BASIC GUIDE TO REFERENCING

HARVARD STYLE
WHAT IS REFERENCING?

Referencing is making a list of sources of information you have used to prepare an assignment.

What should be referenced?

- Concept or ideas
- Paraphrased quotes
- Direct quotes
- Personal communications
- Class notes
- Statistics
WHY REFERENCE?

To allow your teacher to check your research

- Indicating where you obtained your information will help build your argument.

To show your information comes from a reliable sources

- References enable the reader to locate the information you have used, the reference will help them find the original source.

Avoids Plagiarism

- If you purposely use and do not acknowledge materials from published or other sources, this can constitute plagiarism.
PLAGIARISM is presenting another person's work or ideas as your own.

It includes:

- Copying from another student’s work or simply cutting and pasting from the internet, word for word.
- Rewriting someone else's work without acknowledging where the information came from.

*You could lose marks or even fail if you do this.*
### STYLES OF REFERENCING

| Harvard Style | The Harvard style is an author-date referencing system with two key components:  
|              | • Citations in the text.  
|              | • A reference list at the end of the paper |
|             | |
| APA Style   | The APA (American Psychological Association) is used in some social science subjects. It uses an author-date format, to identify details in the text. |

**Note:** Before using any reference style check with your teacher or course coordinator.
WHAT WILL BE EXPECTED IN MY ASSIGNMENT?

- In-text Referencing
- Reference List
What is in-text referencing?

- In-text references are used to acknowledge the work or ideas of others.
- They are placed next to the text that you have paraphrased or quoted, enabling the reader to differentiate between your writing and other people’s work.
- The full details of your in-text references must be included in a reference list.
Details to include when writing an in-text reference

• Author’s surname, if there is no author, use the title of the work.
• Year of publication
• Page number(s) only if referring to specific information located on specific pages in the author’s work. Page numbers are not included if you are referring to a theme of the author’s work.
How do I write an in-text reference

• When presenting ideas or information from a source, include the author’s surname and date of publication in brackets within the text of your writing. e.g. These skills need to be developed over time (Veit & Gould 2010).

• Where you refer to the author’s name in the body of the text, include the date of publication in brackets. e.g. Young, Rudin-Brown and Lenne (2010) suggest increased penalties and driver education as two possible strategies.

• When quoting directly from the source include the page number if available and place quotation marks around the quote. e.g. The World Health Organisation (2011, p. 8) defines driver distraction ‘as when some kind of triggering event external to the driver results in the driver shifting attention away from the driving task’.
HOW TO WRITE A BIBLIOGRAPHY / REFERENCE LIST -HARVARD STYLE
What is the difference between a Bibliography and a Reference List?

- A bibliography is comprehensive, as it lists all the reading you did including background reading.
- A reference list, on the other hand, contains only the works you have cited in the text of your assignments.
WHERE DO I START?

When you are reading and taking notes, make a simple record sheet that lists the details of what you will need for the bibliography or reference list.

<table>
<thead>
<tr>
<th>PRINT MATERIALS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Books</strong></td>
</tr>
<tr>
<td>• Author’s Surname and Initial</td>
</tr>
<tr>
<td>• Title of the book</td>
</tr>
<tr>
<td>• Date the book was published</td>
</tr>
<tr>
<td>• Publisher</td>
</tr>
<tr>
<td>**Journals</td>
</tr>
<tr>
<td>• Title of the article</td>
</tr>
<tr>
<td>• Date the article was published</td>
</tr>
<tr>
<td>• Author</td>
</tr>
</tbody>
</table>
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| ONLINE SOURCES |
|-----------------|-----------------|-----------------|
| Websites | Webpages | eBooks | eJournals |
| • Database or URL address | • Title of the eBook | • Title of the Journal |
| • Author or organisation (if known) | • Author | • Title of the article |
| • Title of the article | • Database subscription | • Page Number |
| • Date the site was updated | • Year of publication | • Date the article was published |
| • Sponsor of site | • Date viewed | • Date viewed |
| • Date viewed |
HOW TO WRITE A BIBLIOGRAPHY/REFERENCE LIST - HARVARD STYLE

- Should always be on a separate page at the end of your assignment paper.
- Arranged alphabetically by the author’s surname.
- Single spaced, with one line space between references and no indentation.
- Reference entries always finish with a full stop.
FOR MORE INFORMATION
Check the Harvard Referencing Guide via the WSI Libraries website.