Referencing

Using the Harvard Referencing System

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What is referencing?

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:**
Lockhart (2015, p.117) says that “Capistrano is software that automates…”

**For two authors:**
Bahga and Madisetti (2014, p.352) says “Managing IoT infrastructure and configuring …”

**For three or more authors:**
Kapadia et al (2014, p.61) says that “After a Swift cluster has been installed…”
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 the number of authors.


Books with a Single Author

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


Reference Lists: Books

Books with Two Authors

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


Electronic Books

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


Reference Lists: Journals

Journals article with one author.


Further help

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