

## Citing and referencing in the Cardiff University Harvard style

*It is standard academic practice to acknowledge all sources of information you have used in your academic work. As well as protecting you against charges of plagiarism, referencing others' work enables you to demonstrate that you have read around the topic and provides a basis on which to build your own arguments.*

*The Harvard style is also sometimes called the author-date system. There are two steps to acknowledging your sources: cite your references in the text, to show where you have drawn upon other people's work, and then list them at the end of your work under the heading 'References'.*

*There are a variety of approaches to presenting the Harvard style and this guide explains how to use the Cardiff University version of the style. Some CU Academic Schools may adopt slight variations on the methods suggested below; please check your School or Department Handbook.*

### Citing your sources in the text

When you quote, paraphrase or summarize another's words or ideas in your work, you must cite your source. At an appropriate point in your text, provide the author's surname and the year of publication in round brackets. If you include the author's name in your sentence, only provide the year of publication in brackets:

**It has been argued (Harris 2001) that the main considerations are...**

**It has been argued by Harris (2001) that the main considerations are...**

- For edited books that contain collections of chapters written by different authors, cite the author of the chapter and not the editor of the overall book.
- If you are citing different publications written by the same author in the same year, label the first one cited with the letter 'a' after the year and the second 'b' etc. e.g. **(Smith 2015a), (Smith 2015b)**. You will need to do the same in your list of references.
- Where two authors have produced the work, include both their last names in your citation e.g. **(Frey and Osborne 2013)** or **Frey and Osborne (2013)**.
- When there are three or more authors use the abbreviation **et al.** (and others) after the first author's surname e.g. **Cullingworth et al. (2016)** or **(Cullingworth et al. 2016)**.

- If you are discussing a point about which several authors have expressed similar views, include them all in one set of brackets in chronological order of publication. List any works published in the same year in alphabetical order e.g. **(Midgley 1994; Smith 1994; UNCHS 1996; Gandelsonas 2002)**.

## Paraphrasing your sources

The examples above cover instances where you are summarizing the overall argument or position of a book or an article. If you are paraphrasing a particular argument or point from your source you must include page numbers:

**It has been argued (Harris 2001, pp. 20-21) that the main considerations are the scope of the project, the cost and the duration of the work.**

## Directly quoting from your sources

You should aim to paraphrase information provided by an author in your own words rather than quote large amounts of their work verbatim as this helps to demonstrate to the reader your understanding of the information. It can be necessary to quote directly from the text when you:

- Cannot present the information more succinctly or in any other way.
- Need to present a particular portion of an author's text in your work to analyse it.

If the quotation is short, enclose the writer's words in double quotation marks and then cite the author, date and page number:

**Key causes of economic deprivation include low income or unemployment which are often the result of "poor qualification levels and lack of basic skills" (Thake and Saubach 1993, p. 18).**

Longer quotations should be separated from the body of your text and indented from the left-hand margin. When you indent a quotation, there is no need to include quotation marks:

**As Joia and Sanz (2005, p. 5) observe:**

**In specific terms, it might be imagined that the benefits of web consumer retention would only seem to be advantageous for digital companies that are client-centric, which can interact with these consumers. Furthermore, the mere fact of using transactional practices, low differentiation between products and the emphasis on promotion of price on the web would seem to increase sensitivity to price.**

**In the current fiercely competitive internet commerce climate it would seem that these observations might well be borne out.**

If you omit some words from the quotation, you need to indicate this by typing in three dots, e.g. **"The state has an essential role ... in the legal definition of property rights" (Deiningger 2003, p. 69)**

If you add some of your own words within the quotation, place your words in [square brackets] to make it clear which are the author's words and which are yours. Remember to quote exactly as the words appear in the original: do not add bold or italics.

## Referencing

Referencing means giving a full description of each source you have cited in the text, under the heading **References**, at the end of your work:

- **Write the list in alphabetical order:** write the first author's last name followed by his/her initials. If there are two authors include the last names and initials of both. If there are three or more authors, use the abbreviation et al. after the first author's last name and initials. Arrange any references with the same author by the year of publication, beginning with the oldest. If you are referencing different publications written by the same author in the same year, you will need to label the first one cited in your text with the letter 'a' after the year and the second 'b' etc. You will need to do the same in your citations in the text (see guidance on *Citing your sources in the text* on page 1.)
- **Titles should be italicised** for books, reports and conference proceedings. For journal articles, the title of the *journal* (not the title of the journal article) should be printed in italics.
- **Capitalise the first letter** of each author's last name and each initial. Also capitalise the first letter of the publication title written in italics, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.

## Examples

<p>Author(s), Initial(s). Year. <i>Title of book</i>. Edition (only include this if not the 1<sup>st</sup> edition). Place of publication: Publisher.</p> <p>Andrews, J.R. et al. 2012. <i>Physical rehabilitation of the injured athlete</i>. 4<sup>th</sup> ed. Philadelphia: Elsevier Saunders.</p>	<p><b>Book</b></p>
<p>Author(s), Initial(s). Year. Title of article. <i>Title of Journal</i> Volume number(Issue number), page number(s). doi number (if available):</p> <p>Ang, L. and Taylor, B. 2005. Managing customer profitability using portfolio matrices. <i>Journal of Database Marketing and Customer Strategy Management</i> 12(4), pp. 298-304.</p> <p>Arabani, M. and Makan, P. 2016. Laboratory investigation of rutting and fatigue in glassphalt containing waste plastic bottles. <i>Construction and Building Materials</i> 116, pp. 378-383. doi:10.1016/j.conbuildmat.2016.04.105.</p> <p>Bainsla, L. and Suresh, K.G. 2016. Equiatomic quaternary Heusler alloys: a material perspective for spintronic applications. <i>Applied Physics Review</i> 3, 031101. doi: <a href="http://dx.doi.org/10.1063/1.4959093">http://dx.doi.org/10.1063/1.4959093</a></p>	<p><b>Journal article</b></p> <p>If an article is only available online, issue and page numbers are not always provided and so can be omitted. Instead provide the article number, if available.</p>
<p>Author(s), Initial(s). Year. Title of article. <i>Full Title of Newspaper</i> Day Month, page number(s).</p> <p>Benoit, B. 2007. G8 faces impasse on global warming. <i>Financial Times</i> 29 May, p. 9.</p>	<p><b>Newspaper</b></p> <p>For online only newspapers, omit the page number and add the URL and accessed date</p>

<p>Campbell, D. et al. 2017. What does 2017 hold for public services? <i>The Guardian</i> 3 January. Available at: <a href="https://www.theguardian.com/society/2017/jan/03/society-2017-prisons-homelessness-welfare-reforms-nhs-social-care">https://www.theguardian.com/society/2017/jan/03/society-2017-prisons-homelessness-welfare-reforms-nhs-social-care</a> [Accessed: 4 January 2017].</p>	
<p>Chapter author(s), Initial(s). Year. Title of chapter. In: Book editor(s) surnames(s), Initial(s). ed(s). <i>Title of book</i>. Edition (only include this if not the 1<sup>st</sup> edition). Place of publication: Publisher, page numbers of the chapter.</p> <p>Durant, D. 2016. The undead linear model of expertise. In: Heazle, M. and Kane, J. eds. <i>Policy legitimacy, science and political authority: knowledge and action in liberal democracies</i>. London: Routledge, pp. 17-37.</p>	<p><b>Book chapter</b> from an edited book (use this if individual chapters are written by different authors).</p>
<p>Author(s), Initial(s). Year. Full title of conference paper. <i>Full title of conference</i>. Location, Date. Publisher. Available at: URL (or doi if available). Accessed: date (not required when doi used).</p> <p>Ghazvini, M. et al. 2013. Optimizing size and operation of hybrid energy systems. <i>Proceedings of the 2013 IEEE 7th International Power Engineering and Optimization Conference (PEOCO)</i>. Langkawi; Malaysia, 3-4 June, 2013. IEEE. doi: 10.1109/PEOCO.2013.6564598.</p>	<p><b>Conference paper</b> from conference proceedings published on the internet (see <a href="https://xerte.cardiff.ac.uk/play_4069">https://xerte.cardiff.ac.uk/play_4069</a> for further examples)</p>
<p>Author, Initial(s). Year. <i>Title of thesis</i>. PhD Thesis, Name of University.</p> <p>Holborn, P.L. 2013. <i>Heuristics for dynamic vehicle routing problems with pickups and deliveries and time windows</i>. PhD Thesis, Cardiff University.</p>	<p><b>PhD Thesis</b> For a Masters-level work, you'd write 'MSc/MA Dissertation'.</p>
<p>Author(s), Initial(s). Year that the site was published/last updated. <i>Title of web document/page</i>. Available at: URL [Accessed: date].</p> <p>Thompson, B. 2009. <i>What role for TV in wired world?</i> Available at: <a href="http://news.bbc.co.uk/1/hi/technology/8115671.stm">http://news.bbc.co.uk/1/hi/technology/8115671.stm</a> [Accessed: 10 September 2016]</p>	<p><b>Web page</b></p>
<p>Author/Organisation. Year. <i>Full title of report</i>. Available at: URL [Accessed: date].</p> <p>Welsh Government. 2012. <i>A living language: a language for living. Welsh language strategy 2012-2017</i>. Available at: <a href="http://gov.wales/docs/dcells/publications/122902wls201217en.pdf">http://gov.wales/docs/dcells/publications/122902wls201217en.pdf</a> [Accessed: 3 January 2017].</p>	<p><b>Report / Government document</b></p> <p>For printed reports provide a place of publication and publisher instead of a URL and accessed date.</p>

For advice on referencing other sources including eBooks, DVDs, images/tables, Acts of Parliament and blogs see the Cardiff University Harvard style examples at [https://xerte.cardiff.ac.uk/play\\_4069](https://xerte.cardiff.ac.uk/play_4069)

## Other points

### **Publication dates and editions**

To find out when a book was published look at the back of the title page. This page will contain details of the publisher and the publication date. If there is more than one date, use the latest publication date, not the latest reprint date. This is often located next to the © symbol.

If no publication date is given put [no date] in the citation and the reference, e.g. **(Smith [no date])**.

The back of the title page will also tell you the edition of the book. If the book you are acknowledging is not the first edition, state this in the full reference but not in the citation in your text. e.g.:

**Kattàn-Ibarra, J. and Pountain, C.J. 2003. *Modern Spanish grammar: a practical guide*. 2<sup>nd</sup> ed. London: Routledge.**

### **Web sources**

Referencing a web source can be difficult. If no author is given, web pages can be referenced by the organisation responsible or by the title instead. A good web site should, however, have sufficient ownership information to enable you to cite it. If no ownership is detectable, you should question whether the source is of sufficient quality.

If an electronic source has no page numbers you can identify a quotation by giving a paragraph number in your citation instead, e.g. **(Koernig 2003, para. 17)**.

### **Secondary referencing**

Where possible you should aim to reference from the original source. However, sometimes you may need to cite an author whose work you have not personally read, but whose work is presented or summarised by the author of a publication you have consulted. This can be shown as follows:

**Rondinelli (1983), cited in Potts (2002, p. 37), describes the stages of a project...**

or

**A process project might consist of a number of stages including experimentation and production (Rondinelli 1983, cited in Potts 2002, p. 37).**

In your references you should list the source you have actually read, i.e. Potts.

## **Advice on avoiding plagiarism**

For guidance on plagiarism, visit the Cheating and Unfair Practice pages on the student intranet <http://bit.ly/2al2mFV>. A short online tutorial 'Why, When, How: Citing and Referencing' is also available at [https://xerte.cardiff.ac.uk/play\\_4216](https://xerte.cardiff.ac.uk/play_4216).