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Introduction

When you are involved in the research process, whether it is for a short essay, investigative study or a larger research project, you will be engaging with other people’s work, their words, ideas and arguments.

This guide will:

- Explain how to construct references
- Give examples of how to cite references in your text
- Include a sample reference list

Avoiding plagiarism

Plagiarism, the representation of someone else’s ideas or words as your own, is a serious academic offence.

When you write your own piece of work you must give credit to the sources you have used that have been written or produced by other people. This will demonstrate the breadth of sources you have consulted and enable others to trace the knowledge that has informed your work.

Keeping accurate records of the sources you have consulted throughout your research will make the job of constructing your reference list and correctly citing throughout your text a much easier task.

Your reference list and citing other people’s work

The Harvard referencing system is also known as the Name/Date method because it uses a name and a date of publication to link citations in the text to sources in a reference list.

The reference list includes all the sources that you have cited in your work, an additional bibliography can be included after the reference list to include other sources that have informed your work that have not been directly cited.

When you make a citation in your text always use the author’s family name (or name of organisation responsible for resource if there is no author), year and the page number(s) if applicable from which the quote, ideas or arguments are taken. Each citation has a corresponding entry in your reference list. There are three main ways in which you might use other people’s ideas and research throughout your work.

Direct Quotations
A word for word inclusion of a quote in your piece of work. The source, author and page numbers must be included.

Paraphrasing
Restating someone else’s argument in your own words. The source, author and page numbers must be cited.
Summarising
Summarising the ideas/arguments of others in your own words. The source and authors must be cited.

How to use quotations

This part of the guide will give examples of the main ways in which you might want to cite a reference within your piece of work.

When quoting, paraphrasing or summarising, depending upon the structure of the sentence, you can place the author’s name in brackets alongside the date and page number, or alternatively place the author’s name on the outside of the brackets.

Quotations of less than one line
Include quotations of less than one line in the main body of the text within single inverted commas.

Examples:
Sparke (2009, p.19) argues that ‘we are so surrounded by design that it feels as if life must have always been lived this way’.

or,

Craft can be seen ‘as a conceptual limit active throughout modern artistic practice’ (Adamson, 2013, p.2).

Longer quotations
Indent longer quotations at both left and right margins and use single line spacing, quotation marks are not required.

Examples:
Examining different modes of production Sparke (2009, p.22) ascertains that:

Craft-making relies on the maker’s tacit knowledge and skill, based on repeated practice, and involves chance and an ability to improvise. Factory production eliminated these elements.

or,

When evaluating handmade objects the following theoretical framework has been taken into consideration:

For the historian, theorist, or critic who is interested in the problem of craft, the challenge is not to subject every crafted object to an equivalent degree of analysis, but rather to identify and do justice to the reality of craft’s position within modern culture.

(Adamson, 2013, p.169)
Note on longer quotations there are no quotation marks, and the quote is indented and single line spaced.

The entries in the reference list at the end of your work would appear as:


Paraphrasing
Always cite the author, year, and page number if applicable when restating in your own words someone else’s ideas or arguments, summarizing, or making reference to a piece of work or research without mentioning the author in the text

Examples:

Members of a given subculture distinguish themselves from mainstream society by adopting a distinctive individual identity (Muggleton, 2000, p.63).

The entry in the reference list at the end of your work would appear as:


or,

McQuiston (1997) concentrates on the way in which women and women’s movements have used graphics as a tool for empowerment.

The entry in the reference list at the end of your work would appear as:


Citing material with more than one author

If there are two or three authors use all names:

Smith and Mockeridge (1993, p.5) state that …

In contrast Brown, Brignone and Ward (2001, pp.5-7) put forward the view that …

If there are four or more authors use the first author’s Family Name followed by et al.:

Kotler et al. (2002) argue that …
Citing an author who has published more than one piece of work in the same year

If the author has published more than one piece of work in the same year use lower case letters to distinguish the sources:

Example:

Barthes (1986a) argues … and his analysis of structuralism (Barthes 1986b) suggest …

In the reference list at the entries would appear as:


Secondary referencing

While you are consulting an original work, you may come across a summary of another author’s work, which you would like to make reference to in your own document. This is called secondary referencing:

A direct reference:

Research recently carried out by Brown (cited in Bassett, 1986, p.142) found that …

In this example, Brown is the work, which you wish to refer to, but have not read directly for yourself. Bassett is the secondary source, where you found the summary of Brown’s work.

Or indirectly:

(Brown, 1966 cited in Bassett, 1986, p.142)

You would include Bassett in your reference list, but not Brown.

In the example below White is the primary or original source and Black is the secondary source. It is important to realise that Black may have taken White’s ideas forward, and altered their original meaning. It is recommended that where possible, you read the original source for yourself rather than rely on someone else’s interpretation of a work.

White, (1990) as cited in Black (1994), suggests that …

You would include Black in your reference list, but not White.

The reference list at the end of your document should only contain works that you have directly read.
Citing from websites

You can cite from a website in the same way that you would cite from any other resource. It can be difficult to ascertain the author of a website, if you can’t find an individual name use the name of the organisation or company to whom the website belongs. It can also be difficult to find out when the material was published. If there is a last updated date, or a date next to the copyright symbol at the bottom of the page use this, but if there is no indication of date no date (n.d.) should be put in brackets after the name. You will not need to use page numbers.

Examples:

At the Edinburgh Fringe this year ‘the average cost of putting on a show is estimated at around £6,000’ (Geoghegan, 2010)

The entry in the reference list at the end of your work would appear as:


or

Until the middle of the nineteenth century ‘natural colours were used to dye wool, with three stages when it could occur: when it was still a fleece, in threads ready for weaving, or after the cloth had been woven’ (National Museum Wales, n.d.)

The entry in the reference list at the end of your work would appear as:


Quoting dialogue from a film

In text citation:

*Beetlejuice* (Burton, 1988) contains comedic moments such as when Beetlejuice says “These aren't my rules. Come to think of it, I don't have any rules.”

The entry in the reference list at the end of your work would appear as:


Ellipsis, (omission of words)

This is the three dots which show that some text, (one or more words), has been omitted from the quote.

Example:

‘Relaxation … assists one to cope with the situation’ (Turner 2000, p.17).

The ellipsis, (three dots), shows that some text has been removed from the quotation. The quote originally says: ‘Relaxation, when it has been induced, assists …’
Square brackets, (inclusion of words)
Square brackets tell the reader that the writer has inserted their own words into the quote. We typically use square brackets when we want to modify another person's words. Here, by using the square brackets, we make it clear that the modification has been made by us, not by the original writer.
For example:
to add clarification:
Example: The witness said: "He [the policeman] hit me."
to add information:
Example: The two teams in the finals of the first FIFA Football World Cup were both from South America [Uruguay and Argentina].
to add missing words:
Example: It is [a] good question.
to add editorial or authorial comment:
Example: They will not be present [my emphasis].

The use of ibid. and op. cit
The terms ibid. and op. cit. can be used in referencing to avoid duplicating the same reference details in the body of your text. Use of these terms is optional.

Ibid.
The reference ‘ibid.’ is short for the Latin word ibidem – meaning ‘in the same place’. It refers to the source immediately given before. So if having given a quote by Rodenburg and then the following quote is also by Rodenburg, the second time you can put ibid. and the page number.
Example:
(Rodenburg, 2002, p. 15) - and then in the following quotation, (ibid. p. 209).

Op. cit. (this comes from the Latin word Opere citato, meaning, ‘in the work cited’. To save repetition of the same reference, one uses the term op. cit. to reference a work which has already been cited just before the preceding reference. So if you have quoted something from Rodenburg, then you quote Berry, and then you quote Rodenburg again from the same book, you would put:
Example:
(Rodenburg, 1996, p.42) then (Berry, 2013, p. 52) and then - (Rodenburg, op. cit., p.23).
Constructing references: Printed Sources

Books with a single author
References from a printed book should be made up of the following elements:

- Author’s Family Name, Initial(s)
- Year of publication (in brackets)
- Title (in italics)
- Edition if not the first
- Place of publication
- Publisher

Example:

Books with multiple authors
List all authors up to three, the same elements are required as for a single author.

Examples:


Where four or more authors are responsible for a publication use the first author’s name followed by et al.

Example:


Essay or contribution within a book
References should consist of the following elements:

- Contributing author’s Family Name, Initial(s)
- Year of publication (in brackets)
- Title of contribution.
- Followed by In
- Editors Family Name, Initial(s) (ed.) or (eds.)
- Title of book (in italics)
- Place of publication
- Publisher
- Page number(s) of contribution

Example:

Book by an organisation
References should consist of the following elements:

- Organisation’s name
- Year of publication (in brackets)
- Title (in italics)
- Edition if not the first
- Place of publication
- Publisher

Example:


Works by Shakespeare with a named editor
List Shakespeare first followed by the editor/s after the title – for the in text citation use Shakespeare’s name and the date.

Example:


Works by an author with a named translator
List the author of the work before the translator - for the in text citation use the author’s name and the date.

Example:


Citing a line within a play

- Author’s Surname, Initial(s)
- Year of publication (in brackets)
- Title (in italics)
- Edition if not the first
- Place of publication
- Publisher
- Act, scene: line

Example:

Exhibition catalogues
References should consist of the following elements, where there is no author/artist use the name of the gallery

- Author/Artist's Family Name, Initial(s)
- Year of publication (in brackets)
- Title (in italics)
- Place of publication/gallery
- Publisher/Gallery Name

Example:

Exhibitions
When referencing an exhibition you have visited use the following elements, where there is no author/artist use the name of the gallery:

- Surname, Initials of artist/s
- Year of the exhibition or your viewing of the piece of work in brackets
- Title of the work a comma and the year the work was produced in italics
- Art or exhibit type in square brackets
- Name of the exhibition in inverted commas (if appropriate)
- Place of exhibition
- Museum, gallery or exhibiting institution
- Exhibition dates

Examples:


Journals
References should consist of the following elements:

- Author’s Family Name(s), Initial(s)
- Year of publication (in brackets)
- Title of article
- Title of journal (in italics)
- Volume number
- Part number or Month
- Page number(s)

Examples:


**Newspaper articles (printed)**

References should consist of the following elements:

- Author’s Family Name, Initial(s)
- Year of publication (in brackets)
- Title of article
- Newspaper title (in italics)
- Date and month
- Page number(s)

Example:


**Dictionary entry**

References should consist of the following elements:

- Dictionary publisher
- Year of publication (in brackets)
- Full title of dictionary (in italics)
- Place of publication
- Publisher

Example:


**Thesis or dissertation**

References should consist of the following elements:

- Author’s Family Name, Initial(s)
- Year of publication
- Title (in italics)
- Designation (award)
- Institution to which submitted

Examples:


Published Conference Proceedings

References should consist of the following elements:

- Author’s surname/s, initial/s
- Year
- Title
- In: Editor(s) (if applicable)
- Title of conference proceedings (in italics)
- Place and date of conference
- Place of publication
- Publisher
- Page number(s)

Example:


Unpublished conference papers

References should consist of the following elements:

- Author’s surname/s, initial/s.
- (Year of conference)
- Title of paper (in italics)
- Title of conference
- Date of conference
- Location of conference (including venue and city).

Example:


Patents

References should consist of the following elements:

- Originator
- Name of applicant
- Year of publication (in brackets)
- Title of patent (in italics)
- Series designation which may include full date.

Example:

Referencing International Sources

If you reference a source written in a language other than English in your reference list then you can either write the title in the original language, or an English translation with the language acknowledged.

You will need to decide which you prefer and then use it consistently, for example:


OR


If you reference a book written in a language with a non-roman alphabet, e.g. Arabic, Chinese, Russian, etc. you will need to use a standard transliteration scheme to write the title in your reference list.

Translating quotations

You may wish to include quotes from non-English sources in your written work. If you do this you can either translate the text or paraphrase the content in English.

When translating quotes you will need to write '(Own translation)' after the quote. For example:

In an interview with Tona Coromina the architect Michele de Lucchi explains the role of craft in design. 'Craft work is absolutely necessary to be able to create, because it is the experimental laboratory of technology. It allows you to make mistakes and learn from them, something that would be impossible or very costly in industry. But design is that: the beauty of mistakes, chance …' (own translation) (Coromina, 2009)

Constructing references: Printed images

Only use these rules if you are discussing an image that DOES NOT appear in your List of Figures i.e. the image is NOT reproduced in your piece of work.

If the diagram, photograph or illustration is the author’s own work and not a substantial work in its own right.

Examples of how it would appear in your text:

In their spider diagram Blaxter, Hughes and Tight (1996, p.34, Box 12) demonstrate how research interests and relationships can be graphically represented.

or

The photograph of a Nottingham shop window (Gregson and Crewe, 2003, p.69, Pl. 3.9) illustrates the way in which retro retailers …

In the reference list at the end of your piece of work list the sources in which the illustrations were published e.g. the above examples were in books and will therefore appear as:


If the illustration is a work in its own right e.g. a reproduction of a painting, that you are referring to regardless of the text around it, you should cite it in its own right.

The name of the work, the artist/s, and year of the work’s creation should appear in the body of your text. The entry in your reference list should state the medium of the original and where it is held.

An example of how this would look in the text of your work:

Burne-Jones’s classical style can be witnessed in The Golden Stairs (Burne-Jones, 1880) his depiction of …

The entry in your reference list should follow this pattern:

Constructing references: Electronic/Online resources

Web pages
References to a World Wide Web site or page should be made up of the following elements. It can be difficult to ascertain the author of a website, if you can’t find an individual name use the name of the organisation or company to whom the website belongs. It can also be difficult to find out when the material was published. If there is a last updated date, or a date next to the copyright symbol at the bottom of the page use this, but if there is no indication of date no date (n.d.) should be put in brackets after the name.

- Author/Organisation responsible for website
- Year (in brackets)
- Title (in italics)
- [online]
- Available from: web address - URL
- [Accessed date]

Examples:

In the above sample a publication date could not be ascertained so n.d. was used to indicate no date.


E-journals & e-newspapers
References to e-journals should include the following (use this format for e-newspaper articles):

- Author’s Family Name, Initial(s)
- Year of publication
- Title of article
- Title of journal (in italics)
- [online]
- Date of publication (if ascertainable)
- Volume number / Part number
- Available from: web address - URL
- [Accessed date]

Example:
E-books requiring AUB username and password
For e-books accessed through AUB Library using your AUB Username and password the following elements are required:

- Author’s Family Name, Initial(s)
- Year of publication
- Title of book (in italics)
- [e-book]
- Place of publication
- Publisher
- Available through: web address - URL
- [Accessed date]

Example:

Free e-books/pdfs
For e-books or pdfs that can accessed through the internet include the following:

- Author’s Family Name, Initial(s)
- Year
- Title of book (in italics)
- [e-book] or [pdf]
- Place of publication (if available)
- Publisher
- Available from: web address - URL
- [Accessed date]

Examples:


Kindle or e-book reader e-books
- Author’s Family Name, Initial(s)
- (Year of Kindle or other e-book reader edition)
- Title of book (in italics)
- [type of e-book reader used to access e-book] e.g Kindle or Kobo
- Available from: web address - URL
- [Accessed date] the date you first accessed the e-book

Example:
E-images
When referencing an online image include the following. By right clicking over the image and selecting properties you will get the correct address (URL) and file extension:

- Artist or image creator (if known)
- Year (in brackets)
- Title or description of image (in italics)
- [online]
- Available from: web address - URL
- [Accessed date]

Examples:


Blogs

- Family Name, Initial(s) or bloggers online identity.
- Year (in brackets)
- Title of blog entry
- Date blog entry written
- Title of Blog (in italics)
- [online]
- Available from: web address URL
- [Date accessed]

Example:

- Discussion lists/MessageboardFamily Name, Initial(s) or online identity.
- Year (in brackets)
- Title of message
- Date message added to the list
- Title of discussion group (in italics)
- [online]
- Available from: web address URL.
- [Date accessed]

Example:
Podcasts or archived television programmes e.g. Box of Broadcasts (BoB)

- Broadcaster or author
- Year (in brackets)
- Title of programme (in italics)
- [online]
- Available from: web address URL
- [Date accessed]

Example:


Social media posts
e.g. Twitter, Facebook

- Author
- (Year)
- Title of tweet/Name of group
- Title of website [online]
- Date of post
- Available from: Web address URL
- [Date accessed]

Example:


See also Mobile App Content if viewing on mobile device

Wikis

- Wiki name
- Year (in brackets)
- Title (in italics)
- [online]
- Available from: web address URL
- [Date accessed]

Example:

YouTube videos
- Screen name
- Year (in brackets)
- Title (in italics)
- [online]
- Available from: web address URL.
- [Date accessed]

Example:

Mobile app
- Originator/author
- Year (in brackets) – use access year if date not available
- Title of app (in italics)
- [mobile app]
- [Date accessed]

Example:

Mobile app content
- Originator/author
- Year (in brackets) – use access year if date not available
- Title of app content (or first hashtag if no other information available)
- Title of app (in italics)
- [mobile app]
- [Date accessed]

Examples:


Powerpoint presentation
- Author or tutor
- Year of lecture in brackets
- *Title of presentation* (in italics)
- [PowerPoint presentation]
- Title of unit/module
- Available from: Web address - URL
- [Date accessed]

Example:
Constructing references: Audio, visual and performance

Films

- Director
- Year of film release (in brackets)
- Title (in italics)
- [Type of medium from which it was viewed]
- Place of production
- Production organisation

Examples:

**Film**

**Video**

**DVD**

Films watched on Youtube, Box of Broadcasts


TV, radio and off-air recording

- Series title (if appropriate) (in italics)
- Series number (if appropriate)
- Programme title (in italics)
- Year (in brackets)
- Channel
- Date of transmission
- [Medium]

**Television programmes**


**Radio programmes**


**Off-air recordings**

Interviews broadcast on TV and radio
- Name of person interviewed
- Year (in brackets)
- Interview by [name of interviewer]
- Programme title (in italics)
- Channel
- Date
- [Medium]

Examples:

Musical recordings
- Recording artist/s
- Year (in brackets)
- Title (in italics)
- Composed by [name of composer] if appropriate
- Medium e.g. [Compact disc] or [MP3]
- Place of production (if ascertainable)
- Producing organisation

Examples:

Lyrics
- Songwriter
- Year (in brackets)
- *Title of Song* (in italics)
- [Lyrics]
- Place of distribution (if available)
- Distribution company or label or Available from: URL [Accessed date].

Examples:
Libretto

- Author name(s)
- Year (in brackets)
- Title of publication (in italics)
- [Libretto]
- Edition or version if applicable
- City of publication: Publisher.

Example:


Theatre – production of a play

- Author, Family Name, Initial(s)
- Year of performance (in brackets)
- Title (in italics)
- Directed by
- Performance company
- Performance venue
- Location of performance
- [Date performance viewed]

Example:


Theatre programmes, prompt books, etc.

- Theatre group/performer
- Year of publication (in brackets)
- Title of performance (in italics)
- Date of performance
- Type of material e.g. programme/prompt book
- Performance venue
- Location of venue

Example:


Video games

- *Title of game* (in italics)
- (edition or version if application).
- Year (in brackets)
- Platform
- [Game]
- Place of publication
- Publisher

Examples:


Constructing references: Personal communications

Interviews, conversations via telephone/Skype

- Interviewee’s Family Name, Initial(s)
- Year (in brackets)
- Interviewee’s job title / position – if appropriate
- Interview / Telephone conversation / Skype conversation
- Date

Examples:

**Interview**  

**Telephone conversation**  
Longbridge, J. (2001). Opera South Public Relations Officer. Telephone conversation with author. 5 May.

**Skype conversation**  
Treat in the same way as telephone conversations, with the medium amended accordingly

**Emails**

- Sender
- Sender’s email address (in brackets)
- Day Month Year
- Subject of message (in italics)
- Email to recipient’s name
- Recipients email address

Example:

Albin, L. (lalbin@aucb.ac.uk). 9 September 2010. E-book report. Email to J. Waite. (jwaite@aucb.ac.uk)

**Letters**

- Sender
- Year (in brackets)
- Sender’s job title / organisation
- Letter to author
- Date

Example:

Lecture notes

- Lecturer’s Family Name, Initial(s)
- Year
- Course Title (in italics)
- Institute name / location
- Day, Month

Example:

Example reference list

The reference list contains all the sources that you have cited in your work, you may also include a separate bibliography to include other sources that have informed your work that have not been directly cited.

The Harvard System requires that reference lists and bibliographies are alphabetical by authors' name. Include all types of source, i.e. online, books, film, in one alphabetical list as shown below. If there is an instance where the same author has published more than one item in a year use lower case letters to distinguish between them e.g. 1998a, 1998b.


Longbridge, J. (2001). Opera South Public Relations Officer. Telephone conversation with author. 5 May.


**Figure list**

If you use illustrations, photographs, images or any other graphics in your work you will need to create a list of sources and provide a reference to each one. Give each of the illustrations, photographs etc. in your text a running number e.g. Fig. 1, Fig. 2 , Fig. 3. along with a caption relating to the image if appropriate.

As with any other material you must credit the source from which the image originated.

The List of Figures should be placed after the Contents page within your assignment and take the following format:

[Title of Figure/Caption, if applicable] [Full description of source of image]

Examples:

- Figure 1 - Online image
- Figure 2 - Image in a book
- Figure 3 - Photograph from a physical collection
- Figure 4 - Painting in a museum/gallery
- Figure 5 - Your own photograph

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<thead>
<tr>
<th>Figures</th>
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<tr>
<td>1. Particle tracks.</td>
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<tr>
<td>2. La-Charité-sur-Loire : Church. Ambulatory.</td>
</tr>
<tr>
<td>3. China 1944 by Cecil Beaton</td>
</tr>
<tr>
<td>4. Chesil Beach, Dorset, Winter by Philip Leslie Moffat Ward</td>
</tr>
<tr>
<td>5. St. George's Church, Portland</td>
</tr>
</tbody>
</table>

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**Abbreviations**

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>anon</td>
<td>anonymous</td>
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<tr>
<td>ed</td>
<td>editor or edition</td>
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<td>eds</td>
<td>Editors</td>
</tr>
<tr>
<td>et al</td>
<td>and others (multiple authors)</td>
</tr>
<tr>
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<td>date unknown</td>
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<tr>
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<td>place of publication unknown</td>
</tr>
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<td>translator</td>
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