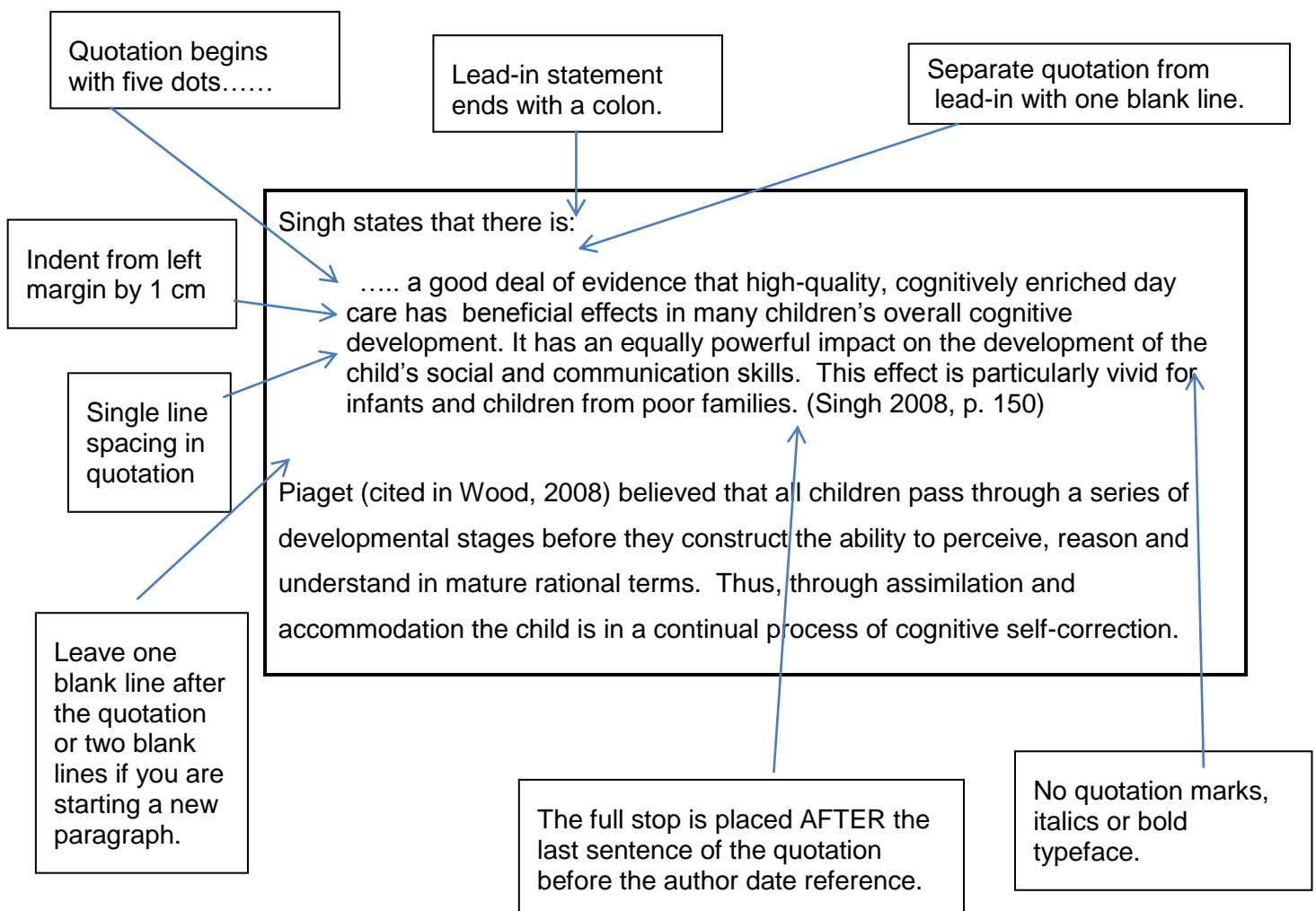
C)

A study into UK business engagement conducted by MacLeod and Clarke states that the “correlation between engagement, wellbeing, and performance is repeated too often for it to be a coincidence” (2009, p.36).

Note that where the reference is after the quotation, as in (B) and (C), the full stop comes **AFTER the bracket and **NOT** at the end of the actual quotation.**

3.2.2 Long quotations (40+ words)

Try to avoid such long quotations if possible. If you do wish to use one, then follow the format below.



3.2.3 Unfinished quotations

The omission of a word, phrase, line, paragraph, or more from a quoted passage is indicated by three **spaced** dots or ellipsis points.

“ ...research techniques are engulfing researchers in a deluge of data. JISC and other organisations are funding studies...to gain new insight and knowledge...within this resource” (Redfearn 2006, p. 6).

Note that you do not need the ellipsis points at the start of the quotation if it is embedded within your own sentence.

According to Redfearn (2006, p.6), “research techniques are engulfing researchers in a deluge of data”.

3.3 Abbreviations

Page numbers are used with direct quotations or when referring to tables, illustrations or figures. If detail is required such as page numbers, or track numbers of sound recordings, these appear after the date within the brackets. The abbreviations are:

page (p.)	table (tab.)
pages (pp.)	diagram (diagr.)
section (s.)	figure (fig.)
sections (ss.)	illustration (illus.)
track (tr.)	volume (vol.).

In the example below, you are referring to a specific track on a CD:

On the song ‘Madame George’ from the album *Astral Weeks* (Morrison 1968, tr.6) the use of poetic phrasing and the repetition and stretching of sounds, words and phrases, has more emotional impact than the words alone.

Note: comma after the year before the abbreviation.

3.4 Using 'in' references within the text (see 2.2)

An 'in' reference is used when you are referring to a piece of work which is contained within another publication. For example:

- a chapter in a book of collected writings, brought together by an editor
- a conference paper in a collection of papers presented at a conference and gathered together in one book with an editor as the main author.

In the text of your work you would cite the author of the paper/chapter as usual:

Kozinets (2008) coined the term 'netnography' to describe a methodology he employed to analyse consumer online communications.

In the reference list

You will always reference at least two names and possibly two dates in the reference list:

KOZINETTS, R.V., 2008. On netnography. Initial reflections on consumer investigations of cyberculture. In: Z. BUMBAG, ed. *Research methodologies and walking on the wild side*. Bolton: Widget Press, pp.22-32.

On some occasions, the author/editor may be the same person but you would still follow the same format.

Note that you must also include the first and last page number of the relevant chapter or section of the book in the reference list.

3.5 Citing multiple authors

If there are **two authors** then you must cite both of them in your text.

(Bell and Peacock 2006)

If there are **more than two** authors, state the first author listed, followed by 'et al.' in your text. Note the full stop after 'al.':

(Jenkins et al. 2005)

In the reference list

Note: In your reference list you should always **include all authors** regardless of the number.

JENKINS, C., BEASLEY, S., BELL, V. and CHAPMAN, A., 2005. *Punctuate but don't deviate*. London: Saga.

3.6 Citing multiple references

List in chronological order, with the oldest first. Note punctuation!:

Reflective practice is considered an essential element within the caring professions (Palmer 2004; Brown 2006; Davidson and Marsh 2009).

or:

Palmer (2004), Brown (2006) and Davidson and Marsh (2009) all argue that reflective practice is considered an essential element within the caring professions.

3.7 Secondary referencing (referring to an author cited in someone else's work).

Citing the work of an author you have read within someone else's work is known as secondary referencing. If at all possible, **you should read the original work yourself**. However, due to lack of availability, you may sometimes need to use a secondary reference:

In an article of 2011 Wilford also maintains that Columbus' treatment of native people following his conquests is frequently seen in an ambiguous light (cited in Ransby 2012, p.81).

or:

Columbus' treatment of native people following his conquests is frequently seen in an ambiguous light (Wilford 2011, cited in Ransby 2012, p.81).

Note:

- You must provide the page number on which Wilford's ideas appear in Ransby.
- Use 'cited in' to show that you have not seen the original article by Wilford but only what Ransby says about it.
- Wilford must not appear in your reference list.
- Only include works in your reference list that you have actually read.

In the reference list

The full reference appears as follows:

RANSBY, B., 2012. Columbus and the making of historical myth. *Race and Class*. Jan-Mar, vol. 33, no. 3, pp. 79-86.

3.8 Citing from a website

You cite from a website in the same way as you cite from a book. The first two elements of the full reference, which you include in the reference list, are cited in the text of your work:

The Chartered Society for Physiotherapy (CSP 2015) provide important guidance for dealing with a sprain, that can be passed on to a patient.

This would appear in the reference list as:

THE CHARTERED SOCIETY FOR PHYSIOTHERAPY., 2015. *How to help yourself* [online]. [viewed 16 June 2015]. Available from: <http://www.csp.org.uk/director/public/howhelpyourself.cfm>.

Please note:

The web address only appears in the reference list. It does not appear in the text of your work. See 2.6 for full guidance on referencing from websites.

3.9 Citing diagrams and tables

When you reproduce a table or diagram in your text, you should provide the author, date and page number, as for a quotation. This information should be placed underneath the diagram in your text.

3.9.1 Table created by the author of a work:

TV ownership in Scotland		
Date	1970	1980
Percentage	60	70

(Thirlwell 2002, p.45)

3.9.2 Table cited by the author (taken from another source):

TV ownership in Scotland		
Date	1970	1980
Percentage	60	70

(National Statistics Office 1985, cited in Thirlwell 2002, p.45)

In both examples, only Thirlwell will appear in your reference list.

3.9.3 Table adapted by you from information or tables in a source:

TV ownership in Scotland		
Date	1970	1980
Percentage	60	70

(adapted from Thirlwell 2002, p.45)

3.10 Citing personal conversations

Personal conversations or interviews are not normally included in the reference list but these may be cited in the text if the person cited and/or their status is important to your topic.

3.10.1 If you want to cite the name of the person, it is useful to include relevant details of the occasion to clarify the context:

In a telephone conversation on March 7 2006, the Director of Age Concern, Peter Paul, reported that ageism continued to impact on the employment potential of elders.

There would be no entry in the reference list for Paul 2006. If there is no transcription or record of the personal conversation or interview in the public domain, it does not appear in the reference list, as it is unavailable to a future researcher.

3.10.2 A conversation which has taken place as part of a group discussion should be anonymous. The points raised can still be discussed, but without mentioning names.

In our IPE group, we had difficulty deciding whether or not we needed a leader. One group member argued that time would be saved if we all took on roles that used our strengths; in her case, she felt she had the traits of a group leader.

4 Additional information

4.1 Publications in a language other than English

If you are referencing a book or journal article written in a language other than English, you should either give the title exactly as it appears on the page, or an English translation of it with the language acknowledged. Whichever method you choose, you must be consistent with all other references to such works in your reference list.

Either:

GARCIA, M. and MARTIN, F., 2009. *Socios 2: curso basico de espanol orientado al mundo del trabajo: libro del professor*. Barcelona: Difusion.

Or:

GARCIA, M. and MARTIN, F., 2009. *Series 2: basic Spanish course about the world of work: tutor book* (in Spanish). Barcelona: Difusion.

4.1.1 Publications translated into English

For a book or journal article translated into English you will need to include the translator's details and the original language from which it has been translated:

CANETTI, E., 2000. *Crowds and power*. Translated from the German by Stewart, C. London: Phoenix.

Note:

The date given will be the date of the translation you have used, not the date of first publication of the work in the original language.

4.2 Gender balance and the Harvard system of referencing

In the reference list, in order to maintain consistency, you use only the initial letter of the author's given name rather than including the full name. If you do not wish to obscure the gender of the research base, it is possible to refer within your text to the author's full name:

A recent study by Carol Smith (Smith 2010) revealed that blue eyes were more common than brown eyes in the U.K. However the findings were challenged in a study funded by the Ophthalmic Lens Association (Jones 2015) . . .

4.3 Features NOT part of the Harvard system



These terms are included here so that you can recognise and understand them in your academic reading. However, they are NOT part of the Harvard system of referencing.

NOT USED

footnotes

These are not part of the Harvard referencing used at QMU.



ibid.

'in the same place'. It is used as a ditto instead of repeating the previous sentence.



op.cit.

This is used after an author's name to refer to the same Work cited previously for this author.



sine loco (s.l.)

If there is no place of publication (s.l.) is used to Indicate location unknown.



sine nomine (s.n.)

If there is no publisher's name (s.n.) is used.



5. Example reference list (for extended list, see online version)

ANON., 2007. *Boy dressed in vampire costume*. [online] [viewed 15 July 2008]. Available from: <http://www.inmagine.com/>.

BBC., 2009. *BBC News*. [online] [viewed 12 June 2009]. Available from: <http://www.bbc.news.co.uk>.

BELL, J., 2010. *Doing your research project: a guide for first-time researchers in education, health and social science*. 5th ed. Maidenhead: McGraw-Hill Open University Press.

DEPARTMENT OF HEALTH ., 1999. *Saving lives: our healthier nation*. London: HMSO.

ED-MEDIA., 2010. *World Conference on Educational Multimedia, Hypermedia & Telecommunications*. Toronto, Canada: The Westin Harbour Castle on Lake Ontario, 28 June - 2 July.

HUXHAM, M., 2005. Learning in lectures: do 'interactive windows' help? In: G. SHAKYA, ed. *JISC Conference on Learning Online*. London: Open University, pp.25-28.

JENKINS, C., BEASLEY, S., BELL, V. and CHAPMAN, A., 2005. *Punctuate but don't deviate*. London: Saga.

KELLY, R., 2004. *Donnie Darko* [DVD]. New York: Pandora.

LIPPES, R., 2005. *Food as emotional balm in the twentieth century: a study on cultural change*. MPhil thesis ed. Oxford Brookes University.

LLEWELLYN, A., AGU, L. and MERCER, D., 2008. *Sociology for social workers*. Cambridge: Polity.

MCCORD, S.K., FREDERIKSEN, L. and CAMPBELL, N., 2002. An accessibility assessment of selected web-based health information resources. *Library Hi Tech*, vol. 20, no. 2, pp. 188-198.

MÜLLER, N. and BALL, M. J., eds. 2013. *Research methods in clinical linguistics and phonetics: a practical guide*. Chichester: Wiley-Blackwell.

NUNN, T., 2002. *As You Like It* [performance viewed 6 September at the Traverse Theatre Edinburgh].

PORTER, M., 1998. What is strategy? In: S. SEGAL-HORN, ed. *The strategy reader*. Oxford: Blackwell in association with the Open University, pp. 73-99.

QMU., 2007. Assessment regulations. Edinburgh: Queen Margaret University.

RODIN, A., 1887. *Age of Bronze* [bronze sculpture] At: Alte Nationalgalerie, Berlin.

SHAKYA, G., ed. 2005. *JISC Conference on Learning Online*. Liverpool University, 6-9 August 2004. London: Open University.

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Further help and advice

For further advice on referencing you can go to:

- The Academic Handbook for your subject – always check the subject guidelines on referencing. Remember to use the method selected by your subject/school;
- The ‘Understanding and avoiding plagiarism’ wiki. This covers many aspects of academic writing, including advice on paraphrasing:

<http://sites.google.com/a/qmu.ac.uk/plagiarism/>

- the Effective Learning Service website:

<http://www.qmu.ac.uk/els>

If you have any referencing queries, contact a lecturer within your subject or an adviser from the Effective Learning Service at:

ELS@qmu.ac.uk

You can also ask your liaison librarian or contact the Learning Resource Centre at:

LRCHelp@qmu.ac.uk

Please note that within QMU not all subject areas use the Harvard system of referencing. You should always check the Academic Handbook for your subject, or ask your tutors exactly which style of referencing they would like you to follow for your assignments.

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