Harvard Citing and Referencing Basics
Using Cite Them Right Online
What we will cover today

■ Concepts: what is citing and referencing, and why do we do it?

■ How to include citations in your work.

■ How to create a reference list at the end of your work.

■ Practical exercises.

■ Some hints and tips and where to find help.
What is citing and referencing?

■ Citing: note at each point where you used someone else’s work.
  ▪ In Harvard Style, you put the author’s surname and the date in brackets, e.g. (Smith, 2014). This is called the author-date style.

■ Referencing: include an alphabetical list of all the works you have referred to at the end of your work.

Other referencing styles use footnotes or numbered lists: this session is only about Harvard Style (Cite Them Right Online) referencing.
Why do we cite and reference?

■ To acknowledge where we used other peoples’ work and ideas.

■ To allow your lecturer and others to follow up on your sources.

■ Avoid plagiarism by acknowledging your sources.

■ Give your work credibility and validity.

■ You can’t write an assignment based solely on your own opinion
■ You won’t find ‘the answer’ to the coursework just in one article
■ Shows how much research you did and how accurate it was.
Citing and Referencing principles

- **Be clear**: your aim is to help your reader find the same thing you read.

- **Be consistent**: use Harvard all the way through your work.

- **Credit all the ideas & information you’ve used, not just direct quotes**: demonstrates all the hard work you have done whilst researching, and protects you from accidental plagiarism.

- You don’t need to acknowledge common knowledge or factual information.
Harvard Style example
There are 2 parts to Harvard:

1. Citing in your essay (author-date):

Research methods can be categorised into two broad approaches: induction and deduction (Partington, 2002).

2. An alphabetical reference list:

Including a citation in your work

- There are different ways you can use the author’s surname and date in your writing, as long as both are there and near each other. This makes your work easier to read and the use of language more natural.

For example: According to McTaggart (2010) … Research is important (Paterson, 2015).

- Include page numbers when you refer to a specific point in the text, such as a direct quote.
Some ways to cite in your work

1. Direct quotation: exactly copying the words used.
   ‘You know nothing, Jon Snow’ (Martin, 2000, p. 353).

2. Paraphrasing: rewriting in your own words.
   Gilster (1997) emphasised the importance of information, data and media literacy skills.

3. Indicating the source of diagrams, pictures or tables etc.
Including references at the end:

- Reference lists should be in alphabetical order by surname.

- Corporate author: alphabetise by first letter of institution’s name – so Goldman Sachs comes under G, not S.

- If there’s no author at all, alphabetise by title.

- Only include the things you actually cited in your work – if you read it but didn’t use it, don’t include it.
Reference formats

- Each type of source (e.g., a book, journal article etc.) has a pre-defined format.

- Use **Cite Them Right Online** to identify:
  - which elements you need to include
  - which order to put them in
  - which punctuation to use.

- The format of the reference tells the reader at a glance which kind of source it is.
Examples of sources to reference:

- Books
- Chapters or sections in edited books
- Journal articles
- Websites
- Government publications
- Personal communications such as emails or phone calls

And there are many more types of source and specific layouts for them on Cite Them Right Online.
Secondary referencing – Try to read the primary source if possible

In some cases you may want to refer to a source that is mentioned or quoted in the work you are reading. This is known as secondary referencing. It is important that, whenever possible, you cite and reference the primary source of your information.

For example, if you read about a study by Harvey (primary source) in a book by Lewis (secondary source) you should try to locate and read the original work by Harvey. This will enable you to check for yourself that Harvey has not been misinterpreted or misquoted by Lewis. If you cannot locate the primary source (in this case Harvey), you cannot include it in your reference list. You can only cite it in your text.

In your essay or assignment, you should cite both sources and use the phrase ‘quoted in’ or ‘cited in’, depending on whether the author of the secondary source is directly quoting or summarising from the primary source. In the APA referencing style, the phrase ‘as cited in’ is used.

Harvard examples

<table>
<thead>
<tr>
<th>In-text citation</th>
<th>Harvey (2015, quoted in Lewis, 2016, p. 86) provides an excellent survey ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-text citation</td>
<td>White’s views on genetic abnormalities in crops (2014, cited in Murray, 2015) support the idea that ...</td>
</tr>
</tbody>
</table>

APA example

| In-text citation | Harvey (as cited in Lewis, 2016) provides an excellent survey ... |

You then include Lewis and Murray in your reference list (and Harvey and White if you have read them).

Once again, if you are unable to read the primary sources you can only cite them (as in the examples).
Activities

- Using Cite Them Right Online.
- Quiz/ exercises.
  [http://libguides.city.ac.uk/libraryessentials/citing](http://libguides.city.ac.uk/libraryessentials/citing)
Referencing tips

- Familiarise yourself with Cite Them Right Online and Harvard referencing basics.

- Keep accurate records of your research and sources.

- Create references as you are writing.

- Allow yourself plenty of time to check everything is correct.
Questions and where to get help

- Cite Them Right Online.

- Your course or module handbook and your lecturers.

- Library Essentials guide referencing section [http://libguides.city.ac.uk/libraryessentials/citing](http://libguides.city.ac.uk/libraryessentials/citing)

- Your Subject Librarian [http://libguides.city.ac.uk/subjectlib](http://libguides.city.ac.uk/subjectlib)

- Email us: library@city.ac.uk
Future training: ProQuest RefWorks

- A reference management software to help you to store, organise and manage your references and create reference lists in different styles (eg. Cite Them Right Harvard).

- See the Library Training page at: libraryservices.city.ac.uk to sign up for any workshops.