Harvard citing and referencing: quick guide.

Why is citing and referencing important?

- To acknowledge where you use 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.

Harvard style

The Harvard style has two parts:
- In-text citation
- Reference list

In-text citation

Within the text of your assignment: when you are quoting, paraphrasing or summarizing someone else’s work, you need to show the reader where you got this information from. You only need to indicate the author(s), year of publication and page numbers, e.g:

- (Smith, 2019, p.42)

Your citation in the essay should be in the same sentence or in the same paragraph as the summary or quotation.

If the source’s name is at the beginning of a sentence or phrase, the brackets will only be around the year, e.g.:

- NMC (2008) requires nurses and midwives to maintain patients’ confidentiality.

If you quote directly from the source, use quotation marks and include the page number in the reference, e.g.:

- “The pulse rate is a good indication of how the heart is working and how the body is responding to stress or illness” (Nicol, 2004, p.13)
Longer quotes should be indented on the page (use the Tab key), do not need quotation marks but must have the full citation, e.g.:

The key to excellent citing and referencing is to make sure your work is consistent, matches the required style (in this case Harvard) and includes all the sources referenced within the document. (Thorpe, 2020, pp.4-5)

**Reference list**

You must include a full list of all the sources quoted or referenced in your work. This list should appear at the end of your essay/project. This list should:

- be in alphabetical order of author’s last name/organisation’s name
- includes all types of material, e.g. books and web pages
- only contains sources you have referred to in the essay.

*Quick example:*


**Tips:**

- When citing an author in your paper that has been cited in the document you’re are using, see the guidance in Cite them right online – Secondary referencing
- Many websites will have organizations as authors
- If an organisation is well known by its abbreviation (e.g. NHS) you can just use the abbreviation/acronym when citing and referencing
- If there is no clear author such as an organisation, the information on the website may be unreliable
- If there are no dates, the information on the website may be out of date.
More examples:

<table>
<thead>
<tr>
<th>Type of material</th>
<th>Cite in the text - examples</th>
<th>Reference list examples</th>
</tr>
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<tbody>
<tr>
<td>Book with four or more authors</td>
<td>Critical thinking and discussion can be a great challenge for many students (Savage et al., 2006).</td>
<td>Savage, A., Mayer, P., Masoud, S., Rhonda, L. and Davis, J. (2006) <em>Effective Academic Writing</em>. Oxford: Oxford University Press.</td>
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Note for journal articles: the rules regarding the number of authors are the same as those for books.

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<tr>
<td>eBooks (same as print books unless from a mobile device such as a kindle)</td>
<td>In their analysis, Dawson et al (2012, 67%) writes that …</td>
<td>Dawson, P., Cook, L., Holliday, L., and Saxelby, H. (2012) <em>Oxford Handbook of Clinical Skills for Children’s and Young People’s Nursing</em>. Available at: <a href="http://www.amazon.co.uk/Handbook-Clinical-Childrens-Peoples-Handbooks-ebook/dp/B00HEZZYLM/ref=sr_1_1?&amp;s=digital-text&amp;ie=UTF8&amp;qid=1425986613&amp;sr=1-1&amp;keywords=Oxford+Handbook+of+Clinical+Skills+for+Children%27s+and+Young+People%27s+Nursing">http://www.amazon.co.uk/Handbook-Clinical-Childrens-Peoples-Handbooks-ebook/dp/B00HEZZYLM/ref=sr_1_1?&amp;s=digital-text&amp;ie=UTF8&amp;qid=1425986613&amp;sr=1-1&amp;keywords=Oxford+Handbook+of+Clinical+Skills+for+Children%27s+and+Young+People%27s+Nursing</a>. (Downloaded: 18 February 2015).</td>
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For further details see the Harvard Referencing section in the Cite Them Right book in the library: Pears, R. and Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th edn. London: Macmillan. OR for the most up to date guidance, use Cite them right online.