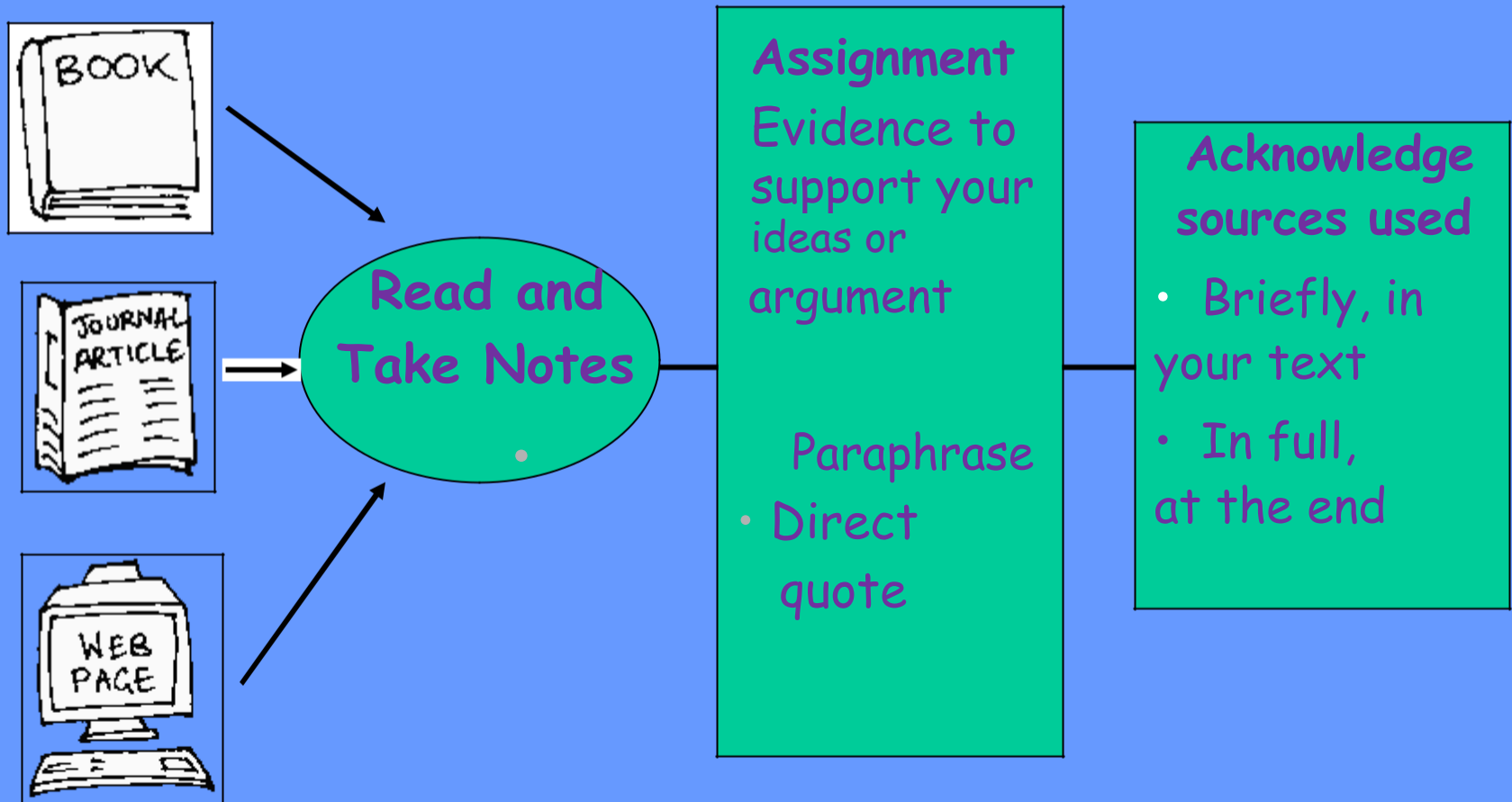


# Harvard Referencing



# Referencing in context



# Outline

- What is a reference?
- Why reference?
- When to reference
- How to reference
  - Within your assignment
  - At the end of your assignment

# What is a Reference?

- A way of showing that you have recognised another person's work ideas or opinions and that you have acknowledged it in your work by referring to the source.
- This is often called citing a reference.

# Why Reference?

- ❑ Part of the marking criteria
- ❑ Demonstrates your reading & research
- ❑ Provides a check against plagiarism
- ❑ An acknowledgement that you have borrowed other people's ideas, work or opinions - Plagiarism
- ❑ As an aid to help others trace your information sources
- ❑ In order to meet copyright regulations
- ❑ Shows off your research!

# When to Reference

- ❑ When you „lift“ material directly from a source – a book or the Internet
- ❑ When you take an idea, theory, argument or viewpoint from a source that is not your own
- ❑ When you summarise or paraphrase another person’s work

# How to Reference

- ❑ There are various systems for referencing
- ❑ Harvard system (Author/Date) is the most popular and recommended by the University
- ❑ You need to reference in two places:
  - ❑ Brief details, within the main body of your assignment
  - ❑ Full details, at the end of your assignment

# Referencing

How do I include quotations in my text?

You will need the following information:

**Author:** Geoff Petty

**Year of publication:** 1998

**Page number:** 256

- How would you use this information to reference within your main text?





# Referencing

First introduce the quote,

...as Petty (1998, p.256) explains:

# Referencing

The quote must be preceded by a colon (:).

The quote must be spaced or indented.

The quote itself should be single spaced.

The quote must have quotation marks to inform „turnitin“

# Example

The purpose of education has changed over time, ...this was suggested by Petty (2002, p.46):

← Year      ← Page number      ← Author

*"Education is the influence exercised by adult generations on those that are not yet ready for social life...it follows from ..."*

# Reference

The quote must clearly show the  
author, year & page number.



<http://www.geoffpetty.com/>

Quotations LESS than 3 lines long can be embedded into the text.

As Brown (2002, p.136) states, "*The critical breakthrough was achieved by Thomas Hunt Morgan.*" Hunt's experiment was...

According to Brown (2002, p.136), "*The critical breakthrough was achieved by Thomas Hunt Morgan*" Hunt's experiment was...

## Useful verbs and phrases for introducing quotes

As Brown (2002, p.136) **states/ believes/ suggests /indicates/ points out / observes/ explains/ argues/ outlines/ contradicts / proposes**, ".....".

For example, Brown (2002, p.136) **has argued** that ".....".

According to Brown (2002, p.136) , ".....".

Brown (2002, p.136) **suggests/ believes/ observes that** ".....".

# Reference at the end of the assignment

Reference list or Bibliography – what's the difference?

- **Reference list** – a single alphabetical list by author of everything you have specifically mentioned in your assignment
- **Bibliography** – a list of sources you have read but *not* specifically mentioned in your assignment

Reference list appears at the end of  
the assignment

All quotes must be referenced in the  
reference list, which goes at the back of  
your assignment.

When writing out your  
reference list remember to put: