



A Detailed Guide to Citing, Referencing and Producing Bibliographies and Reference Lists (Harvard System)

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For **further help** and **information** about how to cite and reference any unusual sources not mentioned in this guide is available in Pears, R. and Shields, G. (2019) *Cite them Right: the essential referencing guide*. 11th edn. London: Red Grove Press.

For students on HE courses accredited by universities, please check your institution's referencing guidelines and requirements. It is also advisable to check with your tutors what the individual requirements for your department are.

Examples of Harvard Referencing in reference list/bibliography format

Belbin, R. (1996) *Management teams: why they succeed or fail*. Oxford: Butterworth-Heinemann.

Book

Bennett, M. and James, S. (2001) 'Through the glass ceiling: women's experience of modern workplace practices', *Journal of Gender in Business*, 5(3), pp. 32-41.

Journal

Collinson, P. (2016) 'Smartphones: Should they be left at the school gate?' *The Guardian*, 5 September. Available at: <https://www.theguardian.com/money/blog/2016/sep/03/smartphones-school-gates-britain-guidelines> (Accessed: 5 September 2016).

Online newspaper

Hawkes, N. (2008) 'Brittle bone drug can stop disease taking hold,' *The Times*, 11 June, p. 3.

Newspaper

Oxford Union (2015) *Michael Sandel: Are there things money shouldn't be able to buy?* 10 May. Available at: <https://www.youtube.com/watch?v=zMg9Gjz8PKs> (Accessed: 5 July 2016).

Youtube

Lewis, S. (2016) 'Can science 'enrich the understanding but rob the imagination?'' *Guardian Science blog*. 6 September. Available at: <https://www.theguardian.com/science/blog/2016/sep/06/can-science-enrich-the-understanding-but-rob-the-imagination> (Accessed: 6 September 2016).

Blog

Potter, A. (2006) 'Modification of method in education design', in Bourg, G. (ed.) *Process in education planning: studies and cases*. London: Falmer Press, pp. 23-34.

Chapter in edited collection

British Film Institute (2019) *Diversity and inclusion*. Available at: <https://www.bfi.org.uk/supporting-uk-film/diversity-inclusion> (Accessed: 19 June 2019).

Website

Schmaltz, J. (2017) *Tropical cyclone Cook*. Available at: <https://earthobservatory.nasa.gov/NaturalHazards/view.php?id=89992&eocn=home&eoci=nh> (Accessed: 25 April 2017).

Image

Whitehead, S. (1996) *Public and private men: masculinities at work in education management*. Unpublished PHD thesis. Leeds Metropolitan University.

Thesis

Music streaming/subscription services

For audio or video downloads, **you will need the following in this order:**

Citation in text:

Joanne (Lady Gaga, 2016) is the long awaited third album...

Reference for your bibliography or reference list:

Artist name (individual, band, orchestra, etc.) (year of release) Title of album. Available at: <name of streaming service> (Accessed: date).

Lady Gaga (2016) *Joanne*. Available at: YouTube (Accessed: 5 July 2019).

Please see 'Cite them right' 11th edition for further information on referencing individual tracks or songs from albums.

Episodes from a series viewed via streaming services e.g. Netflix and All 4

For an episode from a series **you will need the following in this order:**

Citation in text:

The Insider: Reggie Yates (2017) endeavours to experience the lives of people living in difficult conditions.

'Title of episode' (year of original broadcast) *Title of series/season, Series/season and episode number (or day/month if available).* Production company. Available at: Name of streaming service. (Accessed date).

Reference for your bibliography or reference list:

'A Week in a Toxic Waste Dump' (2017) *The Insider: Reggie Yates, Series 2, episode 1.* Flicker Productions. Available at: iPlayer. (Accessed: 5 July 2019).

Please note there is specific guidance for stand alone programmes and episodes from a series. Please see Cite them right 11th edition for further information.

How can I avoid plagiarism?

When you do research for assignments, you read other people's work and may use their ideas in your own reports and essays. If you do this, you **must** acknowledge the fact that it is their work. If you do not, you could be found guilty of plagiarism and could lose marks.

When you start taking notes, you need to make sure you are collecting the correct information about your sources (author, date, title, publisher etc.). Always consider whether the source is relevant to what you are writing and whether it is reliable and authoritative. For example, are the author's words supported by facts, have they referenced the information they have used and are they a specialist in the field?

It is also good practice wherever possible to read then reference the primary or original source of the information. For example, look at the citations and references your lecturers have provided in class and investigate the original source.

Any information that you either quote word for word or paraphrase must be referenced. This includes information you may have found on the internet that does not appear to have an author. Paraphrasing means writing the ideas you have found through your research entirely in your own words. It is not enough just to change a couple of keywords or the order of the words/sentences.

Our Library Moodle page has a link to our 'Library Study Skills' page.

<https://moodle.rotherham.ac.uk/course/view.php?id=580>

Here you will find a range of resources that you can access and use at any time, whether you are on or off campus. These will help you to develop your research skills, prepare you for writing your first academic pieces and help you with the citing and referencing process. Some of the resources include:

- Short tutorials to develop your knowledge and understanding of referencing including how to use citations
- How to reference specific sources in the Harvard style

Keywords

Citation/citing: Using the surname of an author/authors and the year of publication in the text of your assignment is called a **citation** or **citing**.

Reference: the detailed description of the source that has been used (author, date, title, publisher etc.).

Bibliography: the full detailed references of all the sources you have **consulted** during your research, in alphabetical order of author's surname. This goes at the end of your assignment. Always ask your tutor whether they require a bibliography a reference list or both.

Reference List: a list of the full detailed references of each of the sources you cited so the reader can easily find each work you have referred to in the text of your work. This is presented in alphabetical order of author's surname at the end of the assignment.

Digital Object Identifier: a numbered code used to identify individual online resources e.g. journals and provide a permanent link to the material on the internet.

Uniform Resource Locator (URL): the address of documents or other online sources of information retrieved from the internet.

Online video sharing platforms including YouTube

For a Youtube video, you will need the following in this order:

Citation in text:

The video discusses (Oxford Union, 2015)...

Reference for your bibliography or reference list:

Name of person posting video (Year posted) *Title of film/programme*, Date uploaded (if available) Available at: <URL> or streaming service/app (Accessed: Date).

Oxford Union (2015) *Michael Sandel: Are there things money shouldn't be able to buy?* 10 May. Available at: <https://www.youtube.com/watch?v=zMg9Gjz8PKs> (Accessed: 5 July 2016).

Blogs

For a blog, you will need the following in this order:

Citation in text:

Olendo (2018) states that ...

Reference for your bibliography or reference list:

Author (Year of site publication/update) 'Title of blogpost' *Title of internet site*, Day/month of posted message Available at: <URL> (Accessed: date).

Olendo, M. (2018) 'Marine turtles and plastics', *WWF UK blog*. 23 May. Available at: <https://blogs.wwf.org.uk/blog/habitats/oceans/marine-turtles-and-plastics/> (Accessed: 5 July 2019).

Television programmes

For a television programme, you will need the following in this order:

Citation in text:

Planet Earth II (2016) demonstrates the difficulties animals must live through during dramatic changes in the seasons.

Reference for your bibliography or reference list:

Title of programme (Year of transmission/broadcast) Transmission channel, Transmission date: day/month/time.

Planet Earth II (2016) BBC One Television, 22 December, 20.00.

Films and Movies

For a film or movie, you will need the following in this order:

Citation in text:

The character of Lisbeth Salander has been played by three actors, the latest being Claire Foy in *The Girl in the Spider's Web* (2018).

Reference for your bibliography or reference list:

Title of film (Year of original distribution) Directed by [DVD, catalogue number] or [Blu-ray, catalogue number] Place of distribution: Distributor.

The Girl in the Spider's Web (2018) Directed by F. Alvarez [DVD, CDRJ2070]. Culver City, Calif.: Sony Pictures Home Entertainment.

Paintings found online

For an image found online, you will need the following in this order:

Citation in text:

As seen in Dali's painting... (Dali, 1931)

Reference for your bibliography or reference list:

Photographer/Artist (Year) *Title of photograph/painting (or description if not available)* [medium] Available at: <URL> (Accessed date).

Dali, S. (1931) *La Reve - The Dream* [Oil painting] Available at: http://quest.eb.com/search/dali/1/140_1647917/SALVADOR-DALI-LE-REVE--The-Dream.-Oil-on-canvas-by (Accessed: 6 January 2017).

E-book

For an e-book, you will need the following in this order:

Citation in text:

Davies (2009, p. 19) defines a microfilament as "..."

Reference for your bibliography or reference list:

Author/Editor (Year) *Title of e-book*. DOI or Available at: <URL> (Accessed date).

Davies, Z. (2009) *Introduction to horse biology*. Available at: <http://www.ebrary.com> (Accessed: 22 August 2016).

Please note: if an online book is identical to a print version and all the elements of the reference are the same (e.g. publishers and page numbers), you may reference it in exactly the same way as a print book. If you do need to reference the electronic copy then include the URL or DOI (see page 4). On some electronic devices, page numbers may not be available so use the information which is provided such as the %. Please be aware that the link may expire so make sure the name of the 'collection' is clear to the person reading your assignment.

Online Journal Articles

For an online journal article that is [only available online](#), you will need the following in this order:

Citation in text:

The barriers to inclusion (Bancroft and Underwood, 2015), include...

Reference for your bibliography or reference list:

Author (Year) 'Title of article' *Title of Journal* Volume no. (Issue) or date. Page reference. Available at: <URL> (Accessed date) OR DOI. *

Ali, J. and Goh, A. (2015) 'Student perceptions of workplace-based assessments', *Clinical Teacher*, 14(5), pp. 319–324.

doi: 10.1111/tct.12588

Please note: if the reference provides enough information for the reader to find the source, then the database and URL do not need to be included.

Government Publications

For a government publication, you will need the following in this order:

Citation in text:

Advice suggests children should be able to... (Department for Education, 2014).

Government department (Year of publication) *Title* Available at: <URL> (Accessed: date)

Reference for your bibliography or reference list:

Department for Education (2014) *Health and safety: advice on legal duties and powers: For local authorities, school leaders, school staff and governing bodies*. Available at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/335111/DfE_Health_and_Safety_Advice_06_02_14.pdf

*Please note: for journal titles, please capitalise the first letter of each word except for linking words such as 'and', 'or' etc and place in italics.

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Online Newspaper Articles

For an online newspaper article, you will need the following in this order:

Citation in text:

Monroe (2009) states that...

Reference for your bibliography or reference list:

Author (Date) 'Title of article' *Title of newspaper* Day/month Available at: <URL> (Accessed date). *

Monroe, J. (2019) 'Stormzy review, Glastonbury festival: Pure, uncompromising set from an astonishingly versatile performer' *Independent*, 29 June. Available at: <https://www.independent.co.uk/arts-entertainment/music/reviews/stormzy-review-glastonbury-headline-performance-merky-pyramid-stage-boris-johnson-bbc-a8979246.html> (Accessed: 5 July 2019).

Podcasts

For a podcast, you will need the following in this order:

Citation in text:

Rushden et al. (2016) debated whether...

Author/presenter (Site publication date or last updated) *Title of podcast* [Podcast]. Day/Month of post Available at: <URL> or DOI (Accessed date).

Reference for your bibliography or reference list:

Rushden, M., Christenson, M., Sivertsen, L. and Stillman, T. (2019) *Women's World Cup, Copa America and a supermarket treat—Football Weekly* [Podcast]. 17 June. Available at: <https://www.theguardian.com/football/football+content/audio> (Accessed: 5 July 2019).
Please note: When citing within the text, if the source you have used has **two or three authors**, use all of them. If the source has **four or more authors**, use only

* Please note: for newspaper titles, please capitalise the first letter of each word except for linking words such as 'and', 'or' etc and place in italics.

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