Referencing
Using the Harvard Referencing System

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Library Services
Referencing is to create a list of all the books that are mentioned in a piece of academic writing.
Why do we reference?

•• Practical Reasons
   It’s expected
   It’s a standard
   It allows your sources to be checked

•• Academic Reasons
   It shows what you have used in your research
   It acts as proof for your facts

•• Legal Reasons
   It shows where your ideas come from
   It stops you being accused of plagiarism
Harvard Referencing

The Author Date System

When you reference you will use a standard system.

Bradford College uses a version of the Harvard Referencing system.

The Harvard systems has two parts:

• Citations
  Citations appear in your work and link quotes and information to the work they came from in the Reference List.

• Reference List
  Reference Lists appear at the end of your essay and contain the details of the works you have consulted.
Citations appear in your work and link quotes and other information to the work they came from in your Reference List.

They should consist of the author or authors’ name and the year of publication of the work.

**Examples:**

**For a single author:**
Larke (1997, p.129) says that “corneal epithelium is adversely affected by most forms…”

**For two authors:**
Franklin and Franklin (2007, p.46) says “that the technique for applying the lens to the eye…”

**For three or more authors:**
Duker et al (2014, p.98) says that “Central retinal artery occlusion has an …”
Reference Lists

Reference Lists appear at the end of your essay and contain the bibliographic details of the works you have consulted.

Reference lists should in general follow the format shown below:

- Works should be listed in alphabetical order by author name.
- The date of publication should appear in brackets.
- The title of work should appear in italics.
- The entry for a work should be left aligned.
- The information should be taken information from title page

The exact format for an item in a Reference List will vary depending on the type of item and how many authors it has. Some examples of the more common items are shown below.


Books with a Single Author

Surname, Initial. (Year) Title. Edition. Place of publication: Publisher.


Books with Two Authors

Surname of 1st Author, Initial of 1st Author. and Surname of 2nd Author, Initial of 2nd Author (Year) Title. Edition. Place of publication: Publisher


Reference Lists: Books

Chapter from a Book


Reference Lists: Books

Electronic Books

Surname, Initial. (Year) Title. [online] Edition. Place of publication: Publisher. Available from URL [accessed Date]


Further help

- Study skills page on College Moodle
- Referencing Section of Library Website
- Cite Them Right Online
- Contact me
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