Introduction

This guide has been designed to support School of Education students and staff, offering a thorough guide for all of our programmes. It is based on the Harvard Referencing Guide jointly produced by the Business School Academic Studies Unit and the UH Learning and Information Services.

What do we mean by referencing and why is it important?

Referencing is the process of recording details of the secondary sources (books, journal articles, electronic sources etc) you refer to in a piece of work. You need to acknowledge these sources for three reasons:

- to protect yourself against any accusations of plagiarism. The University of Hertfordshire’s UPR 17-1 defines plagiarism as "the representation of another person's work as the candidate's own, either by extensive unacknowledged quotation or paraphrasing or by direct copying of another person's work"
- to allow your tutor to be able to easily check your original source.
- by referencing your work thoroughly any reader will be able to see which words are your own and which sources you have used as evidence to support your arguments.

How do I reference?

The School of Education uses the Harvard system which is a modern 'author-date' system. No other system, such as the older footnote system which contains numbers in the text and footnotes, should be used. You can reference any sources using the Harvard system - the rule is to include the following information in the following order:

<table>
<thead>
<tr>
<th>Harvard basic order of information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author (Year) Title. Place of publication: Name of publisher.</td>
</tr>
</tbody>
</table>


You will find this information on the title page at the front of a book and it can also be found on the Voyager Library catalogue. If you do not have any part of the information, you will have to leave it out or indicate you do not have it. For example entering 'date unknown'.

A complete reference refers to a source in two places, in text citation and a reference list.

In text citation

This appears in the body of your work and consists of the authors surname and the publication date in brackets.

Examples

As Brown (2010) states this approach was considered to be ineffective.

This approach has been considered to be ineffective (Brown 2010).
If you are discussing a subject where a number of authors agree on a particular point then refer to them all within one set of brackets separating them with semi-colons. They should be ordered by date, citing the most recent first.

**Example**

Previous research has found this to be the case (Smith 2012; Duncan 2010; Cooper 1994)

If you use the present tense and say "Brown (1987) suggests …" you are telling us that Brown still holds this opinion, even though his book was published in 1987. If you are not sure that this is still the case, as a rough general rule, refer to anything that is more than five years old in the past tense and anything that is less than five years old in the present tense.

**Reference list**

This goes at the end of your assignment and should be arranged in alphabetical order by author. A reference list contains all the sources you actually used and 'cited' in the text. A reference list is not the same as a bibliography which is a list that contains all the sources of information that you used as 'background' reading for the assignment - but which were not cited in your text. The School of Education requires you to produce a reference list only.

The following example of a reference list includes references form a wide range of difference types of information sources. To learn more about how to cite different sources see ‘How to cite different information sources’

**Example**

**References**


*Child Of Our Time* (2008) BBC1, 21 May. 20.00.


General rules for the presentation of references

Consistent punctuation and spacing are necessary in references. Some general rules apply:

Authors' names: Use only the initials of the authors’ given names. No spaces are used between initials.

Titles of works: Use minimal capitalisation for the titles of books, book chapters and journal articles. In the titles of journals, magazines and newspapers, capital letters should be used as they appear normally. Use italics for the titles of books, journals, and newspapers. Enclose titles of book chapters and journal articles in single quotation marks.

Page numbering: Books: page numbers are not usually needed in references. If they are, include them as the final item of the citation, followed by a full stop. Journal articles: page numbers appear as the final item of the citation, followed by a full stop. Use the abbreviations p. for a single page, and pp. for a page range, e.g. pp.11-12.

Whole citation: The different details, or elements, of each citation are separated by full stops. The whole citation finishes with a full stop.

Helpful tips for managing references

• There are slight variations of the Harvard format in use worldwide, but key issue is that you must be consistent and use the same style throughout. Please use the format provided in this guide which has been agreed by the School of Education.
• Always note the full details of your references and quotes as you read and write, so that you do not forget your sources. It will then be easier to make the final list of references.
• Make a final check when editing your work that each in-text citation also appears in the reference list.

Primary and secondary sources

Primary sources are the 'original' sources such as official statistics, a journal article presenting original research findings or a first hand report. Secondary sources are the primary sources referred to by other authors and may include the bias or opinion of the secondary author who has selected what information to extract from the primary source. This guide gives examples of both primary and secondary sources, but you must remember that wherever possible, you should always consult the primary source. However, whatever type of source you use, the golden rule is to only cite and reference the source that you actually use.
How to cite different information sources

What follows shows you how to do this for various information sources including books, journals and electronic resources, as well as a section on how to deal with quotes. Examples for including citations in your work and references in your bibliography are provided in boxes.

1 Books
   1.1 One author
   1.2 Two authors
   1.3 Several authors
   1.4 Chapter in an edited book
   1.5 More than one reference by the same author in the same year
   1.6 Electronic book – online
   1.7 Electronic book – e-reader
   1.8 Encyclopaedia entries
   1.9 Dictionaries

2 Journals
   2.1 One author
   2.2 Two authors
   2.3 Author unknown
   2.4 Author citing another author
   2.5 Electronic journal
   2.6 Two articles by same author in same year
   2.7 Journal article - author unknown

3 Internet sources
   3.1 Information databases – citing a journal article
   3.2 Information databases – citing a report – author unknown
   3.3 Organisation website
   3.4 Multiple references to the same website
   3.5 Reference to a website using an acronym (short form of organisation/institution’s name)
   3.6 Electronic magazine or newsletter
   3.7 Internet page - author known
   3.8 Virtual learning environments (StudyNet)

4 Reports and conference proceedings
   4.1 Reports
   4.2 Corporate author
   4.3 In house publications
   4.4 Full conference proceedings
   4.5 Conference proceedings (published on the Internet)

5 Quotations
   5.1 Quotations
   5.2 Quoting other students

6 Diagrams, images and audio visual material
   6.1 Graphs, tables and diagrams
   6.2 Images
   6.3 Photographs
   6.4 Film (DVD)
   6.5 Audio visual material
   6.6 Television
   6.7 Radio
   6.8 Exhibition catalogues
### 7 Government and legal information
- 7.1 Government/EU publication
- 7.2 Acts of Parliament (UK Statutes)
- 7.3 Legislation
- 7.4 Case law

### 8 Newspaper and magazine articles
- 8.1 Newspaper or magazine article - unspecified author
- 8.2 Newspaper or magazine article – author known

### 9 Theses/dissertations

### 10 Lecture notes

### 11 Personal communications
- 11.1 E-mail
- 11.2 Discussion group/bulletin board/blog
- 11.3 Research conversations

### 12 Translations
- 12.1 Translation by translator
- 12.2 Translation by student

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### 1. Books

<table>
<thead>
<tr>
<th>1.1 One author</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-text citation</strong></td>
</tr>
<tr>
<td>Medwell (2007) advises that when working with teaching assistants one needs to communicate, very precisely, their role in each lesson.</td>
</tr>
<tr>
<td><strong>References</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>1.2 Two authors</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>In-text citation</strong></td>
</tr>
<tr>
<td>Price and Maier (2007) recommend that poster presentations should tell a story.</td>
</tr>
<tr>
<td><strong>References</strong></td>
</tr>
</tbody>
</table>
### 1.3 Several authors

For more than two authors, use ‘et al’ in the text. In the References, list them all in the same order as they appear in the original work.

**In-text citation**

It can be argued that ‘design and technology is citizenship education’ (Howe et al, 2001: 136).

**References**


### 1.4 Chapter in an edited book

**In-text citation**

It is not easy for people to see the links between creativity and mathematics (Hanley, in Jones & Wyse, 2004).

**References**


### 1.5 More than one reference by the same author in the same year

**In-text citation**

As Stevens suggests (2001a & 2001b) e-commerce business models must realise that initially, transaction security is more important than market exposure.

**References**


Stevens, J. (2001b) *The online market place.* New York: Randall.

### 1.6 Electronic book (online)

**In-text citation**

Bowell and Kemp (2005) stress the importance of developing critical thinking in academic writing.

**References**

1.7 Electronic book (e-reader)

In-text citation
Bowell and Kemp (2005) stress the importance of developing critical thinking in academic writing.

References

Ebook readers have different standards for presenting page locations, and page numbering can vary depending on the type of reader and the settings you are using. Instead, you should use section numbers (or, if these are not available, section titles) to indicate the location of any quotations:

  e.g. (Pike and Price, 2011, Section 1.1)

1.8 Encyclopaedia entries

NB: Wikipedia should NOT be used as a reference, although it may be useful as a guide to other acceptable (refereed) sources.

In-text citation
Although new assessment instruments have been developed, the search continues for accurate and reliable measures of ADHD (Lowe & Reynolds, 2000).

References

If the encyclopaedia entry does not have an author, use the 'corporate author' style:

[Accessed: 9 May, 2007]

1.9 Dictionaries

In-text citation
Pedagogy is defined as the practice of teaching or the study of teaching (Longman, 1995).

References
## 2. Journals

Only the title of the journal is put in italics. The title of the article is put in inverted commas.

### 2.1 Journal article - one author

**In text citation**
Merchant (2008) describes an innovative project which takes Year 5 children into a virtual world.

**References**

### 2.2 Journal article - two authors

**In-text citation**
Learners’ perceptions of literacy and its teaching can radically affect the outcomes of literacy instruction and teachers of literacy need to take some steps to understand these in their own instructional contexts (Wray & Medwell, 2006).

**References**

### 2.3 Author unknown

**In text citation**
A recent British Medical Association (BMA) article (2007) highlights the economic impact of the problem of obesity.

**References**

### 2.4 Author citing another author

**In-text citation**
The decision to work and study (through formal participation or self-directed forms of participation) is an understandable response by adults to their experience of changing socio-economic conditions (Field, 2000, in Fuller, 2007).
References

2.5 Electronic journal

In-text citation
There was a focus on English and mathematics as a result of the government emphasis, leaving less time for other subjects, which was also suggested by Boyle and Bragg (2006).

References

2.6 Two articles by same author in same year

In-text citation
Bryant's assessments (1992a, 1992b) of the Samburu economy in Northern Kenya remain seminal works.

References

3. Electronic information

3.1 Information database: citing a journal article

In-text citation
Bridges (1999) questions whether or not educational research is concerned in some sense with the truth in relation to the matter(s) which are the focus of its enquiry.

References
### 3.2 Information database: citing a report – author unknown

**In-text citation**
The Mintel Report (2008) states that teenage magazines have lost close to 60% of total volume sales since 2002.

**References**

### 3.3 Organisation website

**In-text citation**
There is an ever-increasing emphasis on seeking and using the views of children and young people in research, evaluation and consultation (National Foundation for Educational Research, 2007).

**References**

### 3.4 Multiple references to the same website

**In-text citation:**
As can be seen, Nokia is still in a dominant position in relation to other foreign entrants to the Chinese telecoms market (Nokia, 2007a). It has maintained this position through continued product innovation (Nokia, 2007b) and aggressive use of Special Economic Zone concessions (Nokia, 2007c).

**References**
3.5 Reference to a website using an acronym (short form of organisation/institution’s name)

**In text citation**
VLEs have been available for use in higher education (HE) since the mid 1990s, though not all of them were web based (Becta, 2003).

**References**

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3.6 Electronic magazine or newsletter

**In-text citation**
The Disability Rights Commission (DRC) has taken a close look at the barriers that disabled people (including people with long-term health conditions) face when entering teaching, nursing, and social work. (ESCalate News, 2007).

**References**

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3.7 Internet page - author known

**In-text citation**
Zaccheo (2008) states that coaching is proving to be the best and most effective approach to employ when offering help to AD/HD sufferers.

**References**

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3.8 Virtual learning environments (StudyNet)

**In-text citation**
Bryant (2006) stresses that you should not rely too heavily on only a limited number of sources for your essays.

**References**
### 4. Reports and conference proceedings

#### 4.1 Reports

**In-text citation**
The focus of a recent report (Jenkins and Healey, 2005) is on supporting the relationships between student learning and staff discipline-based research in institutional policies and practices.

**References**

#### 4.2 Corporate author

**In-text citation**
The tests give the opportunity for pupils to be set clear and understandable targets (Department for Education and Skills, 2002).

**References**

#### 4.3 In house publications

**In-text citation**
Bryant and Courtney (2007) state that the main thing to remember about referencing is to remember the correct order of information and to be consistent in the application of this information.

**References**

#### 4.4 Full conference proceedings

**In-text citation**

**References**
4.5 Conference proceedings (published on the Internet)

In-text citation
Langley (2007) states that blended learning strategy can lead to increased social interaction and social learning, more so than with an e-learning only approach.

References

5. Quotations

5.1 Quotations

One important way to avoid plagiarism is to use quotations. However, before you do this, consider the following:

1) Do not use a quote if you can make the point in another way
2) Do not quote just to make up your word count
3) Do not use very long quotes
4) Page numbers must always be given, if it is not a website.

In text citation
Quotations of less than two lines should be enclosed in quotation marks can be given like this:

Eaude (2006: 81) believes that ‘Policies, procedures and rules all help provide a structure within which both children and adults feel safe.’

Quotations of more than two lines should separated from the rest of the paragraph by one free line above and below and indented at left and right margins. It should be preceded by a colon and does not use quotation marks. The citation includes author, date and page number(s) that the quotation was taken from.

Eaude (2006: p. 81) believes that:

Policies, procedures and rules all help provide a structure within which both children and adults feel safe. Yet creative learning, which is fundamental to cultural and spiritual development, involves a level of risk.

References
5.2 Quoting other students

Very occasionally, you will need to quote or cite from the work of other students - perhaps you are part of a team which has to produce a joint piece of work.

In text citation
As can be seen from the statistics supplied for the Business Report in part one of the project (Zhao, 2007), Malaysia has the highest score for all of the five factors.

References
Zhao, L. (2007) *MScIB Integrated Project Handout (1) Romania*.

6. Diagrams, images and audio visual sources

6.1 Graphs, tables and diagrams

In-text citation:
As can be seen from the graph in Figure 1, the most common way that adults acquire information and communication technology (ICT) skills is through learning-by-doing.

Figure 1: How adults obtained ICT skills (Source: Office for National Statistics, 2007).

References
### 6.2 Images

**In-text citation**

![Graduation Day](image)

Figure 1: Graduation Day (Source: Microsoft Online Images, 2006).

**References**


### 6.3 Photographs

**In-text citation**

![Student in Learning Resources Centre](image)

Figure 1 shows a student studying in the University of Hertfordshire's Learning Resources Centre.

**References**


### 6.4 Film (DVD)

**In-text citation**

Keating introduces his students to poetry, and his free-thinking attitude and the liberating philosophies of the authors he introduces to his class have a profound effect on his students (*Dead Poets Society*, 1989).

**References**

6.5 Audio visual material

**In-text citation**
Geography also plays an important part in pupils’ physical, intellectual, social and emotional development (Scoffham, 2004).

**References**

6.6 Television

**In-text citation**
Play was defined as things that encourage creativity, social skills or physical activity and, most importantly, things that children choose to do themselves (Child Of Our Time, 2008).

**References**
*Child Of Our Time* (2008) BBC1, 21 May. 20.00.

6.7 Radio

**In-text citation**
The interviewee was not certain that children’s behaviour was worse but felt that it had become more challenging (Woman’s Hour, 2005).

**References**
*Woman’s Hour* (2005) BBC Radio 4, 8 February. 10.00.

6.8 Exhibition catalogues

**In-text citation**
As stated in the catalogue (Eric Carle Museum of Picture Book Art, 2002) the exhibition represents the culmination of Eric and Barbara Carle's vision to launch a museum celebrating the art of the picture book.

**References**
7. Government and legal information

7.1 Government/EU publication

In-text citation
Joint Educational Projects for language learning (JEPs) aim to increase young people’s motivation as well as capacity to communicate in foreign languages (European Commission, 1997).

References

7.2 Acts of Parliament (UK Statutes)

In-text citation
The Data Protection Act (Great Britain, 1998) states that the Secretary of State may exempt from the subject information provisions in relation to personal data in respect of which the data controller is a teacher at a school, and which consist of information relating to pupils at the school.

References

7.3 Legislation

In-text citation
EC regulations (Council Regulation 40/94) are very specific about this aspect of trade marking.

References

(The word ‘Final’ clarifies that this is not one of the earlier drafts.)

7.4 Case law

In-text citation
As a recent case shows (Courtney v Bryant, 2007) the principle of caveat emptor is interpreted differently across the EU. In many jurisdictions, there is no legal requirement for the vendor to provide a refund or exchange.
References

8. Newspaper and magazine articles

8.1 Newspaper or magazine article - unspecified author

In-text citation
President Nicolas Sarkozy said he wanted a new law to ensure schools stay open when teachers go on strike so parents can get to work (The Independent, 2008).

References

8.2 Newspaper or magazine article – author known

In-text citation
The sin bins’ official name – pupil referral units – will be scrapped as it has become an “outdated and unhelpful label” (Curtis, 2008).

References

9. Theses/dissertations

9 Thesis/dissertation

In-text citation
As Farrant (2004) indicates, there are various reasons why free-time opportunities could be seen to be so positive for refugee pupils.

References

10. Lecture notes

10 Lecture notes (check that your lecturer allows this)

In-text citation
Teague (2008) proposes that ‘Blended Learning is based on a considered approach to curriculum design in which the advantages of face-to-face learning are integrated with the
advantages of e-learning from the first planning stage.'

**References**


### 11. Personal communications

#### 11.1 E-mail

Usually, this reference is only included in the text, but you can put an entry in the reference list if you wish.

**In-text citation**

According to an e-mail received on the 21 March, 2006, Professor Candlin said that the issues had already been resolved.

**References**


#### 11.2 Discussion group/bulletin board/blog

**In-text citation**

Whitehead (2007) proposes 'An individual's attitude to learning, to computers, to anything, in fact, can be coloured by their first experiences in that domain.'

**References**


#### 11.3 Research conversations

This reference can be treated like an e-mail, so there is no need to include an entry in the reference list, although you can if you wish.

**In-text citation**

According to Smith (2007), there appear to be important limitations in our initial approach to the case study.

**References**


### 12 Translations

12.1 Translations (by translator)

In-text citation
Children do not learn to speak unless they are immersed in a world where others speak (Bouvet, 1990).

References

12.2 Translations (by student)

In-text citation
As a recent report from the Bank of China (2007) shows, the issue of bad loans is one that the Chinese government is increasingly worried about.

References

Quiz!

There is one mistake in each reference. Use the Harvard Referencing Guide to find answers you do not know and to help you check your corrections.


Further information and help
We hope this guide is useful to you. If you have any questions about referencing ask your tutor or your Information Manager.

Learn how to avoid plagiarism and reference sources correctly visit: http://www.studynet2.herts.ac.uk/ptl/common/LIS.nsf/lis/SubjectToolkitReferencingTemplate Where you will find tutorials, quizzes, links and resources.

The Open University guide to using the Harvard system is very comprehensive: http://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism

You may find the following book useful:

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