

The Harvard style

As used in:

Archaeology

Biochemistry (as well as Vancouver)

Biology (as well as Vancouver)

Economics

Environment

Hull York Medical School (as well as Vancouver)

Management

Philosophy

Politics

Sociology

Social Policy and Social Work

Theatre, Film and Television



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Why reference?

You will probably be aware that plagiarism is an important issue and you must avoid it at all costs, but do you know why referencing is so crucial to your essay writing?

References to other sources are useful and beneficial to presenting your argument; don't be scared of using them. However, be selective. Don't just cram your work full of citations in a bid to impress the marker that you've read a massive amount. Your references should be relevant and provide evidence for and against your argument.

For example, you can include a citation to...

- give a source of information (eg tables, statistics, diagrams etc)
- describe or discuss a theory, model or practice from a particular writer.
- give weight and/or credibility to your argument.
- provide a counter-argument.
- provide quotations or definitions in your essay.
- paraphrase another person's work, which is not common knowledge.

Additionally, the 'in-text citation' included in the body of your text is there to DIRECTLY show the reader where the idea and/or quotation is from. Therefore, where you are indicating the source as a chapter in a book, you include the citation to the author of the chapter. Within the bibliography you would put the full citation to the book with details of the editors.

Do be careful and check your Department's specific regulations as there are a number of interpretations of this style.

Basic common elements in a bibliography citation:

BOOKS:

Clarke, A.	(2008).	<i>E-Learning skills.</i>	Basingstoke:	Palgrave Macmillan
Author's name	Date of Publication	Title of Book	Place of Publication	Name of Publisher

JOURNAL ARTICLES:

Shaw, P.	(1982).	Plagiary.	<i>American Scholar</i> ,	51 (Summer), 325-337
Author's name	Date of Publication	Title of Article	Name of the Journal	Volume number and page numbers

Examples of the Harvard style

Book (one author):

In-text: (Neville, 2007)

Bibliography: Neville, C. (2007). *The complete guide to referencing and avoiding plagiarism*. Maidenhead: Open University Press.

Book (two or more authors):

In-text: (Peck & Coyle, 2005)

Bibliography: Peck, J. & Coyle, M. (2005). *The student's guide to writing*. Basingstoke: Palgrave Macmillan.

Book (three or more authors):

In-text: (Dolowitz et al., 2008)

Bibliography: Dolowitz, D., Buckler, S. and Sweeney, F. (2008). *Researching on-line*. Basingstoke: Palgrave Macmillan.

Chapter in an edited book:

In-text: (White, 1999)

Bibliography: White, E. (1999). Student plagiarism as an institutional and social issue. In L. Buranen & A. Roy, eds. *Perspectives on plagiarism and intellectual property in a postmodern world*, New York: State University of New York Press, pp.205-210.

Journal article

In-text: (Ashworth, Bannister and Thorne, 1997)

Bibliography: Ashworth, P., Bannister, P. and Thorne, P. (1997). Guilty in whose eyes? University students' perceptions of cheating and plagiarism in academic work and assessment. *Studies in Higher Education*, 22(2), 187-203.

Journal article (electronic):

In-text: (Liddell and Fong, 2008)

Bibliography: Liddell, J. and Fong, V. (2008). Honesty, integrity and plagiarism: the role of student values in prevention. *Plagiarism* [on-line]. 3, pp.1-5. Available at www.plagiarism.org/papers_and_perspectives.htm [Accessed 5 November 2008].

Newspaper article (with author):

In-text: (Swain, 2008)

Bibliography: Swain, H. The art of doing an assessed assignment. *The Guardian: Education supplement*, 23 September 2008, p.11.

Newspaper article (with no author):

In-text: (Daily Telegraph, 2008)

Bibliography: *Daily Telegraph*. Half of Cambridge students admit cheating, 31 October 2008, p. 14.

Website with author:

In-text: (Swain, 2008)

Bibliography: Swain, H. The art of avoiding plagiarism. *The Guardian*. 7 October 2008. Available at www.guardian.co.uk/education/2008/oct/07/students.highereducation [Accessed 5 November 2008].

Website with no author:

In-text: (Acknowledging your Sources, n.d.)

Bibliography: Princeton University (n.d.). Acknowledging your sources. Available at www.princeton.edu/pr/pub/integrity/pages/acknowledge.html [Accessed 5 November 2008].

Secondary referencing

In-text: Carroll argued that...(as cited in Sutherland-Smith, 2008, p.23)

Bibliography: Sutherland-Smith, W. (2008). *Plagiarism, the internet and student learning: improving academic integrity*. Abingdon: Routledge

Harvard Frequently Asked Questions

How do I use quotations?

Use double quotation marks to enclose the direct text. For short quotations (of less than 40 words), use a brief phrase to introduce the quotation. For example:

As Neville (2007) emphasises, “you should cite all sources and present full details of these in your list of references” (p.36).

For longer quotations (of 40 words or more) you use a block quotation, without quotation marks, but clearly indented to indicate these words are not your own. For example:

Neville (2007) comments that:

It can sometimes be difficult, if not impossible, to avoid using some of the author’s original words, particularly those that describe or label phenomena. However, you need to avoid copying out what the author said, word for word. Choose words that you feel give a true impression of the author’s original ideas or action. (p.36)

For a summary or paraphrase, you must include an in-text citation to the author and year of publication. For example:

According to Neville (2007), sometimes it is unavoidable you will use a few words that the author used.

When do I use page numbers in my in-text citations?

For general reference to a source’s ideas, you do not need to include a page number. The exceptions are: when you include a quotation or when you are referring to a specific part of the source which is, for example, a detail difficult to find.

What if an author I am referencing has published two or more works in one year?

In this case you can simply use lower-case letters: a, b, c etc. to differentiate between different works within one given year. For example:

In-text: (Carroll, 2007a)

Bibliography:

Carroll, J. (2007a). A handbook for deterring plagiarism in higher education. Oxford Centre for Staff and Learning Development: Oxford Brookes University.

Carroll, J. (2007b). Do national statistics about plagiarism tell you about your students? LINK newsletter on academic integrity, The Hospitality, Sport and Leisure Subject Centre, 18, 3-9.

Are in-text citations included in my word count?

Yes – this does not mean you should leave out citations where they are appropriate.

Should I put a web address in an in-text citation?

No! If the website has an author, cite the source as you would anything else (Swain, 2008). If there is no author or date given, give the title of the page and add the abbreviation n.d. For example: (Acknowledging your sources, n.d.)

What is the Harvard convention for using capital letters?

You should only capitalise the first letter of the first word of a book, journal article etc. The exception is the names of organisations.

What if I want to use a number of sources in one in-text citation?

If, for example, you are pulling together a number of sources to support your argument you may want to use a number of sources in one in-text citation. For example:

As is widely stated in the literature... (Carroll, 2002; Mallon, 1991; Neville, 2007)

They should appear alphabetically, matching the order in which they will appear in your bibliography.

What abbreviations can I use?

Abbreviation	Meaning
ch. or chap.	chapter
ed.	edition
Ed. Or Eds.	Editor (s)
et al.	and others
n.d.	no date
p.	Page (single)
p.p.	Pages (page range)
ser.	series
suppl.	supplement
tab.	table
vol.	volume

Further information:

www.york.ac.uk/library/subjects/referencing.htm

Neville, C. (2007). *The complete guide to referencing and plagiarism*. Maidenhead: Open University Press

Pears, R. and Shields, R. (2004). *Cite them right: the essential guide to referencing and plagiarism*. Newcastle Upon Tyne: Pear Tree

Paraphrasing: some examples

The following is taken from *The Guardian* newspaper:

Is Persaud a narcissist, in other words, or a man so plagued by self-doubt that he doesn't obey the rules of academia because he doesn't think he belongs in it? He claims to have been so busy he became confused.

Williams, Z. (2008). Persaud's disorder. *The Guardian*, 20 June 2008, p.37

An example of incorrect paraphrasing of this passage could be as follows:

It could be questioned whether Raj Persaud was either a narcissist or full of self-doubt. Could it be he felt he didn't belong to the world of academia, so didn't have to obey the rules? Could he really have been so busy that he got confused?

This is incorrect paraphrasing because:

- Only a few phrases have been changed; this is not sufficient as it is too close to the original.
- The writer does not even give a citation, eg (Williams, 2008), to the author of the article.

Correct paraphrasing could be as follows:

Williams, (2008) argues that Persaud could be viewed as a man consumed by ego, or alternatively, a writer that felt he didn't belong to the academic community, so there was no need to abide by their conventions. Within the comment piece it is questioned whether overwork could be seen as a defence.

This is correct paraphrasing because:

- Proper citation of the author and her ideas have been provided by the in-text citation.
- The writer of the paraphrased passage has written the argument in their own words.

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