



DLC TRAINING HARVARD REFERENCE GUIDE

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INTRODUCTION

A Reference List is a detailed list of references that are cited in your work.

A Bibliography is a detailed list of references cited in your work, plus the background reading or other materials you may have read but not cited.

Both reference lists and bibliographies appear at the end of your written work and are organised alphabetically. Your assignment can have both, although a reference list will usually suffice. Check with your tutor what is required for your submissions.

The use of referencing is essential to meet the academic requirements of studying. We recognise the use of the Harvard Referencing System at DLC Training.

What is Referencing?

Referencing acknowledges the sources of information you have used to assist you when developing your evidence, be it in an essay, report or other work. In your work, you should use the existing recognised knowledge of others to provide substance for your discussions and arguments.

Why must I reference my sources of information?

- As a form of courtesy to the originator of the material you use
- To provide evidence of the depth and extent of your reading and research
- To enable the reader to find and read in more detail a source of information to which you refer to in your work
- To allow your tutor to check what you claim is true; or to understand why you have made a particular mistake and teach you to avoid it in future
- To enable you to find the source of information should you need to use it again
- To avoid plagiarism and collusion

When must I use a reference in my work? Whenever you:

- Use a direct quotation from a source of information
- Paraphrase someone else's ideas; this is an alternative to using a direct quotation
- Use statistics or other pieces of specific information taken from a source that you have read

GOLDEN RULES OF REFERENCING

Here are some rules that will help make referencing as easy and effective as possible:

- Be consistent
- Follow the details in this guide. If you do not, you will lose marks. Referencing is about attention to detail.
- If the source of information you are referencing does not fit into these guidelines - and some do not – include enough information for the reader to find and check that source.
- Gather all of the details that you need for your references whilst you have the source of information in your possession. If you do not do this, you cannot legitimately use them in your submission. If you do so without referencing, you may be accused of plagiarism.
- In the case of books, find the details that you need for your reference from inside the book, not from the cover. There will be a page with Title, Author, publisher details and editions
- Citations are required (short form of reference), where sources are used in the body of your work, and the full reference is provided on the reference list at the end of your work

Examples

Below are examples of citations in the main body of your work:

Where you are referring to ideas contained in someone else's work:

Whitmore (2017) argues that coaching is about recognising potential in others and guiding them to unlock that potential and maximise their own performance.

Where you are quoting directly from someone's work using quotation marks:

As Whitmore has observed: "Coaching is the mechanism for transformation. The need toward which a large segment of modern society is beginning to move is that of self-belief and independence." (2017, p.21)

Where you are quoting from a source with two authors, name them both specifically:

Illbury and Sunter (2007) observed that using the analytical method of the father of Western philosophy (Socrates), and the wily habits of nature's cleverest animal, the fox, helps to develop a strategic conversation model.

GOLDEN RULES OF REFERENCING

Where you have three or more authors, refer to them like this:

Kimsey-House et al. (2011) argue that coaching is a methodology that allows us to work with change on a personal, organisational and relationship level.

Extra Information

- Where you refer to a chapter in an edited book, quote two references, the Author and the editor. This means that the reference list must include both - by referring to Kimsey-House (2011) you should also include Sandahl (2007)
- When you refer to two books written by the same Author, indicate the different texts by using alphabet numbers like this: Whitmore (2002a) and Whitmore (2010b).
- Where you shorten a quotation, omission marks are used (...). Quotations must also make sense in their shortened version. It may also be necessary to add an extra word or two to the quotation to ensure that it reads correctly. These words should be contained within square brackets.



QUOTATIONS

Quotations

- Quotations help to illustrate a particular point
- Quotations should be kept to a minimum - between two and three lines long and only used if you cannot state the point in your own words and using the quote adds value to your work.
- The presentation of work is improved if quotations are indented and separate from the rest of the writing.
- Use speech marks at the beginning and end of each quotation (inverted commas)
- Square brackets should be used if you wish to add something that is not in the original quotation but will help clarify the meaning.

Examples

Below are examples of the various ways of referencing quotations.

Using square brackets: "A coach guides [the coachee] by asking relevant questions."

The use of sic: If you want to quote someone or something in your work, and you notice the source material contains a spelling or grammatical error, you use sic to denote the error by placing it right after the mistake
"There was (sic) eight kittens in the litter."

The use of three dots (ellipsis): used when a quote is shortened, and you wish to include a portion of the quote:
"Humpty Dumpty ... the wall"

An example showing the use of et al.:

Kimsey-House et al (2011)

Please note: 'et al.' cannot be used in the bibliography/reference list. Always cite all the authors if the book is not edited/authored by one individual.

An example showing the use of op. Cit - which is used when referring to a reference that has been mentioned in a previous paragraph:

Whitmore, J, op. Cit. p.123

Ibid. is used if a consecutive reference has the same source, even though, for example, the page numbers are different.

BOOKS

As mentioned earlier, the Bibliography or Reference List should appear at the end of your work organised in alphabetical order.

Books:

- The Author of the book: Surname first, forename and/or initial, as they appear on the book
- Use the same format if the book has an editor instead of an author, adding (ed.) after the editor's name
- Year of publication in round brackets
- Title of the book: Give the title as it appears on the title page of the book, and separate the subtitle from the title with a colon, even if this is not done on the title page
- Each principal word of the title must have a capital letter
- Enter the name of the publisher: do not include initials, or '& Co', 'Ltd.'
- If several versions or publications of the authors' text are used, each text must be cited, with the most recent publication first
- Occasionally a book may have extra details that have to be mentioned, as in a revised edition

Citation is (Handy, Charles, 1991) or (Covey, S, 2011)

Reference List:

Handy, Charles (1991), *The Age of Unreason*, 2nd edn, London, Arrow Books
Covey, S (2011), *The 3rd Alternative*, 2nd edn, New York, Simon & Shuster

Articles in Books:

- Author of the article: Surname and initials of forename
- Year of publication in round brackets
- Title of the article/chapter/section enclosed in single quotation marks. With a capital letter only at the beginning of the first word and at the beginning of a proper noun followed by 'in' plus the author/editor of the book followed by (ed) or (eds) depending on the number of editors
- Title of the book: The title must appear exactly as on the front cover of the book
- Enter the place of publication and name of the publisher: do not include initials or '& Co', 'Ltd'
- Page reference

Citation: (Franklin, 2012 p 88)

Reference List:

Franklin, A.W (2012), 'Management of the problem, in Smith, S.M. (ed), *The Maltreatment of children*, Lancaster, MTP, pp 83-95

JOURNALS, PERIODICALS & MAGAZINES

Journals, Periodicals and Magazines

- Author of the article: Surname and initials or forename
- Year of publication in round brackets
- Title of the article: enclosed in single quotation marks. With a capital letter only at the beginning of the first word and at the beginning of a proper noun
- Title of Journal or periodical: Place a capital letter at the beginning of all principal words
- Volume number: in Arabic numerals (1, 2, 3, etc.) - do not precede with 'vol'
Provide (date/month) of publication if no volume/issue is provided
- Page numbers: first and last page numbers of the whole article cited, and not preceded by a 'pp' but place a colon between the volume numbers and page numbers

Journals Citation: (Foreman and Gubbins, 2015)

Reference List:

Foreman, J. L and Gubbins, E. J (2015) 'Teachers see what ability scores cannot: predicting student performance with challenging mathematics, *Journal of Advanced Academics* 26(1): 5-23

Johnes, M (2008) A prince, a king, and a referendum: rugby, politics, and nationhood in Wales, 1969–1979, *Journal of British Studies* 47: 129-148

Periodicals Citation: (Nolan, 1975)

Reference List:

Nolan, J (1975), Watergate: A case study in how not to handle public relations, *Public Relations Quarterly*, 20(2): 23–26

Magazines Citation: (Stevens, 2011)

Reference List:

Stevens, N (2011), 'Circular motion', *Physics Monthly*, (November): pp 8-15



REPORTS

If the report was the responsibility of a named person, i.e. the chairperson of the committee, use the chairperson's name as the Author. If there is no name, refer the report to the commissioners. If this proves to be impossible, use the title in place of the Author.

- Author or Organisation and Year of publication in round brackets
- Title of the report. Capital letter at the beginning of all principal words of the title
- Commissioners of the report
- Month in which the report was published, if applicable, in parenthesis. A parenthesis is separated from a sentence by commas, dashes or brackets. In this case, use round brackets.

Citation: (McKinsey, 2023)

Reference List:

McKinsey, (2023), *Generative AI and the future of work in America*, McKinsey & Company

Charter Initiative, (1994), *Management Development in the UK: 1994-Market Research Report*, MCI, (June)

Unpublished Sources

It is feasible to consult studies that have not been published, such as students' dissertations. However, bear in mind that this type of information may lack a certain amount of credibility.

The text you use must be in inverted commas: "...the results of the survey were not significant."

The reference must appear on the reference list under "P" with a short description as to the type of communication, i.e. "a letter" or "personal communication" indicated in round brackets.

Citation: (Watson, M, 2007)

Reference List:

Watson, M, (2007), *Assessing Critical Skills*, Working Paper 3:12, Wits Business School (personal communication)

Falconer, Rob, (March 2023), (personal communication)

NEWSPAPERS

Articles in Newspapers

- Author of the article: Surname and initial or forename
- Year of publication in round brackets
- The title of the article is enclosed in single quotation marks, with a capital letter only at the beginning of the first word and at the beginning of a proper noun. Give the title as it appears in the article heading.
- Title of newspaper: Principal words should begin with a capital letter
- Day and month in which the article appeared in the newspaper – placed in parenthesis

Citation: (Hodgson, K, 2012)

Reference List:

Hodgson, K (2012), 'Recognising Performance', Times Educational Supplement (19th March)

Willows, Samuels & Troy (2009), 'Unexplained reality, Sunday Times, (7th April)



THE INTERNET & EMAIL

Follow the Harvard system as far as possible. Give as many details as far as you can. Finish with the date of access, as websites frequently change their content.

Citation: (Davenport, C, 2021)

Reference List:

Davenport, C (2021), 'Biden is pushing a climate agenda', New York Times, <https://nytimes.com/2021/04/20/climate/gina-mccarthy-climate.html>

Accessed 4 September 2023.

Mochino, T (2023), 'Pre-owned tech: growing market for used devices', Sunday Times, 29th December, <https://timeslive.co.za> , Accessed 30 December 2023

E-mail Correspondence

Order:

- Author
- Date of message - in parenthesis
- Subject of message
- E-mail To recipient's name in square brackets
- Available e-mail, sender's e-mail address

Citation: (Randall, L, 2023)

Reference List:

Randall, L (07/07/2023), Discussions about Leadership Styles, [collins.l@abc.com], funnel.m@def.com



FILM, DVD, VIDEO & PODCASTS

Film, DVD, and Video:

- Title of film
- (Year of release)
- Directed By
- [Medium] –film, DVD, video, etc.
- Special edition if available
- Distribution company if available

Citation: (My Octopus Teacher, 2020)

Reference List:

My Octopus Teacher (2020), directed by James Reed [film], Netflix

Podcast from broadcast:

- Title of series in italics
- Year of transmission in round brackets
- Episode No, if known, Title of Episode
- [Podcast]
- Broadcasting organisation and channel
- Full date and time of transmission
- Website link
- Date Accessed

Citation and reference for Podcast to read as follows:

Citation: (*All Hail Kale*, 2020)

Reference List:

All Hail Kale (2020) Zap Your Mood Better [Podcast] BBC Radio 4. 14
January 2020 21:00, Available at:

[http://www.listenersguide.org.uk/bbc/podcast/episode/?
p=p06wwsrk&e=p07zrn46](http://www.listenersguide.org.uk/bbc/podcast/episode/?p=p06wwsrk&e=p07zrn46)

Accessed 18 January 2020



X & YOUTUBE

X

Order:

- Name of Author, Surname, Initial(s)
- Year last updated in round brackets
- [X]
- Date of posted tweet
- Available at: followed by full url
- Date accessed

Citation: (Musk, E, (2023)

Reference List:

Musk, E (2023), [X], 6 January 2023, Available at:

<https://x.com/hashtag/ElonmuskAOC>

Accessed 2 January 2024

YouTube:

- Name of person or organisation
- Year posted in round brackets
- Title of film or programme or music
- Available at: followed by full url
- Date accessed

YouTube

Citation: (Simon Sinek, 2023)

Reference List:

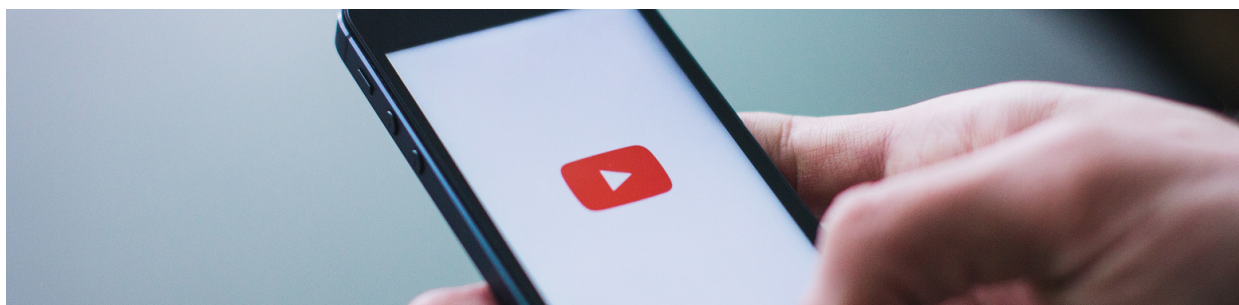
Simon Sinek – Build Your Confidence & Change Your Life, 2023, Available at:

Citation: (Simon Sinek, 2023). Reference List:

Simon Sinek – Build Your Confidence & Change Your Life, 2023, available at:

<https://www.youtube.com/watch?v=qrja2nmODlw> Accessed 9 Oct 2023

Accessed 9 Oct 2023



TED TALKS AND FACEBOOK

TED Talks

- Author's Surname, Initial(s)
- Date of publication in round brackets
- Title of Talk
- TED Talk
- Available at: followed by full url
- Date Accessed

Citation: (Brown, B, 2013)

Reference List:

Brown, B (2013), How to be more empathetic , TED Talk, Available at:

<https://www.youtube.com/watch?v=1Ewgu369Jw>

Accessed 28 July, 2016

Facebook:

- Author's Surname, Initial(s)
- Year published/last updated in round brackets
- Title of Facebook page
- Date of posted message
- Available at: followed by full url
- Date Accessed

Citation: (DSPCA, 2017)

Reference List:

DSPCA, (2017) Dublin SPCA, 20 November, Available at:

<https://www.facebook.com/dspca>

Accessed 24 November 2017



BLOGS AND EBOOKS

Blogs:

- If the Author of the blog is being quoted, then Surname , Initial(s)
- If a contributor to the blog is being quoted, then Surname, Initial(s) or user name
- Year of publication in round brackets
- Title of message
- Title of blog.
- Date of blog entry
- Available at: followed by full url
- Date accessed

Citation: (Elder, 2019)

Reference List:

Elder, S (2019) Critical Thinking, Critical Thinking Blog, 17 March, Available at: <https://www.criticalthinking.org/pages/critical-thinking-blog-elder-nosich/1373>

Accessed 2 March 2021

E- book/Open Access:

- Author/editor of the book – Surname, Initial(s)
- If there is an editor, insert (ed.)
- Year of publication in round brackets
- Title of book.
- Edition number, e.g. 2nd Edn
- Publisher
- Available at: followed by full url
- Date Accessed

eBook /Open Access heading to be eBook/Open Access and example to display as follows:

Citation: (Brito, 2019)

Reference List:

Brito, Manuel, S (ed), (2019), Active Learning-Beyond the Future, IntechOpen, Available at: <https://dx.doi.org/10.5772/intechopen.73460>

Accessed 2 February 2022

AUDIOBOOKS

Audiobook:

- Author/editor of the book - Surname, Initial(s)
- Year of publication in round brackets
- Title of book.
- Narrated by (if relevant), First name or initial followed by Surname.
- Available at: followed by full url
- Date downloaded

Citation: (Sloan, J, 2020)

Reference List:

Sloan, J (2020) Learning to Think Strategically, Narrated by Charlotte Kinder, Available at: <http://www.audiobooks.com/audiobook/learning-to-think-strategically>

Date downloaded 13 April 2021

REFERENCE LIST

Johnson, R and Jones, G (2017), University of Winchester, Guide to the Harvard System of Referencing, Available at: <https://docplayer.net/187496655-Guide-to-the-harvard-system-of-referencing.html> Accessed 20 October 2021



THESIS/DISSERTATION

Thesis or dissertation:

- Author – Surname, Initial(s)
- Year of submission in round brackets
- Title of thesis
- Degree statement
- Degree-awarding body
- Available at: followed by full URL.
- Accessed: date

Citation: (Smith, 2019)

Reference List:

Smith, E. R. C. (2019). Conduits of invasive species into the UK: the angling route, Ph. D. Thesis. University College London. Available at:

<https://discovery.ucl.ac.uk/id/eprint/10072700>

Accessed: 20 May 2021



