



Learning Resource Centres

# Harvard Referencing or how to avoid plagiarism

# Harvard Referencing

- What is referencing?
  - An academic skill
  - A demonstration of depth and breadth of reading
  - The ability to critically evaluate existing knowledge
- Why reference?
  - To acknowledge the ideas of others
  - To allow the references to be easily found by the reader
  - To meet the academic standards of your course
  - To avoid accusations of plagiarism or other offences

# Harvard Referencing

- Definitions
  - **Citation** *a quotation from another work*
    - *Direct*
    - *Indirect*
  - **Reference** *the source of the citation*
  - **Bibliography** *a list of all the references*

# Harvard Referencing

## Academic Offences - Definitions

- **Plagiarism** *failure to acknowledge the work as that of others*
- **Collusion** *deliberate and intentional collaboration*
- **Duplication** *replication of an element(s) of one's own material without referencing the original work*

# Harvard Referencing

## **Academic Offences – contd.**

- Aiding and abetting**
- Cheating in an examination**
- Commissioning**
- Fabrication of information**
- Impersonation**
- Syndication**

# Harvard Referencing



# Harvard Referencing

- Top tips for references
  - Make a list as you go along
  - Note the author, title, date and publisher
  - For articles, note the title and the journal title
  - For chapters, note the title and the book title
  - For websites, note the URL and which part of the site you are viewing, the date and preferably, take a screenshot

# Harvard Referencing

## Book with single author

### **Citation:**

Schmuller (2005, p.320) says that  
“...statisticians might create non-normally  
distributed populations of numbers...”

### **Bibliography:**

Schmuller, J. (2005) *Statistical analysis with  
Excel for Dummies* Hoboken: Wiley Publ.  
Inc.



# Harvard Referencing

## Book with multiple authors

### **Citation:**

Wragg et al (1996, p.57) states that “Local education authorities were given responsibility...”

### **Bibliography:**

Wragg, E. et al. (1996) *Teacher appraisal observed* London: Routledge.

# Harvard Referencing

## A journal article

### **Citation:**

As Gonsalves (2009, p.210) says “Conceptual learning statements often indicate a degree of reflection by the participant...”

### **Bibliography:**

Gonsalves, A.J., Harris, D. & McAlpine, L. (2009) The zones framework for both teaching and learning: application to graduate student teaching assistants *Journal of Further and Higher Education* **Vol.33**(3), pp.205-218.

# Harvard Referencing

## A website

### **Citation:**

“Half of children spend more time in front of a TV or computer screen than they do reading, a survey suggests.” BBC (2009)[Online]

### **Bibliography:**

British Broadcasting Corporation (2009) Children's books 'ousted by DVDs' *BBC NewsOnline* [Online]

Available from:

<http://news.bbc.co.uk/1/hi/education/8314867.stm>

[Accessed 20 Oct 2009]

# Harvard Referencing

## An eBook

### **Citation:**

Trevithick (2005) [online] says that “...the argument that has been centred around competences links to differences of opinion in relation to social work education and training.”

### **Bibliography:**

Trevithick, P. (2005) *Social work skills: a practice handbook* [e-book] 2<sup>nd</sup> ed. Maidenhead: Open University Press  
Available from:  
<http://www.dawsonera.com/depp/reader/protected/external/AbstractView/S9780335228140> [accessed 11/06/2009]

# Harvard Referencing

An online newspaper

## **Citation:**

Woodman (2009) [online] suggests that “...faster trains may come on stream, but costs may be prohibitive...”

## **Bibliography:**

Woodman, P. (2009) 140mph trains previewed, but they'll cost more, *The Independent Online* [Online]

Available from:

<http://www.independent.co.uk/travel/news-and-advice/140mph-trains-previewed-but-theyll-cost-more-1694068.html>

[Accessed 8 July 2009]

# Harvard Referencing

## Secondary Referencing

### **Citation:**

McNamara (1973) as cited by Easterly (2006, p.159) states that “...we propose to double the Bank’s operations in the fiscal period...”

### **Bibliography:**

Easterly, W. (2006) *The white man’s burden*  
Oxford: OUP

# Harvard Referencing

## Indirect citations or Paraphrasing

### **Direct citation:**

Ashworth (2012, p25) tells us that “the Privy Council has identified four factors to consider the assessing whether economic duress is present.”

### **Indirect citation or paraphrasing:**

The Privy Council has outlined a number of circumstances in which it can be evidenced that a person has been financially persuaded to take action against their better judgement or interests (Ashworth, 2012).

### **Bibliography:**

Ashworth, A. (2012) *Contractual procedures in the construction industry* 6th ed. Harlow: Pearson

# Exercise





# Harvard Referencing

Where to find help

[Guide to the Harvard System of Referencing](#)

via iPAC, LRC Homepage or Moodle:  
Student Intranet.

# Harvard Referencing



# More exercise



# Harvard Referencing

## *Question 1*

The author of a book is Graham P. Cornish.  
How should his name appear in a bibliography?

- A** Graham P. Cornish
- B** G. P. Cornish
- C** Cornish, G.P.
- D** Cornish, Graham P.

# Harvard Referencing

## *Question 2*

You have a direct citation in your essay.  
How should it appear?

- A** Secker defines born digital resources as content that is first created in digital format.
- B** Secker (2010, p. 91) defines born digital resources as “content that is first created in digital format”.
- C** Born digital resources is “content that is first created in digital format” according to Secker (p.91).
- D** Born digital resources is content that is first created in digital format says Secker 2010.

# Harvard Referencing

## *Question 3*

In a bibliography, how should the title  
'Copyright and e-learning' be displayed?

- A** Secker, J. (2010) Copyright and e-learning London, Facet Publishing
- B** Secker, J. (2010) **Copyright and e-learning** London, Facet Publishing
- C** Secker, J. (2010) Copyright and e-learning London, Facet Publishing
- D** Secker, J. (2010) *Copyright and e-learning* London, Facet Publishing