

**Guide to  
referencing in  
the Harvard  
style.**

## Introduction

This guide has been designed to support School of Education students and staff, offering a thorough guide for all of our programmes. It is based on the Harvard Referencing Guide jointly produced by the Business School Academic Studies Unit and the UH Learning and Information Services.

## What do we mean by referencing and why is it important?

Referencing is the process of recording details of the secondary sources (books, journal articles, electronic sources etc) you refer to in a piece of work. You need to acknowledge these sources for three reasons:

- to protect yourself against any accusations of plagiarism. The University of Hertfordshire's UPR 17-1 defines plagiarism as " the representation of another person's work as the candidate's own, either by extensive unacknowledged quotation or paraphrasing or by direct copying of another person's work"
- to allow your tutor to be able to easily check your original source.
- by referencing your work thoroughly any reader will be able to see which words are your own and which sources you have used as evidence to support your arguments.

## How do I reference?

The School of Education uses the Harvard system which is a modern 'author-date' system. No other system, such as the older footnote system which contains numbers in the text and footnotes, should be used. You can reference any sources using the Harvard system - the rule is to include the following information in the following order:

### Harvard basic order of information

Author (Year) *Title*. Place of publication: Name of publisher.

**Example:** Hansen, A.(eds) (2012) *Primary Professional Studies* 2nd ed, London: Sage

You will find this information on the title page at the front of a book and it can also be found on the Voyager Library catalogue. If you do not have any part of the information, you will have to leave it out or indicate you do not have it. For example entering 'date unknown'.

**A complete reference refers to a source in two places, in text citation and a reference list.**

## In text citation

This appears in the body of your work and consists of the authors surname and the publication date in brackets.

### Examples

As Brown (2010) states this approach was considered to be ineffective.

This approach has been considered to be ineffective (Brown 2010).

If you are discussing a subject where a number of authors agree on a particular point then refer to them all within one set of brackets separating them with semi-colons. They should be ordered by date, citing the most recent first.

### Example

Previous research has found this to be the case (Smith 2012; Duncan 2010; Cooper 1994)

If you use the present tense and say "Brown (1987) suggests ..." you are telling us that Brown still holds this opinion, even though his book was published in 1987. If you are not sure that this is still the case, as a rough general rule, refer to anything that is more than five years old in the past tense and anything that is less than five years old in the present tense.

### Reference list

This goes at the end of your assignment and should be arranged in alphabetical order by author. A reference list contains all the sources you actually used and 'cited' in the text. A reference list is not the same as a bibliography which is a list that contains all the sources of information that you used as 'background' reading for the assignment - but which were not cited in your text. The School of Education requires you to produce a reference list only.

The following example of a reference list includes references from a wide range of different types of information sources. To learn more about how to cite different sources see 'How to cite different information sources'

### Example

#### References

Bowell, T. & Kemp, G. (2005) *Critical thinking – a concise guide*. 2nd edn. New York: Routledge. Available at: [http://www.HERTS.ebilib.com/EBLWeb/patron/?target=patron&extendedid=E\\_13](http://www.HERTS.ebilib.com/EBLWeb/patron/?target=patron&extendedid=E_13) [Accessed: 18 May, 2013].

Boyle, B. & Bragg, J. (2006) 'A curriculum without foundation'. *British Educational Research Journal* [Online]. 32(4) August. pp. 569-582. Available at: <http://dx.doi.org/10.1080/01411920600775225> [Accessed: 3 February, 2008].

*Child Of Our Time* (2008) BBC1, 21 May. 20.00.

Hanley, U. (2004) 'Mathematics'. In Jones, R. & Wyse, D. (eds.) *Creativity in the primary curriculum*. London: David Fulton. pp. 31-48.

The Independent (2008) 'Sarkozy threat to school strikes'. 17 May, 2008. p. 29.

Medwell, J. (2007) *Successful teaching placement*. 2nd edn. Exeter: Learning Matters.

National Foundation for Educational Research (2007). *Participation under the spotlight: defining future directions*. Available at: <http://www.nfer.ac.uk/research-areas/listening-to-children-and-young-people/spotlight-on-participation.cfm> [Accessed: 22 May, 2008].

Scoffham, S. (ed.) (2004) *Primary geography handbook*. [CD-ROM]. Sheffield: Geographical Association.

Wray, D. & Medwell, J. (2006) 'Pupils' perspectives on literacy teaching'. *Education 3-13*. 34(3) October.  
pp. 201-210.

### General rules for the presentation of references

Consistent punctuation and spacing are necessary in references. Some general rules apply:

- Authors' names:** Use only the initials of the authors' given names.  
No spaces are used between initials.
- Titles of works:** Use minimal capitalisation for the titles of books, book chapters and journal articles.  
In the titles of journals, magazines and newspapers, capital letters should be used as they appear normally.  
Use italics for the titles of books, journals, and newspapers.  
Enclose titles of book chapters and journal articles in single quotation marks.
- Page numbering:** Books: page numbers are not usually needed in references. If they are, include them as the final item of the citation, followed by a full stop.  
Journal articles: page numbers appear as the final item of the citation, followed by a full stop.  
Use the abbreviations p. for a single page, and pp. for a page range, e.g. pp.11-12.
- Whole citation:** The different details, or elements, of each citation are separated by full stops. The whole citation finishes with a full stop.

### Helpful tips for managing references

- There are slight variations of the Harvard format in use worldwide, but key issue is that you must be consistent and use the same style throughout. Please use the format provided in this guide which has been agreed by the School of Education.
- Always note the full details of your references and quotes as you read and write, so that you do not forget your sources. It will then be easier to make the final list of references.
- Make a final check when editing your work that each in-text citation also appears in the reference list.

### Primary and secondary sources

Primary sources are the 'original' sources such as official statistics, a journal article presenting original research findings or a first hand report. Secondary sources are the primary sources referred to by other authors and may include the bias or opinion of the secondary author who has selected what information to extract from the primary source. This guide gives examples of both primary and secondary sources, but you must remember that wherever possible, you should always consult the primary source. However, whatever type of source you use, the golden rule is to only cite and reference the source that you actually use.

## How to cite different information sources

What follows shows you how to do this for various information sources including books, journals and electronic resources, as well as a section on how to deal with quotes. Examples for including citations in your work and references in your bibliography are provided in boxes.

### 1 [Books](#)

- 1.1 One author
- 1.2 Two authors
- 1.3 Several authors
- 1.4 Chapter in an edited book
- 1.5 More than one reference by the same author in the same year
- 1.6 Electronic book – online
- 1.7 Electronic book – e-reader
- 1.8 Encyclopaedia entries
- 1.9 Dictionaries

### 2 [Journals](#)

- 2.1 One author
- 2.2 Two authors
- 2.3 Author unknown
- 2.4 Author citing another author
- 2.5 Electronic journal
- 2.6 Two articles by same author in same year
- 2.7 Journal article - author unknown

### 3 [Internet sources](#)

- 3.1 Information databases – citing a journal article
- 3.2 Information databases – citing a report – author unknown
- 3.3 Organisation website
- 3.4 Multiple references to the same website
- 3.5 Reference to a website using an acronym (short form of organisation/institution's name)
- 3.6 Electronic magazine or newsletter
- 3.7 Internet page - author known
- 3.8 Virtual learning environments (StudyNet)

### 4 [Reports and conference proceedings](#)

- 4.1 Reports
- 4.2 Corporate author
- 4.3 In house publications
- 4.4 Full conference proceedings
- 4.5 Conference proceedings (published on the Internet)

### 5 [Quotations](#)

- 5.1 Quotations
- 5.2 Quoting other students

### 6 [Diagrams, images and audio visual material](#)

- 6.1 Graphs, tables and diagrams
- 6.2 Images
- 6.3 Photographs
- 6.4 Film (DVD)
- 6.5 Audio visual material
- 6.6 Television
- 6.7 Radio
- 6.8 Exhibition catalogues

- 7 [Government and legal information](#)
  - 7.1 Government/EU publication
  - 7.2 Acts of Parliament (UK Statutes)
  - 7.3 Legislation
  - 7.4 Case law
- 8 [Newspaper and magazine articles](#)
  - 8.1 Newspaper or magazine article - unspecified author
  - 8.2 Newspaper or magazine article – author known
- 9 [Theses/dissertations](#)
- 10 [Lecture notes](#)
- 11 [Personal communications](#)
  - 11.1 E-mail
  - 11.2 Discussion group/bulletin board/ blog
  - 11.3 Research conversations
- 12 [Translations](#)
  - 12.1 Translation by translator
  - 12.2 Translation by student

## 1. Books

### 1.1 One author

#### In-text citation

Medwell (2007) advises that when working with teaching assistants one needs to communicate, very precisely, their role in each lesson.

#### References

Medwell, J. (2007) *Successful teaching placement*. 2nd edn. Exeter: Learning Matters.

### 1.2 Two authors

#### In-text citation

Price and Maier (2007) recommend that poster presentations should tell a story.

#### References

Price, G. & Maier, P. (2007) *Effective study skills: unlock your potential*. Harlow: Pearson Longman.

### 1.3 Several authors

For more than two authors, use 'et al' in the text. In the References, list them all in the same order as they appear in the original work.

#### **In-text citation**

It can be argued that 'design and technology is citizenship education' (Howe et al, 2001: 136).

#### **References**

Howe, A., Davies, D., Ritchie, R. (2001) *Primary design and technology for the future: creativity, culture and citizenship*. London: David Fulton.

### 1.4 Chapter in an edited book

#### **In-text citation**

It is not easy for people to see the links between creativity and mathematics (Hanley, in Jones & Wyse, 2004).

#### **References**

Hanley, U. (2004) 'Mathematics'. In Jones, R. & Wyse, D. (eds.) *Creativity in the primary curriculum*. London: David Fulton. pp. 31-48.

### 1.5 More than one reference by the same author in the same year

#### **In-text citation**

As Stevens suggests (2001a & 2001b) e-commerce business models must realise that initially, transaction security is more important than market exposure.

#### **References**

Stevens, J. (2001a) *E-commerce - the future of selling*. London: Sage.  
Stevens, J. (2001b) *The online market place*. New York: Randall.

### 1.6 Electronic book (online)

#### **In-text citation**

Bowell and Kemp (2005) stress the importance of developing critical thinking in academic writing.

#### **References**

Bowell, T. & Kemp, G. (2005) *Critical thinking – a concise guide*. 2nd edn. New York: Routledge. Available at:  
[http://www.HERTS.ebllib.com/EBLWeb/patron/?target=patron&extendedid=E\\_13](http://www.HERTS.ebllib.com/EBLWeb/patron/?target=patron&extendedid=E_13) [Accessed: 18 May, 2007].

## 1.7 Electronic book (e-reader)

### In-text citation

Bowell and Kemp (2005) stress the importance of developing critical thinking in academic writing.

### References

Bowell, T. & Kemp, G. (2005) *Critical thinking – a concise guide*. 2nd edn. [ebook] New York: Routledge.

Ebook readers have different standards for presenting page locations, and page numbering can vary depending on the type of reader and the settings you are using. Instead, you should use section numbers (or, if these are not available, section titles) to indicate the location of any quotations:

e.g. (Pike and Price, 2011, Section 1.1)

## 1.8 Encyclopaedia entries

**NB: Wikipedia should NOT be used as a reference, although it may be useful as a guide to other acceptable (refereed) sources.**

### In-text citation

Although new assessment instruments have been developed, the search continues for accurate and reliable measures of ADHD (Lowe & Reynolds, 2000).

### References

Lowe, P. & Reynolds, C.R. (2000) 'Attention-deficit/hyperactivity disorder (ADHD)'. *Encyclopedia of special education*. 2<sup>nd</sup> edn. Vol. 1. pp. 166-173. New York: John Wiley.

If the encyclopaedia entry does not have an author, use the 'corporate author' style:

Encyclopaedia Britannica (2007) *Marketing segmentation*. [Online] Available at: [www.britannica.com](http://www.britannica.com)  
[Accessed: 9 May, 2007]

## 1.9 Dictionaries

### In-text citation

Pedagogy is defined as the practice of teaching or the study of teaching (Longman, 1995).

### References

*Longman dictionary of contemporary English* (1995) 3<sup>rd</sup> edn. Harlow: Longman.



## 2. Journals

Only the title of the journal is put in italics. The title of the article is put in inverted commas.

### 2.1 Journal article - one author

#### In text citation

Merchant (2008) describes an innovative project which takes Year 5 children into a virtual world.

#### References

Merchant, G. (2008) 'Out of the classroom and into the world'. *English Four to Eleven*. (32) Spring. pp. 12-14.

### 2.2 Journal article - two authors

#### In-text citation

Learners' perceptions of literacy and its teaching can radically affect the outcomes of literacy instruction and teachers of literacy need to take some steps to understand these in their own instructional contexts (Wray & Medwell, 2006).

#### References

Wray, D. & Medwell, J. (2006) 'Pupils' perspectives on literacy teaching'. *Education 3-13*. 34(3) October. pp. 201-210.

### 2.3 Author unknown

#### In text citation

A recent British Medical Association (BMA) article (2007) highlights the economic impact of the problem of obesity.

#### References

BMA (2007) 'The impact of obesity on UK health care funding'. *British Medical Journal*. No. 10057. 28th June. p. 13.

### 2.4 Author citing another author

#### In-text citation

The decision to work and study (through formal participation or self-directed forms of participation) is an understandable response by adults to their experience of changing socio-economic conditions (Field, 2000, in Fuller, 2007).

## References

Field, J. (2000) *Lifelong learning and the new educational order*. Stoke-on-Trent: Trentham Books. In Fuller, A. (2007) 'Mid-life "transitions" to higher education: developing a multi-level explanation of increasing participation'. *Studies in the Education of Adults*. 39(2) Autumn. pp. 217-235.

## 2.5 Electronic journal

### In-text citation

There was a focus on English and mathematics as a result of the government emphasis, leaving less time for other subjects, which was also suggested by Boyle and Bragg (2006).

### References

Boyle, B. & Bragg, J. (2006) 'A curriculum without foundation'. *British Educational Research Journal* [Online]. 32(4) August. pp. 569-582. Available at: <http://dx.doi.org/10.1080/01411920600775225> [Accessed: 3 February, 2008].

## 2.6 Two articles by same author in same year

### In-text citation

Bryant's assessments (1992a, 1992b) of the Samburu economy in Northern Kenya remain seminal works.

### References

Bryant, T. (1992a) 'Barter and hierarchy in Northern Kenya'. *Proceedings of the First International Research Conference on African Nomads 2006*. 15 November. Nairobi: FIRCAN: pp. 25-48.  
Bryant, T. (1992b) 'Where there's blood, there's money'. *Ethnography Today*. 2(3) pp. 12-27.

## 3. Electronic information

### 3.1 Information database: citing a journal article

#### In-text citation

Bridges (1999) questions whether or not educational research is concerned in some sense with the truth in relation to the matter(s) which are the focus of its enquiry.

#### References

Bridges, D. (1999) 'Educational research: pursuit of truth or flight into fancy?' *British Educational Research Journal*. [Online]. 25(5) December. pp. 597-616. JSTOR. Available at: <http://www.jstor.org/stable/pdfplus/1501686.pdf> [Accessed: 20 May, 2008].

### 3.2 Information database: citing a report – author unknown

#### In-text citation

The Mintel Report (2008) states that teenage magazines have lost close to 60% of total volume sales since 2002.

#### References

Mintel (2008) 'Teenage magazines - UK - March 2008.' [Online]. Available at: [http://academic.mintel.com/sinatra/oxygen\\_academic/my\\_reports/display/id=280162&anchor=atom#atom0](http://academic.mintel.com/sinatra/oxygen_academic/my_reports/display/id=280162&anchor=atom#atom0) [Accessed: 28 May, 2008].

### 3.3 Organisation website

#### In-text citation

There is an ever-increasing emphasis on seeking and using the views of children and young people in research, evaluation and consultation (National Foundation for Educational Research, 2007).

#### References

National Foundation for Educational Research (2007) *Participation under the spotlight: defining future directions*. Available at: <http://www.nfer.ac.uk/research-areas/listening-to-children-and-young-people/spotlight-on-participation.cfm> [Accessed: 22 May, 2008].

### 3.4 Multiple references to the same website

#### In-text citation:

As can be seen, Nokia is still in a dominant position in relation to other foreign entrants to the Chinese telecoms market (Nokia, 2007a). It has maintained this position through continued product innovation (Nokia, 2007b) and aggressive use of Special Economic Zone concessions (Nokia, 2007c).

#### References

Nokia (2007a) *Business solutions*. Available at: <http://www.nokia-asia.com/nokia/0,1522.html> [Accessed: 15 March, 2007].

Nokia (2007b) *Phones and more*. Available at: <http://www.nokia.co.id/nokia/0,52246.html> [Accessed: 15 March, 2007].

Nokia (2007c) *Culture of mobility*. Available at: <http://www.nokia.co.id.nokia.com/fashion/culture.id05674.html> [Accessed: 15 March, 2007].

### 3.5 Reference to a website using an acronym (short form of organisation/institution's name)

#### In text citation

VLEs have been available for use in higher education (HE) since the mid 1990s, though not all of them were web based (Becta, 2003).

#### References

Becta (2003) *A review of the research literature on the use of managed learning environments and virtual learning environments in education, and a consideration of the implications for schools in the United Kingdom*. Available at: [http://partners.becta.org.uk/upload-dir/downloads/page\\_documents/research/VLE\\_report.pdf](http://partners.becta.org.uk/upload-dir/downloads/page_documents/research/VLE_report.pdf) [Accessed: 3 November, 2007].

### 3.6 Electronic magazine or newsletter

#### In-text citation

The Disability Rights Commission (DRC) has taken a close look at the barriers that disabled people (including people with long-term health conditions) face when entering teaching, nursing, and social work. (ESCalate News, 2007).

#### References

ESCalate News (2007) *Maintaining standards: promoting equality* [Online] (9) Autumn. Available at: <http://escalate.ac.uk/downloads/4245.pdf> [Accessed: 20 May, 2008].

### 3.7 Internet page - author known

#### In-text citation

Zaccheo (2008) states that coaching is proving to be the best and most effective approach to employ when offering help to AD/HD sufferers.

#### References

Zaccheo, D. (2008) *What is coaching?* Available at: <http://www.addiss.co.uk/whatiscoaching.htm> [Accessed: 20 May, 2008].

### 3.8 Virtual learning environments (StudyNet)

#### In-text citation

Bryant (2006) stresses that you should not rely too heavily on only a limited number of sources for your essays.

#### References

Bryant, T. (2006) *UHBS ASU guide to essay writing*. [Online]. Available at: <http://go.herts.ac.uk/bs.academicskills> [Accessed: 21 January, 2007].

## 4. Reports and conference proceedings

### 4.1 Reports

#### In-text citation

The focus of a recent report (Jenkins and Healey, 2005) is on supporting the relationships between student learning and staff discipline-based research in institutional policies and practices.

#### References

Jenkins, A. & Healey, M. (2005) *Institutional strategies to link teaching and research*. York: Higher Education Academy.

### 4.2 Corporate author

#### In-text citation

The tests give the opportunity for pupils to be set clear and understandable targets (Department for Education and Skills, 2002).

#### References

Department for Education and Skills (2002) *Making assessment work*. London: Department for Education and Skills. [DfES 0196/2002].

### 4.3 In house publications

#### In-text citation

Bryant and Courtney (2007) state that the main thing to remember about referencing is to remember the correct order of information and to be consistent in the application of this information.

#### References

Bryant, T. & Courtney, M. (2007) *UHBS ASU guide to Harvard referencing*. Hatfield: UHBS ASU.

### 4.4 Full conference proceedings

#### In-text citation

The 3<sup>rd</sup> Hertfordshire Integrated Learning Project (HILP) conference (2002) focussed on identifying and strengthening links between skills development in the Higher Education curriculum and the factors that influence that development.

#### References

Hertfordshire Integrated Learning Project (2002) *Skills development in higher education: forging links: proceedings of the 3<sup>rd</sup> Annual Skills Conference*. University of Hertfordshire. 10-11 July, 2002. Hatfield: University of Hertfordshire.

## 4.5 Conference proceedings (published on the Internet)

### In-text citation

Langley (2007) states that blended learning strategy can lead to increased social interaction and social learning, more so than with an e-learning only approach.

### References

Langley, A. (2007) 'Experiential learning, e-learning and social learning: the EES approach to developing blended learning'. *Fourth Education in a Changing Environment Conference*. 12-14 September. Salford: University of Salford. Available at <http://www.ece.salford.ac.uk/proceedings/2007> [Accessed: 20 May, 2008].

## 5. Quotations

### 5.1 Quotations

One important way to avoid plagiarism is to use quotations. However, before you do this, consider the following:

- 1) Do not use a quote if you can make the point in another way
- 2) Do not quote just to make up your word count
- 3) Do not use very long quotes
- 4) Page numbers must always be given, if it is not a website.

### In text citation

Quotations of less than two lines should be enclosed in quotation marks can be given like this:

Eaude (2006: 81) believes that 'Policies, procedures and rules all help provide a structure within which both children and adults feel safe.'

Quotations of more than two lines should be separated from the rest of the paragraph by one free line above and below and indented at left and right margins. It should be preceded by a colon and does not use quotation marks. The citation includes author, date and page number(s) that the quotation was taken from.

Eaude (2006: p. 81) believes that:

Policies, procedures and rules all help provide a structure within which both children and adults feel safe. Yet creative learning, which is fundamental to cultural and spiritual development, involves a level of risk.

### References

Eaude, T. (2006) *Children's spiritual, moral, social and cultural development: primary and early years*. Exeter: Learning Matters.

## 5.2 Quoting other students

Very occasionally, you will need to quote or cite from the work of other students - perhaps you are part of a team which has to produce a joint piece of work.

### In text citation

As can be seen from the statistics supplied for the Business Report in part one of the project (Zhao, 2007), Malaysia has the highest score for all of the five factors.

### References

Zhao, L. (2007) *MScIB Integrated Project Handout (1) Romania*.

## 6. Diagrams, images and audio visual sources

### 6.1 Graphs, tables and diagrams

#### In-text citation:

As can be seen from the graph in Figure 1, the most common way that adults acquire information and communication technology (ICT) skills is through learning-by-doing.

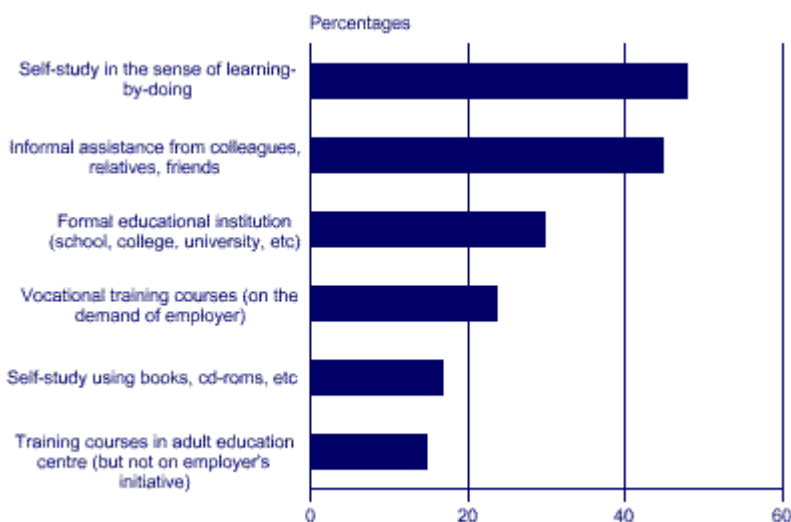


Figure 1: How adults obtained ICT skills (Source: Office for National Statistics, 2007).

### References

Office for National Statistics (2007) *Where and how adults obtained ICT skills, 2006, UK*. [Online image]. Available at: <http://www.statistics.gov.uk/cci/nugget.asp?id=1712> [Accessed: 28 May, 2008].

## 6.2 Images

### In-text citation



Figure 1: Graduation Day (Source: Microsoft Online Images, 2006).

### References

Microsoft Online Images (2006) *Academic photos - graduating students* [Online image]. Available at: <http://office.microsoft.com/clipart/default.aspx?lc=en-gb> [Accessed: 10 May, 2007].

## 6.3 Photographs

### In-text citation

Figure 1 shows a student studying in the University of Hertfordshire's Learning Resources Centre.



Figure 1: a student working in the Learning Resources Centre (Source: Teague, 2007).

### References

Teague, J. (2007) *Photograph of a student working in the Learning Resources Centre*. July 2007. Unpublished.

## 6.4 Film (DVD)

### In-text citation

Keating introduces his students to poetry, and his free-thinking attitude and the liberating philosophies of the authors he introduces to his class have a profound effect on his students (Dead Poets Society, 1989).

### References

*Dead poets society* (1989) Directed by Peter Weir [DVD]. Burbank: Buena Vista.



## 6.5 Audio visual material

### In-text citation

Geography also plays an important part in pupils' physical, intellectual, social and emotional development (Scoffham, 2004).

### References

Scoffham, S. (ed.) (2004) *Primary geography handbook*. [CD-ROM]. Sheffield: Geographical Association.

## 6.6 Television

### In-text citation

Play was defined as things that encourage creativity, social skills or physical activity and, most importantly, things that children choose to do themselves (Child Of Our Time, 2008).

### References

*Child Of Our Time* (2008) BBC1, 21 May. 20.00.

## 6.7 Radio

### In-text citation

The interviewee was not certain that children's behaviour was worse but felt that it had become more challenging (Woman's Hour, 2005).

### References

*Woman's Hour* (2005) BBC Radio 4, 8 February. 10.00.

## 6.8 Exhibition catalogues

### In-text citation

As stated in the catalogue (Eric Carle Museum of Picture Book Art, 2002) the exhibition represents the culmination of Eric and Barbara Carle's vision to launch a museum celebrating the art of the picture book.

### References

Eric Carle Museum of Picture Book Art (2002) *The world of Eric Carle*. November 22, 2002 to March 23, 2003. Amherst: Eric Carle Museum of Picture Book Art.

## 7. Government and legal information

### 7.1 Government/EU publication

#### In-text citation

Joint Educational Projects for language learning (JEPs) aim to increase young people's motivation as well as capacity to communicate in foreign languages (European Commission, 1997).

#### References

European Commission (1997) *Socrates Lingua: joint educational projects: handbook*. Luxembourg: Office for Official Publications of the European Communities.

### 7.2 Acts of Parliament (UK Statutes)

#### In-text citation

The Data Protection Act (Great Britain, 1998) states that the Secretary of State may exempt from the subject information provisions in relation to personal data in respect of which the data controller is a teacher at a school, and which consist of information relating to pupils at the school.

#### References

Great Britain (1998) *Data Protection Act*. London: Stationery Office.

### 7.3 Legislation

#### In-text citation

EC regulations (Council Regulation 40/94) are very specific about this aspect of trade marking.

#### References

EC Council Regulation (1993) *No. 40/94 of 20 December on the Community Trade Mark*. Final.

(The word 'Final' clarifies that this is not one of the earlier drafts.)

### 7.4 Case law

#### In-text citation

As a recent case shows (Courtney v Bryant, 2007) the principle of caveat emptor is interpreted differently across the EU. In many jurisdictions, there is no legal requirement for the vendor to provide a refund or exchange.

## References

Courtney, M. v Bryant, T. (2007) Case C-179/07. ECR 9 -22.

## 8. Newspaper and magazine articles

### 8.1 Newspaper or magazine article - unspecified author

#### In-text citation

President Nicolas Sarkozy said he wanted a new law to ensure schools stay open when teachers go on strike so parents can get to work (The Independent, 2008).

#### References

The Independent (2008) 'Sarkozy threat to school strikes'. 17 May, 2008. p. 29.

### 8.2 Newspaper or magazine article – author known

#### In-text citation

The sin bins' official name – pupil referral units – will be scrapped as it has become an "outdated and unhelpful label" (Curtis, 2008).

#### References

Curtis, P. (2008) 'Sin bins for pupils to be scrapped'. *The Guardian*. 21 May, 2008. p. 8.

## 9. Theses/dissertations

### 9 Thesis/dissertation

#### In-text citation

As Farrant (2004) indicates, there are various reasons why free-time opportunities could be seen to be so positive for refugee pupils.

#### References

Farrant, K. (2004) *Improving the provision for refugee children within a mainstream first school*. Thesis (MA). University of Hertfordshire.

## 10. Lecture notes

### 10 Lecture notes (check that your lecturer allows this)

#### In-text citation

Teague (2008) proposes that 'Blended Learning is based on a considered approach to curriculum design in which the advantages of face-to-face learning are integrated with the

advantages of e-learning from the first planning stage.'

### References

Teague, J. (2008) *Relationship-learning theory and practice*. [PowerPoint slides] Lecture handouts. University of Hertfordshire. 23 February, 2008.

## 11. Personal communications

### 11.1 E-mail

Usually, this reference is only included in the text, but you can put an entry in the reference list if you wish.

#### In-text citation

According to an e-mail received on the 21 March, 2006, Professor Candlin said that the issues had already been resolved.

#### References

Candlin, C. (2006) *Issues resolved*. E-mail to Mike Courtney. 21st March, 2006.

### 11.2 Discussion group/bulletin board/blog

#### In-text citation

Whitehead (2007) proposes 'An individual's attitude to learning, to computers, to anything, in fact, can be coloured by their first experiences in that domain.'

#### References

Whitehead, H. (2007) *What was your first experience of computer technology?* Discussion. <http://elesig.ning.com/forum/topic/show?id=2007026%3ATopic%3A184&page=3> [Accessed: 2 June, 2008].

### 11.3 Research conversations

This reference can be treated like an e-mail, so there is no need to include an entry in the reference list, although you can if you wish.

#### In-text citation

According to Smith (2007), there appear to be important limitations in our initial approach to the case study.

#### References

Smith, K. (2007) Telephone conversation with Mike Courtney. 31 January, 2007.

## 12 Translations

## 12.1 Translations (by translator)

### In-text citation

Children do not learn to speak unless they are immersed in a world where others speak (Bouvet, 1990).

### References

Bouvet, D. (1990) *The path to language: bilingual education for deaf children*. Translated from French by J.E. Johnson. Clevedon: Multilingual Matters.

## 12.2 Translations (by student)

### In-text citation

As a recent report from the Bank of China (2007) shows, the issue of bad loans is one that the Chinese government is increasingly worried about.

### References

Bank of China (2007) *Quarterly Report*. Document number BOC58398. April. Translated from Chinese by L. Zhao.

## Quiz!

**There is one mistake in each reference. Use the Harvard Referencing Guide to find answers you do not know and to help you check your corrections.**

Curtis, P. Sin bins for pupils to be scrapped. *The Guardian*. 21 May, 2008. p.8.

Department for Education and Skills. *Making assessment work*. London: Department for Education and Skills. [DfES 0196/2002].

Field, J. (2000) *Lifelong learning and the new educational order*. Stoke-on-Trent: Trentham Books. In Fuller, A. (2007) 'Mid-life "transitions" to higher education: developing a multi-level explanation of increasing participation'. *Studies in the Education of Adults*. 39(2) Autumn.

Howe, A. et al (2001) *Primary design and technology for the future: creativity, culture and citizenship*. London: David Fulton.

Jenkins, Alan & Healey, Mick (2005) *Institutional strategies to link teaching and research*. York: Higher Education Academy.

*Longman dictionary of contemporary English* (1995) Harlow: Longman. 3<sup>rd</sup> edn.

Merchant, G. (2008) 'Out of the classroom and into the world'. *English Four to Eleven*. (32) Spring. pp. 12-14.

Microsoft Online Images (2006) *Academic photos - graduating students* [Online image]. Available at: <http://office.microsoft.com/clipart/default.aspx?lc=en-gb>

Price, G. & Maier, P. (2007) *Effective study skills: unlock your potential*. Pearson Longman: Harlow.

Zaccheo, D. (2008) *What is coaching?* Available at: <http://www.addiss.co.uk/whatiscoaching.htm> [Accessed 20 May].

### Further information and help

We hope this guide is useful to you. If you have any questions about referencing ask your tutor or your [Information Manager](#) .

Learn how to avoid plagiarism and reference sources correctly visit:<http://www.studynet2.herts.ac.uk/ptl/common/LIS.nsf/lis/SubjectToolkitReferencingTemplate> Where you will find tutorials, quizzes, links and resources.

The Open University guide to using the Harvard system is very comprehensive: <http://www.open.ac.uk/library/help-and-support/referencing-and-plagiarism>

You may find the following book useful:

Pears, R. & Shields, G. (2004) *Cite them right: referencing made easy*. Newcastle: Northumbria University.

### Acknowledgements

This version was updated for the School of Education by Rosemary Allen, Lynn Bhanja, Janet Monahan and Arwen Tapping. The following produced the original version of this document: The Business School Academic Studies Unit and teaching staff, colleagues in Learning and Information Services and colleagues in the School of Education. This guide has been developed in light of the guidelines in the following publication: