

# Referencing methods

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# The key to referencing

You are expected to provide evidence for the statements you make in your writing whatever the subject. You are being taught to write and think clearly.

*A) You reference the author year and page in the text and*

*B) Reference the book, magazine, website in full according to a strict layout style called Harvard citation style in a reference section at the end of the essay or paper.*

# Referencing methods

## Quoting sections of source text

Typical student statement:

The latest information about web use is that most homeowners are accessing supermarket sites.

(own opinion? copied? No)

Academic method:

Six of the eight main supermarket chains now have home deliveries linked to web site ordering systems.  
(Howarth, 2001, p.34)

(informed, evidence based, can be checked Yes!)

**One and half lines, no speech marks, no italics, no more than three or four sentences.**

**Indented, single line spacing.**

**Method B** = evidencing source with author as subject of sentence.

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Howarth (2001) considers online supermarket ordering is replacing supermarket visits (p.34).

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**Method C** = quoting a few words of author

NB: single quotemarks

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Online buying is taking over supermarket visits, ‘Six of the eight main supermarkets now have home deliveries linked to web site ordering systems’ (Howarth, 2001, p.34).

# Bibliography

Put the full book details of your sources in the reference (also called bibliography) section at the end of the report i.e.

Howarth, M. (1980) On-line ordering in *Tesco Magazine*, 5, October, pp.30-38. ( the page numbers of the [whole document](#))

**See the section on Bibliography Harvard citation styles for full information**

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# Styles for different sources

- The styles have to be followed meticulously. *No deviation* from full stops, italics spacing styles will be tolerated.
  - See following slide examples.
- Web site references are particularly cause for concern, especially for those who think copying and pasting is a natural right. (*which it is not = plagiarism = failure or suspension*).
  - So pay special attention to the website referencing methods and glow with self-rightousness.

## **Book**

Albers, J. (1971) *Interaction of colour*, Yale University Press, New Haven, London.

## **Journal / magazine**

Bennett, H. Gunter, H. & Reid, S. (1996) *Through a glass darkly: images of appraisal*. Journal of Teacher Development, 5 (3) October, pp.39-46.

## **Conference**

*Conference on Economic Crime*, 2nd. 1977. London School of Economics & Political Science. (1980) *Economic crime in Europe* ed. by L.H. Leigh. London, Macmillan.

## **Video**

Fragile Earth, 5. (1982) *South American wetland: Pantanal Henley on Thames*, Watchword Video, [video:VHS].

## **Website**

Holland, M. (1996) Harvard system [Internet] Poole, Bournemouth University. Available from: <[http://www.bournemouth.ac.uk/service-depts/lis/LIS\\_Pub/harvardsyst.html](http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsyst.html)> [Accessed 22 August 1997].

## **Film**

Now Voyager (1942) Directed by Irving Rapper. New York, Warner [Film:35mm].

## **Edited book**

Spence, B. ed. (1993) *Secondary school management in the 1990's: challenge and change*. Aspects of Education Series, 48. London, Independent Publishers.

## **Thesis**

Whitehead, S.M. (1996) *Public and private men: masculinities at work in education management*. Ph.D. thesis, Leeds Metropolitan University.

## **Web site Articles and journals (Most Important)**

Smith, J (1996) Time to go home. Journal of Hyperactivity[Internet] 12th October, 6 (4), pp.122-3  
Available from: <<http://www.lmu.ac.uk>>[Accessed June 6th,1997]

## **Online pictures**

Hubble space telescope release in the Space Shuttle's payload bay. (1997)

[online image]. Available from  
<<http://explorer.arc.nasa.gov/pub/>>

SPACE/GIF/s31-04-015.gif, [Accessed 6 July 1997]

## Referencing website document in more detail

Include the following information and the order should be:-

- (1) Author/Editor.
- (2) Year.
- (3) Title. Underlined or Highlighted or in Italics but be consistent throughout the bibliography.
- (4) [Internet].
- (5) Edition.
- (6) Place of publication:
- (7) Publisher (if ascertainable).
- (8) Available from: <URL> [Accessed date].

e.g.

Holland, M. (1996) Harvard System [Internet] Poole, Bournemouth University. Available from: <[http://www.bournemouth.ac.uk/service-depts/lis/LIS\\_Pub/harvardsys.html](http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsys.html)> [Accessed 22 August, 1997]