

# Write and Cite:

The Queen Margaret University Guide to  
the Harvard System of Referencing



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**The Harvard system of referencing** is a method for citing references in your assignments and providing the sources of those references.

This guide to the Harvard system has been developed to provide staff and students with a common referencing style to work with at Queen Margaret University. It is based on the British Standard's 'Recommendations for references to published materials, BS1629' and 'Citing and referencing published material, BS5605'.

**If you are new to referencing, these sections will provide the basics:**

**1. Introduction to the Harvard system**

**2.1 How to reference a book**

**2.4 How to reference a journal**

**3.1 Author/date**

**3.2 Direct quotations**

## **Acknowledgements**

**Write and Cite** is produced and developed by staff in the Centre for Academic Practice, the Learning Resource Centre and the Effective Learning Service, with contributions and suggestions from academic colleagues and students across Queen Margaret University.

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# 1. Introduction to the Harvard system

## 1.1 What is referencing?

Referencing is a way of crediting all sources of information and ideas that you have used in any piece of academic work.

## 1.2 Why do I need to reference in my assignment?

In your assignment, you will use ideas and information from other sources to support points and arguments you want to make.

When you use someone else's ideas in your work, either by using your own words or making a direct quotation, you must reference the source, in order to:

- show you are aware of other people's ideas and are including them
- acknowledge other people's ideas
- support points and arguments you want to make
- allow the reader to find the original material you have used.

## 1.3 When should I reference?

You must reference whenever you use or directly quote from someone's work, including diagrams, illustrations and tables. You must also reference when you summarise ideas and information from someone's work, or when you paraphrase by putting someone else's ideas in your own words.

**Failure to do any of the above is considered to be plagiarism.**

## 1.4 What is plagiarism?

The Student Handbook at Queen Margaret University defines plagiarism as "The presentation by an individual of another person's ideas or work (in any medium, published or unpublished) as though they were his or her own" (QMU 2007, p.42). Plagiarism is considered to be a major breach of academic regulations. If you are unsure about how to reference, and fail to reference correctly in an assignment, it will still be regarded as plagiarism, even though you did not set out with the intention of plagiarising.

For detailed information on plagiarism, and how to avoid it, see the QMU website at:

**<http://www.qmu.ac.uk/goodscholarship/>**

## 1.5 How do I include references and quotations in my assignment?

There are two key aspects to the Harvard system of referencing:

- **citing a reference**

You cite a reference when you refer in the text of your assignment to any use you have made of the work of others.

- **creating a reference list**

A reference list is an alphabetical list by author, which you provide at the end of your work. It must contain full details of all the sources you have cited in your text. If you cite something in the text and do not include it in the reference list this is considered to be plagiarism. It is important that the references you cite within your writing link accurately to the reference list at the end of your work, via the name of the author.

## 1.6 What is the difference between a reference list and a bibliography?

You will always be required to provide a reference list of all sources cited in your text. You may sometimes be required to provide a bibliography as well.

- a **reference list** only identifies sources referred to (cited) in the text of your assignment.
- a **bibliography** is presented in the same format as a reference list but it also includes **all** materials consulted in the preparation of your assignment. In other words, a bibliography presents the same items as a reference list but it also includes all other sources which you read or consulted but did not cite.

## 1.7 Managing your research

Research always takes more time than you will expect. Remember to:

- keep a careful and accurate note of all your sources as you prepare your assignment
- make a note of all the document details for future reference
- make sure you have all the details you need before you photocopy anything
- make sure you are following the referencing guidelines set by your programme.

## 2. How to compile your reference list

A reference list must be included at the end of your assignment, before any appendices (if you have any). A reference list is an alphabetical list, organised by the surname (family name) of the author. Only those works you have cited in your text should appear in the reference list.

The first two elements of each reference in your reference list (author and date) will appear in the text of your work (see section 3). The reader of your work can then easily check the citation in your text against your reference list.

Your reference list may include references to materials in different formats, including print and online resources. Some examples of how these should be formatted are provided in this section. Generally all references require similar elements and when referencing a resource that is not included in this guide you should try to find a similar example. Consistency is the key – always try to find an author or editor, a date of publication, a title and/or a source title and a publisher.

Correct and consistent punctuation is important:

- the first word in the title of books, chapters and journal articles starts with a capital letter
- authors' names and initials, journal titles, publishers' names and places should also start with a capital letter.

***Note carefully how the examples below are punctuated.***

### 2.1 How to reference a book

Details required for a book can be found on the front and reverse of the title page which is usually the first or second unnumbered page inside the book. Details for a book should be set out in the following order and with the punctuation as indicated:

**Author/Editor surname, Initial(s).**

**Year.**

**Title of the book. (*in italics*)**

**edition. (if later than the first and abbreviated to ed.)**

**Series and individual volume number. (if available)**

**Place of publication:**

**Name of publisher.**

Smith, D. J. 2004. <i>Parenting and delinquency at ages 12 to 15</i> . 2 <sup>nd</sup> ed. Edinburgh University: Centre for Law and Society.
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Ramble, J. ed. 2006. <i>Using simple hygiene rules to combat MRSA</i> . Health Education Series, 42. Bristol: Magpie Publishing.
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Williams, R. 2003. *Television: technology and cultural form*. London: Routledge.

Llewellyn, A., Agu, L. and Mercer, D. 2008. *Sociology for social workers*. Cambridge: Polity

**Please note:**

- only give details of the edition if it is later than the first. No edition statement means that it is the first edition
- use the abbreviation 'ed.' for both edition and editor
- use 'eds.' for more than one editor
- make sure the edition detail matches the year of publication. For example, a book might be published originally in 1994 but a second edition is published in 2004. In this case, you put the year of publication as 2004 and state it is the second edition. See the example of Smith, D. J. above
- when referring to the number of the edition use 2<sup>nd</sup> or 3<sup>rd</sup> etc.
- a reprint is not a new edition and so the year of publication is the date of the last edition
- if you are referencing a publication in a language other than English, see guidance in section 4.

## **2.2 How to reference a chapter in a book of collected writings by different authors ('in' references)**

A common mistake is to confuse the name of a contributor to a book of collected writings with that of the editor. It is important to include the editor of the book in the reference list as this is the information needed by anyone wanting to find that piece of work (see also section 3). If you have referred to or used a specific chapter, you need to give details for that chapter:

**Author of the chapter (as cited in your text).**

**Year of publication.**

**Title of chapter.**

**In: Author/Editor of the collected work.**

**Title of the collected work. (*in italics*)**

**Place of publication:**

**Publisher,**

**page number(s) of the chapter referred to.**

Porter, M. 1998. What is strategy? In: Segal-Horn, S. ed. *The Strategy Reader*. Oxford: Blackwell in association with the Open University, pp.73-99.

## 2.3 How to reference an ebook (online book)

**Author/Editor.**

**Year.**

**Online book title. (*in italics*)**

**edition. (if not first edition)**

**online book [in square brackets]**

**Place of publication: (if available)**

**Publisher. (if available)**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Mandelstam, M. 2005. *Community care practice and the law*. 3<sup>rd</sup> ed. [online book] London: Jessica Kingsley. Available at: <http://site.ebrary.com/lib/qmuc/> [Accessed February 28 2006].

## 2.4 How to reference a journal article

Details for a journal article can usually be found on the contents list, front cover or article itself. Details for a journal article should be set out in the following order and with punctuation exactly as given:

**Author/Editor surname, Initial(s).**

**Year.**

**Title of article.**

**Name of journal, (*in italics*)**

**Volume (part number) Month or season, (if available)**

**page number(s) of article.**

Bonen, A. and Shaw, S. M. 1996. Recreational exercise participation and aerobic fitness in men and women: analysis of data from a national survey. *Journal of Sports Science*, 13 (4) August, pp.297-303.

McCord, S., Fredriksen, L. and Campbell, N. 2002. An accessibility assessment of selected Web-based health information resources. *Library Hi Tech*, 20 (2) pp.188-198.

## 2.5 How to reference an ejournal (online journal) article

Most journal articles accessed online are also available in print format, so they may be referenced in the same way as an article in print format (see 2.4 for details).

If an article is only available online, follow the guidance below:

**Author/Editor.**

**Year.**

**Title of article.**

**Name of journal (*in italics*)**

**online [in square brackets]**

**Volume (issue number) Month or season, (if available)**

**page number(s). (if available)**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Cotter, D. 1999. Non-linear optics for High-Speed Digital Information Processing. <i>Science</i> [online] 286 (5444) November, pp.1523-1528. Available at: <a href="http://www.sciencemag.org">http://www.sciencemag.org</a> [Accessed October 19 2001].
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### **Note:**

It is not necessary to provide every detail of the Internet address. The first few elements, such as a database name, are sufficient for the reader to find your source.

## 2.6 How to reference a website

You should reference a website, or section of a website, using the same elements that you would use to reference a book. In addition, you should include the Internet address and date accessed, as laid out below.

**Author/Editor/Organisation (as appropriate).**

**Year. (current year if no other available)**

**Section title/heading. (*in italics*)**

**online [in square brackets]**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

### **Website:**

BBC. 2009. <i>BBC News</i> . [online] Available at: <a href="http://www.bbc.news.co.uk">http://www.bbc.news.co.uk</a> . [Accessed June 12 2009].
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## Section from a website:

The Chartered Society for Physiotherapy. 2009. *How to help yourself online*. [online] Available at: <http://www.news.bbc.co.uk> [Accessed May 23 2009].

### Note:

- the sequence of month day and year.

## 2.7 How to reference an online document (including online leaflets and pamphlets)

An online document is a separate document, accessed as a pdf via a link on a website (see 2.6).

**Author/Editor.**

**Year.**

**Document title. (*in italics*)**

**edition. (if later than the first and abbreviated to ed.)**

**online [in square brackets]**

**Place of publication: (if available)**

**Publisher. (if available)**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Improvement and Development Agency. 1999. *Local Agenda 21 UK: what's new?* [online] Available at: <http://www.scream.co.uk/la21/> [Accessed March 3 2000].

UNESCO. 2008. *Medium-term Strategy 2008-2013*. [online] Paris: UNESCO. Available at: <http://portal.unesco.org>. [Accessed July 12 2008].

If a document is contained within a large and complex web site (such as that for a university or a government agency), you should provide the host organisation and the relevant programme or department before giving the Internet address for the document itself.

Chou, L. and Smith, A. 2005. *Technology and Education: New wine in new bottles: Imagining educational futures*. [online] Birmingham University, Institute for Learning Technologies. Available at: <http://www.birm.ac.uk/ilt/publications/papers/newwine1.html> [Accessed October 4 2006].

## 2.8 How to reference a document (including leaflets, pamphlets and module handbooks)

In the case of a document or leaflet, the author may be a corporate body or organisation, such as the Royal Bank of Scotland rather than an individual. There may be limited information available from which to form your reference. For example, a leaflet may not always have a date of publication. If this is the case, use the term 'undated', 'no date' or 'n.d.' in brackets (see sections 2.27 for further advice).

**Author/editor. (or equivalent)**

**Year. (if available, or no date [in square brackets])**

**Document title. (*in italics*)**

**edition. (if later than the first and abbreviated to ed.)**

**Place of publication: (if available)**

**Publisher. (if available)**

Cancerlink. [no date] *Declaration of rights of people with Cancer*. London: Cancerlink.

Queen Margaret University. [no date] *Re:Use*. Edinburgh: Queen Margaret University.

Morss, K. and Irvine, L. 2007. *Education in action: NM042*. Edinburgh: Queen Margaret University.

## 2.9 How to reference a newspaper

**Author.**

**Year of publication.**

**Title of article.**

**Title of newspaper, (*in italics*)**

**Date of newspaper,**

**page number(s).**

Rodney, Z. 2005. Edinburgh leads the way in festival management. *The Guardian*, November 19, p.5.

## 2.10 How to reference an online newspaper

For online newspapers accessed via a newspaper database (currently NewsUK) or from the newspaper's website, follow the same guidance as for an ejournal:

**Author/Editor.**

**Year.**

**Title of article.**

**Name of journal (*in italics*)**

**online [in square brackets]**

**Volume (issue number) Month or season, (if available)**

**page number(s). (if available)**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Example from newspaper database:

Hawkes, N. 2008. NHS 'abandons' many dementia patients and their families. *The Times* (London ed.) [online] January 24, p.22. Available at: <http://www.newsuk.co.uk> [Accessed June 20 2008].

Example from newspaper's own website:

Hawkes, N. 2008. NHS 'abandons' many dementia patients and their families. *The Times Online* [online] January 24. Available at: <http://www.timesonline.co.uk> [Accessed June 20 2008].

## 2.11 How to reference an editorial

**Title of the editorial.**

**Year.**

**editorial [in square brackets]**

**Name of journal or newspaper, (*in italics*)**

**Volume (issue number) Month or season, (if available)**

**page number(s). (if available)**

Paying for family planning. 1998. [editorial] *The Lancet*, 352 (9131), p.831

## 2.12 How to reference a conference

**Name of conference.**

**Year of conference.**

**Title of conference. (*in italics*)**

**Date of conference.**

**Location: Venue. (if available)**

CoFHE & UC&R Conference. 2006. *Lead, develop, change: future-proofing your skills*. July 3 – 6. Norwich: University of East Anglia.

### 2.12.1 How to reference conference proceedings

Your reference should start with the author or editor of the conference proceedings. If these are not available then you begin with the conference name. Where possible you should also include the place and the date of the conference:

**Editor/Organisation.**

**Year of publication.**

**Conference Name and/or title. (*in italics*)**

**Location of conference. (if available)**

**Date of conference.**

**Place of publication: (if available)**

**Publisher. (if available)**

World Tourism Organization. 2003. *Local food and tourism international conference*. Larnaka, Cyprus, November 9-11 2000. Madrid: WTO.

Donnelly, M. (ed.) 2006. *Trade unions: learning communities: proceedings of the fifth Scottish Trade Union Research Network conference*. Edinburgh: Queen Margaret University College.

### 2.12.2 How to reference published conference papers

**Author/Editor of conference paper.**

**Year of publication.**

**Title of conference paper.**

**In: Editor/Organisation of conference proceedings. (if available)**

**Title of conference proceedings. (*in italics*)**

**Location of conference, (if available)**

**Date of conference,**

**Place of publication: (if available)**

**Publisher, (if available)**

**page number(s)**

Huxham, M. 2005. Learning in lectures: do 'interactive windows' help? In: Shakya, G. ed. <i>JISC Conference on Learning Online</i> . Liverpool University, August 6 – 9 2004, London: Open University, pp.25-28.
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### 2.12.3 How to reference unpublished conference papers and presentations

**Author/Presenter of conference paper or presentation.**

**Year of presentation.**

**Title of conference paper or presentation.**

**Paper presented at**

**Title of conference. (*in italics*)**

**Location of conference, (if available)**

**Date of conference,**

**Unpublished.**

Jackson, M. 1979. The treatment of "attitude" in consumer research. Paper presented at <i>The Market Research Consumer Group Conference</i> , Timbuctoo, September 9 – 11 1979, unpublished.
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## 2.12.4 How to reference online conference papers

**Author/Editor of conference paper.**

**Year of publication.**

**Title of conference paper.**

**online [in square brackets]**

**In: Title of conference. (*in italics*)**

**Location of conference, (if available)**

**Date of conference.**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Clarke, R. and Lancaster, R. 2006. Eliminating the successor to plagiarism?: Identifying the usage of contact cheating sites. [online] In: *Second International Plagiarism Conference*. Gateshead, Newcastle, UK, June 9 – 11 2006. Available at: <http://www.jiscpas.ac.uk/conference/2006/proceedings.html> [Accessed June 7 2007].

## 2.13 How to reference a presentation or lecture

This may be a presentation, lecture, workshop or seminar. Your reference should start with the name of the presenter(s):

**Presenter(s).**

**Year of presentation.**

**Conference/event name. (if available)**

**Title of presentation/lecture. (*in italics*)**

**Type of presentation [in square brackets]**

**Date of presentation/lecture.**

**Location: Venue. (if available)**

Roland, J. and Robson, J. 2005. The Edinburgh Lectures. *The health and psyche of the Scottish nation*. [lecture] January 21. Edinburgh: The Royal Society of Edinburgh.

Tan, A. 2007. *The lost art of sensitive criticism*. [seminar] April 1. Edinburgh: Queen Margaret University.

## 2.14 How to reference an online presentation or lecture

**Presenter(s).**

**Year of presentation.**

**Event name. (if available)**

**Title of presentation/lecture. (*in italics*)**

**Type of presentation [in square brackets]**

**online [in square brackets]**

**Location: Venue, (if available)**

**Date of presentation/lecture.**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Roland, J. and Robson, J. 2005. The Edinburgh Lectures. *The health and psyche of the Scottish nation*. [lecture] [online] Edinburgh: The Royal Society of Edinburgh January 21. Available at: <http://www.rse.org.uk/edlect/> [Accessed June 3 2005].

## 2.15 How to reference theses and dissertations

**Author.**

**Year.**

**Title of thesis. (*in italics*)**

**Title of award,**

**Name of awarding institution.**

Kelly, T. 1981. *The Irish-Catholic immigrant, 1890-1930*. PhD thesis, Harvard University.

Lippes, R. 2005. *Food as emotional balm in the twentieth century: a study on cultural change*. MPhil thesis, Oxford Brookes University.

## 2.16 How to reference online theses and dissertations

**Author.**

**Year.**

**Title of thesis. (*in italics*)**

**online [in square brackets]**

**Title of award,**

**Name of awarding institution.**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

Clifford, M.R. 2004. *Pharmaceutical care in diabetes mellitus*. [online] PhD thesis, Curtin Institute of Technology. Available at: <http://espace.library.curtin.edu.au/R> [Accessed June 23 2008].

## 2.17 How to reference government reports and acts of parliament

**Author.**

**Year.**

**Title. (*in italics*)**

**Place of publication: (if available)**

**Publisher. (if available)**

The author of most official government publications will be a government department, body or committee:

Department of Health. 1999. *Saving lives: our healthier nation*. London: HMSO.

A report may be well known by the name of the chairperson of the group or committee but they are not usually referenced by the name of the author. In the text, you could refer to the chairperson of the group or committee:

It was the Dearing Report (NCIHE 1997) which first placed the student at the heart of the learning process.

In your reference list the full government report would be referenced as:

NCIHE. 1997. *Higher education in the learning society*. Report of the National Committee of Inquiry into Higher Education: The Dearing Report. London: HMSO.

For an act of parliament, it is usual to cite the title of the act in your text, with the date, and then include it in your reference list in alphabetical order of the first main word of the act:

*Disability Discrimination Act* 1995. London: HMSO.

For guidance on referencing government reports found online, see 2.7.

## 2.18 How to reference images, diagrams and tables

### 2.18.1 Images, diagrams and tables contained in books or other publications

In general, the book or other work in which the image, diagram or table is contained should be referenced, rather than the image itself (see also 3.9)

### 2.18.2 'Stand alone' images, diagrams and tables

Images, diagrams and tables may stand alone outside a specific context, such as a postcard, advertising image or photograph. There may be limited details available for referencing purposes, but the following information should be supplied as far as possible:

**Author/artist.**

**Title or brief description (*in italics*) (if no author available)**

**Year produced.**

**Title or brief description. (*in italics*) (if author available)**

**Medium (photograph, painting) [in square brackets]**

**Location viewed at/publisher.**

**Date viewed.**

*Edinburgh tenements 1895.* 2007. [postcard] Edinburgh: Heritage Images.

Primark. n.d. *We know where you live...*[billboard] Lothian Road, Edinburgh. Viewed July 20 2008.

## 2.19 How to reference online images, diagrams and tables

Visual information such as pictures, photographs, cartoons and illustrations should always be acknowledged, even if they are free clip-art. When a website specifically requests that you cite extra information as a condition of using their site you should do so because this will ensure providers will continue to offer such resources freely.

**Title of image or a description. (*in italics*)**

**Year.**

**online image [in square brackets]**

**Available at: followed by the Internet address**

**Date accessed. [in square brackets]**

*Boy dressed in vampire costume.* 2007. [online image] Available at: <http://www.inmagine.com/> [Accessed July 15 2008].

## 2.20 How to reference physical objects

This section covers physical objects viewed in a collection or exhibition, such as ceramic items costume or sculpture. Such objects might also be on their own, outside of an exhibition context. As far as possible, use the following information to compile a reference:

**Artist surname, Initial(s).**

**Year.**

**Title of object (*in italics*)**

**Material type [in square brackets]**

**held at (plus location).**

**Dates of exhibition. (if appropriate/available)**

Rodin, A. 1887. *Age of Bronze* [bronze sculpture] held at Alte Nationalgalerie, Berlin.

## 2.21 How to reference broadcasts

The golden rule is always to describe items as fully and clearly as possible, and in a consistent format. In the case of TV/radio programmes, **note** the date and channel of transmission. The format of the item should always be provided:

**Name of presenter or contributor (if appropriate)**

**Series Title. (*in italics* if no programme title)**

**Series number. (if appropriate)**

**Programme title. (*in italics*)**

**Year of production.**

**Place of publication:**

**Transmitting organisation,**

**Date of transmission.**

Yes, Prime Minister. *Episode 1, The Ministerial Broadcast*. 1986. London: BBC2 January 16.

*The Culture Show*. 2006. London: BBC 2, April 6.

Barenboim, D. *Reith lectures: in the beginning was sound*. 2006. London: BBC Radio 4, April 7 – May 5.

## 2.22 How to reference recordings (DVDs, videos, films, Internet and other recorded formats)

In the case of videos, films or DVDs, follow the same order as above including directors' names but starting with the film title:

**Series Title. (if appropriate)**

**Title. (if appropriate. *In italics* if no series title)**

**Year. (for films the preferred date is the year of release in the country of production)**

**Director. (note the name is not written with family name first)**

**Place of production:**

**Organisation responsible for production**

**medium:format [In square brackets].**

*Donnie Darko*. 2004. Directed by Richard Kelly. New York: Pandora [DVD].

Dispatches. *Ofsted*. 1998. London: Channel 4, March 19 [video: VHS].

The Learning Curve. *Music education and the music manifesto*. 2005. London: BBC Radio 4, July 12 [audio recording: MP3].

The Apprentice. Series 1. *Tim in the firing line* 2005. London: BBC 2, November 23 [DVD].

The Zimmers (New video edit v.2). 2007. [online] Available at: <http://uk.youtube.com/watch?v=jNV5bgsv984> [Accessed 11 July 2007].

## 2.23 How to reference staged performances

This section covers 'traditional' staged performances. The author cited for a performance will either be the choreographer or the director of the performance rather than the original composer or author of the work:

**Choreographer/Director.**

**Year of performance.**

**Title of performance. (*in italics*)**

**Performance viewed followed by the date and location of the performance [in square brackets].**

Nunn, T. 2002. *As You Like It*. [Performance viewed September 6 at the Traverse Theatre Edinburgh].

Nureyev, R. 1999. *Swan Lake*. [Performance viewed July 9 at the Paris Opera Ballet].

## 2.24 How to reference live performances on the Internet

**Choreographer/Director.**

**Year of performance.**

**Title of performance. (*in italics*)**

**Performance viewed live online followed by the date and location of the performance [in square brackets].**

**Available at: followed by the Internet address.**

Edinburgh Theatre Workshop. 2006. *Black Sun over Genoa*. [Performance viewed live online August 7 from the Festival Theatre Edinburgh] Available at: [http://erc.qmu.ac.uk/streaming\\_video.php](http://erc.qmu.ac.uk/streaming_video.php).

## 2.25 How to reference online communications

### 2.25.1 Publicly available discussion lists

Discussion lists should include the following information:

**Author.**

**Year.**

**Title of message.**

**Discussion list name, month and day. (*in italics*)**

**online [in square brackets]**

**Available at:**

**E-mail list address or Internet address**

**Date accessed. [in square brackets]**

Dahal, R. M. 2005. Assistive Technology Conference - Balancing the Equation. *Lis-link, April 4*. [online] Available at: <http://www.jiscmail.ac.uk/> [Accessed July 27 2005].

### 2.25.2 Closed discussion lists

Some discussion lists are not accessible to the general public and are only available to certain individuals, for example, a discussion list in WebCT at QMU is only available to the students who are matriculated on that module

and their tutors. If you refer to a message within a closed discussion list, it is important to cite this in the same way as a public list while showing that it is not publicly available. It is good practice to obtain permission from any author you cite in this way:

**Author.**

**Year.**

**Title of message.**

**Discussion list name, month and day. (*in italics*)**

**online [in square brackets]**

**Available at:**

**E-mail list address or Internet address**

**Date accessed [in square brackets]**

**Closed discussion list.**

Smith, R. M. 2005. Learning technology in today's world. <i>WebCT Online discussion, April 4.</i> [online] Available at: <a href="http://learn.qmu.ac.uk">http://learn.qmu.ac.uk</a> [Accessed July 27 2006]. Closed discussion list.
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### 2.25.3 Blogs

**Note** that the month and day, as well as the year, are provided after the author's name:

**Author.**

**Month**

**Day**

**Year.**

**Subject of message.**

**Blog title. (*in italics*)**

**online [in square brackets]**

**Available at:**

**Email list address or Internet address**

**Date accessed. [in square brackets]**

Stevens, J. June 21 2007. Yahoo is winning in the portal wars. <i>GUtechnologyblog.</i> [online] Available at: <a href="http://blogs.guardian.co.uk/technology">http://blogs.guardian.co.uk/technology</a> [Accessed June 25 2007].
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#### 2.25.4 Email messages

Referencing personal emails may occasionally be required, especially if you are involved in group work, or are corresponding with a subject expert. You should include the following information in this order:

**Author /sender.**

**Sender's email address (in brackets)**

**Year.**

**Subject of email. (*in italics*)**

**Month and day.**

**Email to:**

**Recipient name (email address).**

Cormie, V. (v.cormie@aol.com) 2005. *Make poverty history*. July 2. Email to: Tony Blair (tony@gov.uk).

Laurillard, D. (d.laurillard@ou.ac.uk) 2005. *Re. Learning Styles Dissertation*. August 4. Email to: Susi Peacock (speacock@qmu.ac.uk).

#### 2.25.5 Social networking sites

You may need to reference materials from a social networking site such as My Space, Bebo or YouTube. Before using these sites as a source for academic work, it is important to consider whether they are relevant for an academic assignment. In some cases, for example, they may be appropriate to provide examples of society in transition. Bear in mind, however, that the site you refer to may have limited access, and you may have to provide additional evidence for your source. To reference such sources, use the same principles as when referencing a website or an online video (2.6 and 2.22).

#### 2.26 Reference with no author or organisation

If the source does not have an author or organisation, list alphabetically by the title in your reference list. Include the whole title and ignore words such as: 'a'; 'an'; 'the'; at the beginning of the reference title. Any reference starting with a number precedes the alphabetical list; if there is more than one, they are organised numerically:

*The 2001 Census: measuring democracy in the United Kingdom*. 2001.  
London: Bacoprint.

This example would appear at the beginning of the alphabetical list of references as the first word is a number and because the word 'the' is ignored. See example reference list in section 5.

## **2.27 Reference with no publication date**

Sometimes sources do not have a date of publication. In this case, use any of the following terms but be consistent: (undated); (no date) or (n.d.) in brackets. This demonstrates that you have checked the date and not just forgotten it. If there are any clues which might help you to place the date within a particular decade (198?), then do so as this is considered better than no date. Searching for the most recent dates referred to in the text or the references of the publication will help.

## 3. How to cite references within the text

### Understanding the link between your citation and your reference list

In the Harvard system, every time you refer to a particular document or writer in your text, you must insert the author's surname and the year of publication. The citation within your text is always made up of the first two elements of the full reference, which appear in your reference list at the end of your work: The author's surname and year (in brackets). This is known as citing a reference and the same author/date principle applies to all citations including books, journal articles, films or websites in the text.

Readers of your work can link straight from the citation in the text to the alphabetical reference list with ease and speed. It is therefore important that you guide them to the correct author. Don't confuse the editor of a publication with the contributor to the publication (see also 2.2 and 3.6). Citations can be fitted into the text in a variety of ways, as illustrated below:

#### 3.1 Author/date

3.1.1 When you put an author's ideas in your own words, or refer to their work to support your argument, you put the author's name and date in brackets within your text:

The description of Baker Days (Jones 2001) includes some cynical observations.

3.1.2 If you include the author's name in your sentence, only the year needs to go in brackets:

Specific measurements taken by Smith and Brown (1999) show that there is a direct correlation between diet and height.

3.1.3 In the next example the 'author' is the name of a series:

A recent television programme discussed the important role of food in religion (World in Action 2000).

3.1.4 If you need to refer to two or more items by the same author in the same year, use lowercase letters to show the difference:

Recent research in Edinburgh confirms that boys are still more likely to commit serious delinquent acts than girls (Smith 2004a). In his research at Edinburgh University, Smith (2004b) also asserts that 'styles of parenting' are closely related to crime and antisocial behaviour, although being the victim of assault or harassment remains one of the strongest predictors of delinquency (Smith and McAra 2004).

3.1.5 If you need to refer to two or more items by the same author, published in different years, the year alone will distinguish each one in the text.

**Note:**

- In the reference list, you should list each work in date order (the oldest first).

3.1.6 Citing a performance in your text

You apply the same formula to a performance as you would to a book, a journal or a film. The two key elements of the Harvard System are cited in the text and lead to the full details within your reference list (see 2.23):

Watching a contemporary performance of Swan Lake (Nureyev 1999) in Paris inspired the unlikely creation of a comedic performance at the Edinburgh Festival six years later.

In a recent production of As You Like It (Nunn 2002) at the Traverse Theatre in Edinburgh, the potential of the new lighting system was fully realised in the contrast in atmosphere between Acts 1 and 2.

**Note:**

- The author cited will be the choreographer or director of the performance or production rather than the original composer or author of the work.

### 3.2 Direct quotations

In the following two examples, you are giving a direct quotation so you must also include the page number.

Haralambos and Holborn (1990, p.143) state that “the family has been seen as a universal social institution, an inevitable part of human society.”

Thinking and reflecting play an important role in the learning process. “These resting times provide periods for reflection and permit time for new things to be learned, mastered and brought to fruition” (Jones 1995, pp.122-3).

**Note:**

- you do not use italics or bold typeface to indicate a quotation
- the citation in brackets is part of the whole quotation. Therefore, the full stop comes after the brackets and NOT at the end of the quotation. This allows short quotations to blend into your work and the text to flow naturally.
- **Note** the use of ‘p.’ for page and ‘pp.’ for pages (see 3.5 for more on abbreviations).

### 3.3 Citing long quotations

- long quotations of 40 words or more must be indented from the left margin to make the quotation clear
- indent from the left margin by 1 cm
- left indentation shows that it is a quotation so it does not require quotation marks, italics or bold typeface
- the lead-in statement ends with a colon
- separate the quotation from the lead-in sentence with one blank line
- leave one blank line after the quotation or two blank lines if you are starting a new paragraph
- **note:** when you use a long quotation, the full stop is placed after the last sentence of the quotation and before the author date citation, as shown below:

Singh states that there is:

. . . a good deal of evidence that high-quality, cognitively enriched day care has beneficial effects in many children's overall cognitive development. It has an equally powerful impact on the development of the child's social and communication skills. This effect is particularly vivid for infants and children from poor families. (Singh 1998, p.150)

### 3.4 Unfinished sentences or quotations

The omission of a word, phrase, line, paragraph, or more from a quoted passage is indicated by three **spaced** dots or ellipsis points. The quotation must maintain the same sense as the original:

“. . . research techniques are engulfing researchers in a deluge of data. JISC and other organisations are funding studies . . . to gain new insight and knowledge . . . within this resource” (Redfearn 2006, p.6).

### 3.5 Abbreviations

Page numbers must be used within the text when using a direct quotation or when referring to tables, illustrations or figures. If such detail is required, i.e., page numbers, or track numbers of sound recordings, these appear after the date within the brackets. The abbreviations are:

- page (p.)                      table (tab.)
- pages (pp.)                    diagram (diagr.)
- section (s.)                    figure (fig.)
- sections (ss.)                 illustration (illus.)
- track (tr.)                      volume (vol.).

In this example, you are referring to a specific track on a CD:

On the song 'Madame George' from the album 'Astral Weeks' (Morrison 1968, tr.6) the use of poetic phrasing and the repetition and stretching of sounds, words and phrases, has more emotional impact than the words alone.

### 3.6 Using 'in' references within the text

An 'in' reference is used when you are referring to a piece of work which is contained within another publication. For example:

- a chapter in a book of collected writings, brought together by an editor
- a conference paper in a collection of papers presented at a conference and gathered together in one book with an editor as the main author.

In the text of your work you would cite the author of the paper/chapter as usual:

Kozinets (1998) coined the term 'netnography' to describe a methodology he employed to analyse consumer online communications.

You will always reference at least two names and possibly two dates in the reference list:

Kozinets, R.V. 1998. On netnography. Initial reflections on consumer investigations of cyberculture. In: Bumbag, Z. ed. *Research methodologies and walking on the wild side*. Bolton: Widget Press, pp.22-32.

On some occasions, the author/editor may be the same person but you would still follow the same format.

Once the work has been fully referenced in the reference list your reader will be able to see where to find the original work and who the editor is. **Note** that you must also include the page numbers of the relevant chapter or section of the book in the reference list.

### 3.7 Citing multiple authors

If a cited work has three or more authors, state the first author listed, followed by 'et al.' in your text:

(Jenkins et al. 2005)

If there are two authors then you must cite both of them in your text.

(Bell and Peacock 2006)

In your reference list you should always include all authors regardless of the number.

Jenkins, C., Beasley, S., Bell, V. and Chapman, A. 2005. *Punctuate but don't deviate*. London: Saga.

### 3.8 Citing multiple references

If you want to cite several references together to support a point that you make, they should be listed in chronological order, with the oldest first:

Reflective practice is considered an essential element within the caring professions (Palmer 1994; Brown 1996; Davidson and Marsh 1999).

or:

Palmer (1994), Brown (1996) and Davidson and Marsh (1999) all argue that reflective practice is considered an essential element within the caring professions.

### 3.9 Referring to an author cited in someone else's work

Citing the work of an author you have read within someone else's work is known as secondary referencing. If at all possible, you should read the original work yourself. However, due to lack of availability you may sometimes need to use a secondary reference:

In an article of 1991 Wilford also maintains that Columbus' treatment of native people following his conquests is frequently seen in an ambiguous light (cited in Ransby 1992, p.81).

Or:

Columbus' treatment of native people following his conquests is frequently seen in an ambiguous light (Wilford 1991, cited in Ransby 1992, p.81).

**Please note:**

- only include works in your reference list that you have actually read
- use 'cited in' to show that you have not seen the original article by Wilford but only what Ransby says about it
- Wilford must not appear in your reference list
- you must include details of the work by Ransby and the page numbers which refer to the ideas of Wilford.

The full reference appears as follows:

Ransby, B. 1992. Columbus and the making of historical myth. *Race and Class*, 33 (3) Jan-Mar pp.79-86.

### 3.10 Citing from a website

You cite from a website in the same way as you cite from a book. The first two elements of the full reference, which you include in the reference list, are cited in the text of your work:

The Chartered Society for Physiotherapy (CSP 2009) provide important guidance for dealing with a sprain, that can be passed on to a patient.

This would appear in the reference list as:

The Chartered Society for Physiotherapy. 2009. *How to help yourself*. [online] Available at: <http://www.csp.org.uk/director/public/howhelpyourself.cfm>. [Accessed June 16 2009].

**Please note:**

The web address only appears in the reference list. It does not appear in the text of your work See 2.6 for full guidance on referencing from websites.

### 3.11 Citing a website within the text

Citing a website in the text follows the same principle as for books. Whatever makes up the first two elements of the full reference, which you have included in your reference list, is what you will be referring to within the text of your work:

The BBC web pages (BBC 2006) contain a range of support materials which aim to improve basic skills.

This would appear in the reference list as:

BBC. 2006. *Skillswise*. [online] Available at: <http://www.bbc.co.uk/skillswise/> [Accessed April 10 2006].

### 3.12 Citing images, diagrams and tables

When you reproduce a table or diagram in your text, you should provide the author, date and page number, as for a quotation. This information should be placed underneath the diagram in your text.

#### 3.12.1 Table created by the author of a work:

TV ownership in Scotland		
Date	1970	1980
Percentage	60	70

(Thirlwell 2002, p.45)

#### 3.12.2 Table cited by the author (taken from another source):

TV ownership in Scotland		
Date	1970	1980
Percentage	60	70

(National Statistics Office 1985, cited in Thirlwell 2002, p.45)

In both examples, only Thirlwell will appear in your reference list.

### 3.13 Citing personal conversations

Personal conversations or interviews are not normally included in the reference list but these may be cited in the text. Personal conversations and interviews should only be included in the reference list where they have been recorded and/or transcribed and are available in the public domain, for example, in a library or on a website. The purpose of the reference list is to guide future researchers to original material. If there is no record of the personal conversation or interview, it does not appear in the reference list:

In a telephone conversation on March 7 2006, the Director of Age Concern, Peter Paul, reported that ageism continued to impact on the employment potential of elders.
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------

There would be no entry in the reference list for Paul 2006.

## 4. Additional information

### 4.1 Publications in a language other than English

If you are referencing a book or journal article written in a language other than English, you should either give the title exactly as it appears on the page, or an English translation of it with the language acknowledged. Whichever method you choose, you must be consistent with all other references to such works in your reference list.

Either:

Garcia, M. and Martin, F. 1999 *Socios 2: curso basico de espanol orientado al mundo del trabajo: libro del professor*. Barcelona: Difusion.

Or:

Garcia, M. and Martin, F. 1999 *Series 2: basic Spanish course about the world of work: tutor book* (in Spanish). Barcelona: Difusion.

#### 4.1.1 Publications translated into English

For a book or journal article translated into English you will need to include the translator's details and the original language from which it has been translated:

Canetti, E. 2000. *Crowds and power*. Translated from the German by Stewart, C. London: Phoenix.

#### Note:

The date given will be the date of the translation you have used, not the date of first publication of the work in the original language.

### 4.2 Gender balance and the Harvard system of referencing

In the reference list, in order to maintain consistency, you use only the initial letter of the author's given name rather than including the full name. If you do not wish to obscure the gender of the research base, it is possible to refer within your text to the author's full name:

A recent study by Carol Smith (Smith 1990) revealed that blue eyes were more common than brown eyes in the U.K. However the findings were challenged in a study funded by the Ophthalmic Lens Association (Jones 2005) . . .

### 4.3 Footnotes

Footnotes are not part of the Harvard system of referencing.

### 4.4 Latin terms

#### Et al.

Et al. is used in Harvard when citing several authors in the text. It is an abbreviation of the Latin term 'et alii', meaning 'and others'. It is used to cite a work with multiple authors:

Mkandawire, A., Flower, C., Bray, M. and Algozzine, R. 1999. Accessibility of Special Education Program Home Pages. *Journal of Special Education Technology*, 14 (2) pp. 21–26.

The above work would be cited in the text of your document as:

(Mkandawire et al. 1999)

The following Latin terms do not form part of the Harvard system of referencing. However, it is useful to understand them when reading work by authors using a different referencing system.

#### Ibid.

This is an abbreviation of the Latin term 'ibidem' meaning 'in the same place'. It is used as a ditto instead of repeating the previous reference:

Hayes, K. 1998. *Skilled interpersonal communication*. London: Sage.  
Ibid., p.666.  
Ibid., p.723.

#### Op.cit.

This is an abbreviation of the Latin term 'opere citato' meaning 'in the work cited'. This is used after an author's name to refer to the same work cited previously for this author:

Edmonds, M. 2005. *Managing the diabetic foot*. 2<sup>nd</sup> ed. Oxford: Blackwell.  
Adair, J. 1997. *Effective Communication*. London: Pan Macmillan.  
Edmonds, M. op.cit. p.77.

#### Sine loco (s.l.)

This is the Latin term for 'without place'. If there is no place of publication use (s.l.) to indicate location unknown:

(s.l.): Blackwell's Bookshops.

### **Sine nomine (s.n.)**

This is the Latin term for 'without name'. If there is no publisher's name use (s.n.). If the publisher is unknown, it is probable that the place of publication is also unknown, in which case use the following:

Brown, J. 1842. <i>Libraries as a metaphor for anomie</i> . (s.l):(s.n.)
--------------------------------------------------------------------------

## **4.5 Publishing in journals and books**

**Note** that Harvard is NOT necessarily the same as a publisher's house style. When writing an article for inclusion in a professional journal, you must consult the editor's notes on style used in the specific publication.

## 5. Example reference list

*The 2001 census: a measure of democracy in the UK.* 2001. London: Bacoprint

Bell, V., Dee, M. and Peacock, S. 2006. *Writing, citing and suffering: a guide to the Harvard System of Referencing.* Edinburgh: Queen Margaret University College.

Birn, R. 2004. *The effective use of market research: how to drive and focus better business decisions.* [electronic book] London: Kogan Page. Available at: <http://site.ebrary.com/lib/qmu> [Accessed January 7 2006].

*Boy dressed in vampire costume.* 2007. [online image] Available at: <http://www.inmagine.com/> [Accessed July 15 2008]

British Broadcasting Corporation. 2006. *Skillswise.* [online] Available at: <http://www.bbc.co.uk/skillswise/> [Accessed April 10 2006].

Brown, S.T. 1996. Caring for the carers: professional updating for carers. *Social Work Today*, 3 (1) pp.12 -18.

Clifford, M.R. 2004. *Pharmaceutical care in diabetes mellitus.* [online] PhD thesis, Curtin Institute of Technology. Available at: <http://espace.library.curtin.edu.au/R> [Accessed June 23 2008].

Cormie, V. (v.cormie@aol.com) 2005. *Make poverty history.* July 2. Email to: Tony Blair (tony@gov.uk).

Davidson, B. and Marsh, F. 1999. Theory into practice: a practical guide for carers. In: Wilde, R. ed. *Essential readings in social work: ten case studies.* Bradford: Linen Press, pp.99 -118.

Donnelly, M. (ed.) 2006. *Trade unions: learning communities: proceedings of the fifth Scottish Trade Union Research Network conference.* Edinburgh: Queen Margaret University College.

*Edinburgh tenements 1895.* 2007. [postcard] Edinburgh: Heritage Images.

Edinburgh Theatre Workshop. 2006. *Black Sun over Genoa.* [Performance viewed live online August 7 at the Festival Theatre Edinburgh] Available at: [http://erc.qmu.ac.uk/streaming\\_video.php](http://erc.qmu.ac.uk/streaming_video.php).

Garcia, M. and Martin, F. 1999. *Socios 2: curso basico de espanol orientado al mundo del trabajo: libro del professor.* Barcelona: Difusion.

Haralambos, M. and Holborn, M. 1990. *Sociology: themes and perspectives.* 3<sup>rd</sup> ed. London: Unwin Hyman.

Hawkes, N. 2008. NHS 'abandons' many dementia patients and their families. *The Times* (London ed.) [online] January 24, p.22. Available at: <http://www.newsuk.co.uk> [Accessed June 20 2008].

Jenkins, C., Beasley, S., Bell, V. and Chapman, A. 2005. *Punctuate but don't deviate*. London: Saga.

Jones, A.W. 1995. *Learners at the centre of the educational process*. Newcastle: Shearer Publishing.

Jones, M.L. 2001. Teachers need time out. *British Journal of Education*, 6 (3) pp.22-29.

Jones, V. 2005. Don't it make your brown eyes blue. Glasses for the masses. *The British Journal of Ophthalmologists*, 4 (2) pp.11-12.

Kozinets, R.V. 1998. On netnography. Initial reflections on consumer investigations of cyber culture. In: Bumbag, K. ed. *Research methodologies and walking on the wild side*. Bolton: Widget Press, pp.22-32.

Laurillard, D. (d.laurillard@ou.ac.uk) 2005. *Re. Learning Styles Dissertation*. August 4. Email to: Susi Peacock (speacock@qmu.ac.uk).

Morss, K. and Irvine, L. 2007. *Education in action: NM042*. Edinburgh: Queen Margaret University.

Morrison, V. 1968. *Astral Weeks*. [CD] London: Warner Bros.

Nunn, T. 2002. *As You Like It*. [Performance viewed September 6 at the Traverse Theatre Edinburgh].

Nureyev, R. 1999. *Swan Lake*. [Performance viewed July 9 at the Paris Opera Ballet].

Palmer, W. 1994. *Social work practice in the 21<sup>st</sup> century*. London: Saga.

Primark. n.d. *We know where you live...*[billboard] Lothian Road, Edinburgh. Viewed July 20 2008.

Queen Margaret University. 2004. *Student regulations*. [online] Available at: [http://www.qmu.ac.uk/quality/documents/student\\_regulation\\_2004.pdf](http://www.qmu.ac.uk/quality/documents/student_regulation_2004.pdf) [Accessed August 13 2007].

Ramble, J. ed. 2006. *Using simple hygiene rules to combat MRSA*. Health Education Series, 42. Bristol: Magpie Publishing.

Ransby, B. 1992. Columbus and the making of historical myth. *Race and Class*, 33 (3) Jan-Mar pp.79-86.

- Redfearn, M. 2006. *Information explosion*. London: JISC.
- Rodin, A. 1887. *Age of Bronze* [bronze sculpture] held at Alte Nationalgalerie, Berlin.
- Singh, H. 1998. *The developing child*. 9<sup>th</sup> ed. London: Allyn and Bacon.
- Slade, B. 2005. *Women and work in the 21st century: juggling home and career*. London: Sage.
- Smith, C. 1990. The genetics of eye colour. *International Journal of Ophthalmic Specialists*, 25 (4), pp.34-35.
- Smith, D. J. 2002. *Case study research*. Thousand Oaks CA: Sage.
- Smith, D. J. 2004a. *The links between victimisation and offending*. Edinburgh University: Centre for Law and Society.
- Smith, D. J. 2004b. *Parenting and delinquency at ages 12 to 15*. Edinburgh University: Centre for Law and Society.
- Smith, D. J. and McAra, L. 2004. *Gender and youth offending*. Edinburgh University: Centre for Law and Society.
- Smith, J. and Brown, M. 1999. *Looking up to our children: An analysis of height over two centuries*. 4<sup>th</sup> ed. London: Barker.
- Smith, R. M. 2005. Learning technology in today's world. *WebCT Online discussion, April 4*. [online] Available at: <http://learn.qmu.ac.uk> [Accessed July 27 2006]. Closed discussion list.
- Stevens, J. June 21 2007. Yahoo is winning in the portal wars. *GUtechnologyblog*. [online] Available at: <http://blogs.guardian.co.uk/technology> [Accessed June 25 2007].
- Tan, A. 2007. *The lost art of sensitive criticism*. April 1. [lecture] Edinburgh: Queen Margaret University.
- UNESCO. 2008. *Medium-term Strategy 2008-2013*. [online] Paris: UNESCO. Available at: <http://portal.unesco.org>. [Accessed July 12 2008].
- World in Action. 2000. *Sacred food*. Manchester: Granada TV, January 19. [Video: VHS].
- World Tourism Organization. 2003. *Local food and tourism international conference*. Larnaka, Cyprus, November 9-11 2000. Madrid: WTO.
- The Zimmers (New video edit v.2). 2007. [online video] Available at: <http://uk.youtube.com/watch?v=jNV5bgsv984> [Accessed 11 July 2007]

## 6. List of resources used to compile this guide

Booth, W.C., Colomb, C.G. and Williams, J.M. 1995. *The craft of research*. Chicago: University of Chicago Press.

British Standards Institution. 1989. BS 1629:1989. *British Standard Recommendations for references to published materials*. London: BSI.

British Standards Institution. 1990. BS 560:1990. *Recommendations for citing and referencing published material*. London: BSI.

Central Queensland University. 2005. *Harvard author-date system. Referencing guide*. Queensland: Central Queensland University, Division of Teaching and Learning Services.

*The Chicago manual of style*. 2003. 15<sup>th</sup> ed. Chicago: University of Chicago Press.

Fisher, D. and Hanstock, T. 1998. *Citing references*. (s.l.): Blackwell's Bookshops.

Learning Support Services at Leeds Metropolitan University. 2004. *Quote, Unquote: The Harvard style of referencing published materials*. 4<sup>th</sup> ed. [online] Learning and Information Services, Leeds Metropolitan University. Available at: <http://skillsforlearning.leedsmet.ac.uk/> [Accessed: June 26 2007].

Li, X. and Crane, N. 1993. *Electronic style: a guide to citing electronic information*. Connecticut: Mecklermedia.

Turabian, K.L. 1987. *A manual for writers of term papers, theses and dissertations*. 5<sup>th</sup> ed. Chicago: University of Chicago Press.

## 7. Index

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## Further help and advice

For further advice on referencing you can go to:

- the Academic Handbook for your subject – always check the subject guidelines on referencing. Remember to use the method selected by your subject/school;
- the Good Scholarship website. This covers many aspects of academic practice, including how and why to avoid plagiarism and is available at:

**<http://www.qmu.ac.uk/goodscholarship/>**

- the Effective Learning Service website:

**<http://www.qmu.ac.uk/els>**

If you have any referencing queries, contact a lecturer within your subject or an adviser from the Effective Learning Service at:

**[ELS@qmu.ac.uk](mailto:ELS@qmu.ac.uk)**

You can also ask in the Learning Resource Centre or contact the LRC at:

**[LRCHelp@qmu.ac.uk](mailto:LRCHelp@qmu.ac.uk)**

**Please note** that within QMU certain subject areas do not use the Harvard system of referencing. You should always check the Academic Handbook for your subject, or ask your tutors exactly which style of referencing they would like you to follow for your assignments.