

A guide to **HARVARD REFERENCING**



This booklet provides a practical guide to referencing using the **Harvard System** of referencing. Whilst there are other ways to reference accurately, the Harvard System is used by the College.

In addition, you will find other topics about how to conduct research, take notes, write essays and give presentations in two separate booklets - ***A guide HE Study Skills*** and ***A guide to Researching***. Do look through these booklets, so that you are aware of their contents, and can return to relevant topics when appropriate. **These guides should be next to you when you write your essays.**

Additional Support is available to HE Students receiving the DSA (Disabled Students Allowance). For advice about applying for Additional Support, please contact:

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A guide to Harvard Referencing

The Harvard system of referencing is one of the most commonly used methods, and it is easy to use.

Punctuation and typography

Each part of a reference should be clearly separated from the other parts by punctuation or a change in font. The important thing to remember here is consistency - if you start writing your references or bibliography in one format, keep to it all the way through. The examples given throughout this pack follow a uniform scheme to illustrate this point. In general, titles of books, journals, TV programmes, plays, films and newspapers are given in *italics*.

Bibliography – list of sources used for research

Why use a bibliography?

- If you use sources in researching an assignment or project, it is important that you list them at the end of your work. This shows your tutor what kind of information you have looked at.
- List all books you used; you do not have to read them all the way through!
- List all sources, including magazines, websites, films, videos, TV programmes, lectures, newsgroups etc. Also, include primary research such as exhibitions visited and questionnaires, e-mails and interviews done by you.
- Keep a list of sources as you use them, it saves time later, especially if you have taken some books back to the library. Make a record of relevant page numbers in the margin of your notes so that you can cite them in your essay

(see section on 'referencing within the text'.)

- The list should be in alphabetical order – by author's surname.
- The bibliography should go at the end of your work.

Bibliography – the layout

At the end of each assignment, you should list all the sources you have referred to during the text in alphabetical order by author's surname.

There are many different types of source and reference, so some of the most common forms you are likely to use are listed below.

1. PRIMARY RESEARCH

Start with a section that details your primary research (such as interviews you have conducted, lectures you have attended, surveys you have carried out or archives / museums / exhibitions you have visited), for example:

- Smith, J. Curator of National Museum of Childhood, interviewed by author, 22nd May 2011

2. BOOKS

Book entries should be listed as follows:

- Author
- (date of publication)
- *Title*
- edition (if not the first)
- Location of publisher:
- Publisher name

For example:

- Barthes, R. (1977) trans. Heath, S. *Image Music Text*. 3rd ed. London: Fontana
- Freeland, C. (2001) *But Is It Art?* Oxford: Oxford University Press

If you are citing a work by three or fewer authors, then cite them as follows and use an ampersand (&) for 'and', for example:

- Marsh, J., Williams, T., & Smith, P. (1986)

For four or more authors, use the first author listed on the title page followed by 'et al' (which is Latin and stands for 'and others'), for example:

- James, T. et al. (2003)
-

3. eBOOKS

When an eBook looks like a printed book, with publication details and page numbers you should reference as a printed book.

However, on some eBook readers eBook page number details may not be available, so use the information that is available to you, such as location (loc), % read, chapter: for example:

- (Jovanka, 2000, 67%)

Or

- (Shaw, 2004, ch. 2, p. 42)
-

4. EDITED BOOKS

Where a book has been edited by up to three people, you must insert **ed.** (if there is only one editor) or **eds.** (for two or three editors) after their names, for example:

- Ferner, A. & Hyman, R. (eds.) (1992) *Industrial Relations in the New Europe*. Oxford: Blackwell

If a book has been edited by more than three people, you can again give the surname of the first named editor, and put **et al.** after it to show that there are multiple editors, for example:

- Barrett, G. *et al.* (eds.) (1975) *Industrial Relations and the Wider Society*. London: Macmillan
-

5. CONTRIBUTIONS IN EDITED BOOKS

When quoting the work of a contributor to an edited book the following format should be used:

- Contributory author's name
- (date of publication)
- Title of contribution in: (in single inverted commas)
- Editor's name
- *Title of book*
- edition
- page numbers
- Location of publisher:
- Publisher name

For example:

- Page, B.A. (1995) 'Profiling in Chemistry Courses' in: Assiter, A. (ed.) *Transferable Skills in Higher Education*. pp 106-112. London: Kogan Page
-

6. JOURNALS AND MAGAZINES

Journal and magazine references should be written as follows:

- Name of author
- (year of publication)
- 'Title of article' (in single inverted commas)
- *Title of journal or magazine*
- volume number
- part number
- page numbers of article

For example:

- Harris, S. & Hyland, T. (1995) 'Basic Skills and Learning Support in Further and Higher Education', *Journal of Further and Higher Education*.19 (2). Pp 42-47.
-

7. NEWSPAPERS

When quoting from or referring to an article in a newspaper, the following format applies:

- Name of writer
- (year of publication)
- 'Title of article' (in single inverted commas)
- *Name of paper*
- day and month of publication
- page number(s)

For example:

- Salter, K. (2004), 'Little Girl Lost'. *The Sunday Telegraph Magazine*, 22nd February, pp 33-5
-

8. EXHIBITION CATALOGUES

Where there is no author, use the gallery or museum, for example:

- Museum of Modern Art (1968) *The Machine*. New York: MOMA
-

9. FILM

For films that you have cited in your essay, you need to include the information in this order:

- *Film title*
- (date of release)
- Director
- Country of origin (if known)

- Studio name
- length (in minutes)

For example:

- *Marnie* (1964) Alfred Hitchcock, United States, Universal Pictures, 130mins
-

10. VIDEO

For videos that you have cited in your essay, you need to include the information in this order:

- Username or screen name
- (year in which video was posted)
- *Video title*
- upload day and month
- YouTube or URL of the video
- [Accessed: Date]

For example:

- DPSVideoLibrary (2008) *The Battle of Orgreave : On Re-enactment and Protest*. 20 April.
<https://www.youtube.com/watch?v=3gRgaXib0Sc>
[Accessed March 2022]
-

11. TELEVISION AND RADIO

TV and radio programmes should be referenced as follows:

- *Title of programme*
- episode number (if applicable)
- Title of episode
- (year)
- Director (if applicable)
- Medium
- Channel
- day and month of transmission
- time of transmission (using 24 hour clock format)

For example:

- *Omnibus: Quentin Tarantino: Hollywood's boy wonder* (1994). David Thompson. TV, BBC 2, 25 Oct, 2000 hrs.
 - *Island of Dreams: Episode 2, For Better or Worse* (2006). TV, Channel 4, Feb 19, 2100 hrs.
 - *Woman's Hour* (2006), Radio, BBC Radio 4, Feb 19, 1030 hrs.
-

12. WEBSITES

Note: Owing to the transitory nature of information available on the internet it is wise to keep a personal copy of any material accessed as evidence that the information existed.

A suggested format for web page entries in the bibliography is:

- *Page title*
- Author or constructor (organisation)
- URL address
- [Accessed date]

For example:

- *V&A Subject Hub on Art Deco*, Victoria & Albert Museum
<http://www.vam.ac.uk/content/articles/a/art-deco/>
[Accessed 9 Sept 2022]
- *The Student Entitlement in IT*. Canterbury Christ Church College
<http://www.cant.ac.uk/departments/computing/entitlem ent.html>
[Accessed 19 Feb 1996]

Always try to use **reputable websites** – the library and your tutors will be able to advise you on this. *Wikipedia* is written by web-users and, while sometimes helpful, is **not** considered to be academically reliable.

If you have accessed an article through a database such as *EBSCO Discovery* or *Google Scholar*, **cite the original printed source, not the database**. List websites in alphabetical order, in terms of the title of the website.

If you do not have the title, list them alphabetically by the first letter of the address, after the 'www' prefix, e.g. 'cant.ac.uk' (as above).

13. **SOCIAL MEDIA**

These are website pages and should be referenced in the same way, listing:

- Author(s)
- (year)
- *Title of page*
- Title of social media site
- day/month of posted message
- URL or web address
- [Accessed date]

For example:

- Cornelia Parker(2022). *corneliaparkerartist*. Instagram. 20 January.
<https://www.instagram.com/p/CY9r44FIjYi/>
[Accessed March 2022]
-

Referencing within the text

I. Direct quotation:

When quoting directly from an author's work you must acknowledge your source. In the Harvard system, this is done by inserting the author's surname, the date of publication and pages referred to in brackets after the quotation, as follows:

We now know that a text is not a line of words releasing a single 'theological' meaning (the message of the Author-God) but a multi-dimensional space in which a variety of writings, none of them original, blend and clash. (Barthes, 1977: p.146)

As in the example above, quotations which are **more than three lines long** should be indented (begun a little way in from the margin) and typed single line-spaced, without inverted commas.

Shorter quotations are placed within single inverted commas in the body of your essay text, like this:

This particular argument may be summed up by the phrase 'the birth of the reader must at the cost of the death of the Author'. (Barthes, 1977: p.148)

In this case, continue to use 1.5 spacing as in the rest of your essay. Use **p.** for **page** (e.g. p.21) and **pp.** for **pages** (e.g. pp. 24-5)

II. Paraphrasing:

Even if you are not using direct quotation, if you are using ideas from any research source, including primary interviews or the internet, you must acknowledge these sources.

After a summary of an author's work, or a reference to their work you must insert the author's surname, and the date of publication, for example:

It seems that we are being asked to consider the role of the reader in the interpretation of the written text (Barthes, 1977).

If you are including the author's name as part of your sentence, you can put the date in brackets after it, for example:

Barthes (1977) discusses role of the audience or spectator of a work in the creation of its meaning.

III. **A quote within a quote:**

Occasionally you will come across an author (Smith) who has quoted another author (Jones). You may wish to quote Jones although you have not read the original text. In this case, follow the example below:

Research concluded that "*23% of women are likely to choose not to have children for a variety of reasons*" (Jones, quoted in Smith, 1993: p.254).

The page number given is the page number from the book by Smith, where you got the quotation from. Your bibliography would then contain the text by Smith. You cannot include the text by Jones in your bibliography, because you have not read it.

Please note that for a quote within a quote, **double**, rather than single inverted commas are used.

IV. **More than one author:**

If you are citing a work by three or fewer authors, then cite them as follows and use an ampersand (&) for 'and':

(Marsh, Williams & Smith, 1986)

For four or more authors, use the first author listed on the title page followed by '**et al**' (which is Latin and stands for 'and others'):

(James et al, 2003)

V. **Citations without an author:**

This covers films, plays, TV and radio programmes, DVDs and videos. If the item being cited does not have an author, it would be cited by the title and date as shown below:

In the film *Citizen Kane* (1941) the main character...

The character of the Doctor (*Remembrance of the Daleks*, 1988) in this episode...

VI. **Websites:**

When citing a web page in your text, give a shortened form of the website you are quoting from, e.g.

The artist Stelarc remarked '*for me the body is an impersonal, evolutionary, objective structure.*' (<http://www.stanford.edu>)

However, you should provide a full website address as well as a description of the site and article as well as the date you visited this, in your bibliography. In this case this would be:

- Stelarc interviewed by Paolo Atzori and Kirk Woolford
http://www.stanford.edu/dept/HPS/stelarc/a29-extended_body.html
[Accessed 12 Sept 2011]

When citing a document from the web, you must use the author /date format. Although the example below was found on a website (using the Gale Thompson database search), it was originally published as an authored article, e.g.

Jendrysik (2011) considers the current trend for imagining worlds from which people have been removed.

Your bibliography will include the article references available on the website (usually author, title of article, *publication* and date), plus the website where you sourced it, e.g.

- Jendrysik, M. (2011) 'Back to the garden: new visions of posthuman futures', *Utopian Studies*, Vol 22.1 January, p34.
<http://go.galegroup.com>
[Accessed 12 Sept 2011]

VII. Primary Research:

Your primary research (such as interviews you have conducted, lectures you have attended, surveys you have carried out or archives / museums / exhibitions you have visited) should be clearly identified within the text of your essay, e.g.

(Smith, interviewed by author, 2011)

VIII. Appendices:

An Appendix (plural : appendices) is not included in your word count. Appendices can be used to include detailed Primary Research, lengthy quotes, or other lengthy passages of text that are applicable to the subject matter of the essay.

Appendices are included before the Bibliography and each appendix needs an individual number, e.g. Appendix 1, Appendix 2 etc.

Appendices must be referred to in the text where relevant, for example:

All of these things directly link back to both a content creator's responsibility, whether that is a photographer or magazine distributor, such as *Men's Health*, or a TV franchise creating programs such as *Love Island* (see Appendix 1 for further explanation).

Dissertation structure

1. Front cover

Dissertation Title
Name
Student Number
Date

2. Acknowledgements

3. Abstract

4. Contents

Acknowledgements	page number (i, ii, iii ...)
Abstract	page number (i, ii, iii ...)
List of Illustrations (if used)	page number (i, ii, iii ...)
Introduction	page number (1, 2, 3 ...)
Chapter 1 – Title	page number (1, 2, 3 ...)
Chapter 2 - Title	page number (1, 2, 3 ...)
Chapter 3 – Title	page number (1, 2, 3 ...)
Conclusion	page number (1, 2, 3 ...)
Appendices (if used)	page number (i, ii, iii ...)
Bibliography	page number (i, ii, iii ...)

5. List of Illustrations (*if used*) e.g.

Figure 1	Description	page number
Figure 2	Description	page number
Figure 3	Description	page number

6. Introduction

7. Essay (*usually with chapters or sub-headings*)

8. Conclusion and word count

9. Appendices (*if used*)

10. Bibliography

Sample Bibliography

Based on: 'Explore How Gerhard Richter's Photo-based Work from 1965-1990 relates to both Modernist and Postmodernist Notions'. Jill Mirza, BA (Hons) Fine Art

Primary Research

- *Gerhard Richter Portraits*, National Portrait Gallery, 26th February-31st May 2009
- *The Painting of Modern Life*, The Hayward Gallery, 4 October-30th December 2007

Books

- Barthes, R. (1977) trans. Heath, S. *Image, Music, Text*, 3rd Ed., London: Fontana
- Butler, C. (2002) *Postmodernism, A Very Short Introduction*, New York: Oxford University Press
- Harrison, C. (1997) *Movements in Modern Art: Modernism*, London: Tate Gallery Publishing
- Harrison, C. and Wood, P. (1992) *Art in Theory*, Oxford: Blackwell
- Hayward Gallery (2007) *The Painting of Modern Life*, London: Hayward Publishing
- Heartney, E. (2001) *Movements in Modern Art: Postmodernism*, London: Tate Gallery Publishing
- Obrist, H. & Britt, D. (1995) *Gerhard Richter: The Daily Practice of Painting*, London: Antony D'Offay Gallery
- Richardson, J. (1993) *Manet*, London: Phaidon
- Storr, R. (2003) *Gerhard Richter Doubt and Belief in Painting*, New York: Museum of Modern Art
- Sturken, M. & Cartwright, L. (2003) *Practices of Looking*, Open University Press
- Ward, G. (2003) *Teach yourself Postmodernism*, Chicago: Contemporary Books
- Wood, P. et al (1994) *Modernism in Dispute: Art Since the Forties*, Yale University Press in association with the Open University

Newspapers

- Cumming, L. (2008) 'This is High on the Richter Scale', *The Observer Review*, 30th November
- Searle, A. (2008) 'What a Swell Party This is', *The Guardian*, 13th November, p21

Websites

- *Oktober 1977*
www.rainerusselmann.net/2008/12/18oktober1977-gerhard-richterswork.html
[Accessed 12 Nov 2009]
- *Gerhard Richter and the Simulacrum*, Andrew Orwell
www.heyotwell.com/work/arthistory/Richter.html
[Accessed 12 Nov 2009]
- *Gerhard Richter*
www.tate.org.uk/collection/artistrooms/artist.do?id=1841
[Accessed 27 Nov 2009]
- *About this artist*
www.moma.org/collection/artist.php?id=4907
[Accessed 14 Nov 2009]
- *An Exhibition by Gerhard Richter*
www.baader-meinhof.com/essays/RichterAnalysis.htm
[Accessed 27 Nov 2009]

Guidance on referencing Generative Artificial Intelligence and avoiding AI plagiarism

The college recognises that generative artificial intelligence, such as ChatGPT, are new tools being used across the world in education.

Content produced by AI platforms, such as ChatGPT, may not represent your own original work so may be considered a form of academic misconduct. Your tutor can tell you if you are able to use artificial intelligence (AI) tools in your assessment tasks, including how you can use the tools and what tools you can use.

If you use any AI tools, you must appropriately acknowledge and reference the use of these tools and their outputs. Failure to reference work (including text, images, code and ideas) that are not your own can result in academic misconduct.

The College has strict guidelines and policies on academic integrity and plagiarism stating:

“Academic malpractice is cheating: it is when a person (or people) trick, defraud or deceive others. It includes but is not limited to the following: Plagiarism: to ‘take and use another person’s thoughts, writings, inventions as one’s own”

If you have used an output created by AI technologies (eg ChatGPT, Bing Chat, Google Gemini, DALL-E) either as a source of information or in the development of your work, you must acknowledge this use fully and provide references. Your references should provide clear and accurate information for each source and should identify where they have been used in your work.

Many referencing styles do not yet currently have specific guidelines for citing generative AI. Guidance is rapidly changing as AI software becomes more prevalent. You may need to check with your tutor whether advice has changed before submitting your work.

Currently, content from generative AI is a non-recoverable source as it can't be retrieved or linked however, you can use Google Chrome’s extension ShareGPT to generate a unique URL to use in your referencing (you’ll need to restart Chrome for it to work).

Harvard Style In-text citation:

Rule: (Author, year)

Example 1: (OpenAI 2023)

Example 2: (Google, 2023)

Note: for in-text citations, use the creator of the AI tool as the author eg OpenAI, and the year of the version of the AI model that you have used.

Harvard Style reference list entry - shareable URL generated by the AI tool:

Rule: Author (Year) *Title of software program* (Version) [Format], Publisher*, accessed Day Month Year. URL

**Note: when the publisher and author name are the same, do not repeat the publisher name after the format, and instead move directly to the URL.*

Example: OpenAI (2023) *ChatGPT* (May 24 version) [Large language model], accessed 26 June 2023. <https://chat.openai.com/share/81f2e81f-f137-41b6-9881-39af1672ae3c>

Reference list entry - non-shareable AI-generated content:

Rule: Author (Year) *Title of software program* (Version) [Format], Publisher*, accessed Day Month Year. Appendix.

**Note: when the publisher and author name are the same, do not repeat the publisher name after the format, and instead move directly to the URL.*

Example: Google (2023) *Bard* (2023.06.07 version) [Large language model], accessed 26 June 2023. See Appendix for text generated and prompt used.

It is good practice to include the full ChatGPT transcript as an Appendix.

For example:

- Prompts used with <AI name>: list prompts
- Output generated: Provide a copy of the output created
- The output was modified as follows: briefly explain the changes made
- Provide a reference

General acknowledgement that AI tools have been used in the creation of a work.

In some assessment tasks, you may be able to use AI tools for background research, or to generate an outline for your essay or report (you should follow your tutor's guidance before using any AI tools). In this case, rather than citing and referencing specific text generated by AI tools, you will need to provide a general acknowledgement within the body or methods section of your text to explain that an AI tool was used in the creation of your work. Include as much detail as possible, including how you used the AI tool, the prompt used, the date you used the tool, and the name, creator and version of the AI tool.

Example: On the 26th June 2023, I used the May 24 version of OpenAI's ChatGPT to perform background research by using the following prompt "explain the difference between deep learning and machine learning".

Other examples:

- I acknowledge the use of <insert name(s) and url> to generate information for background research and at the drafting stage of the writing process with the creation of an outline structure for this essay
- I acknowledge the use of <insert name(s) and url> to identify improvements in the writing style
- I acknowledge the use of <insert name(s) and url> as an information source to generate materials that were included within my final assessment in my own words
- I acknowledge the use of <insert name(s) and url> to create the images included in this presentation
- No content generated by AI technologies has been presented as my own work
- Describe how the information or materials were generated
- Provide a description of the prompt or question you used, the output generated, and how students modified the material for inclusion in their assessment.

Chichester College Group Academic Misconduct Policy 2023-24

https://www.chigroup.ac.uk/docs/default-source/ccg-policies/higher-education-policies/he-academic-misconduct-policy-june-2022.pdf?sfvrsn=418a458d_4