Harvard Referencing Guide

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Contents

Introduction

Getting good marks for your assignment is dependent on many factors; one of them is accurately referencing the information sources that you have consulted. To get full marks for referencing at LSST, you need to follow the Harvard referencing style which is a widely accepted referencing system in higher education.

The Basics

Why should I reference?

- to demonstrate to your lecturer that you have conducted thorough research for your assignment

- to provide your lecturer with the details of the sources that you have used so that they can   follow up your research if they want to

- to avoid facing academic penalties for plagiarism

What are the penalties for plagiarising at LSST?

- 0 marks for your assignment
- the highest possible mark for resubmitted work is a pass

How can I avoid plagiarism?

- by appropriately acknowledging in your assignment text when you have referred to materials   or ideas taken from other authors

- by including a reference list at the back of your assignment with all the sources you have referred to in your work

- by not copying other's work and claiming it as your own

How should I reference?

There are 2 parts to referencing:

1. Citing a source in your assignment text.
2. Writing a reference list which details all the sources you have cited from.

Referencing: Part 1 – Citation

The first part of referencing is when you refer to (cite) someone else's work in your assignment. Your citation(s) should include:

The author or editor's surname
- If there are up to 3 authors you should include each author's surname.
- If there are more than 3 authors you only need to put in the first author's surname followed by 'et al'.
- If there is no named author you can use a corporate/organisation author name (this is often the case for websites).
- If there is neither a named or corporate author you can use 'Anon' as the author's name.

The year of publication

- You can find the publication date of a book in the first few pages.
- For a website, the publication date is usually at the top of the page.
- If you cannot find a publication date for a source put in the initials nd which stands for 'no date'.

When you are citing another author's work you might be:

a) Paraphrasing

Restating information taken from someone else's work in your own words.

Examples of paraphrasing

According to Holbeche (2009) developing a strong employee brand is a key component to attracting prospective job candidates.

A market forecast is an assessment of the how environmental factors will impact on the demand for a business' services and products (BPP Learning Media, 2010).

b) Quoting

Quoting is when you include the exact words from another author in your own writing. To accurately quote you need to enclose the word in quotation marks, and if it is from a book mention the page number the quote comes from.

Quoting written work

- Single or double quotation marks may be used but be consistent.

- Indented quotations need not include quotation marks.

- The page number needs to be included if it comes from a book, newspaper article etc (not if it's taken from a website).

Example:

'A written marketing plan is the backdrop against which operational decisions are taken' (McDonald & Wilson, 2011, p.30).

Quoting from direct speech

- Double quotation marks are used.

- No page number is mentioned.

Example:

"One of the tests of leadership is the ability to recognize a problem before it becomes an emergency" (Glasgow, 1993).

Including tables/diagrams/illustrations

The author's name and the year of publication need to go underneath any borrowed tables/diagrams/illustrations included in your assignment.

Referencing: Part 2 – The Reference list

The reference list comes at the end of your assignment and should be:

- listed in alphabetical order of author/editor
- formatted in the Harvard referencing style

Formatting your reference list Harvard style

Printed Book

Author/Editor (if there is no named author include a corporate author/publisher)

Year of publication (this should be in brackets)

Title (this should be in italics) Edition (if not the first edition) Place of publication (if there is more than one place listed, use the first named) Publisher

Example:

BPP Learning Media (2010) *Marketing and promotion.* United Kingdom: BPP Learning Media.

Online/Electronic Book

Author/Editor (if there is no named authors include a corporate author/publisher)

Year of publication (this should be in brackets)

Title (this should be in italics) Edition (if not the first edition)

Online [should be in square brackets]

Place of publication (if there is more than one place listed, use the first named)   Publisher

Available from: URL

Date of access [this should be in brackets]

Example:

Emerson, R. (2009) *Business Law,* 5th edition. [Online] New York: Barons Education. Available   from: http://books.google.co.uk/books?id=60TRO4E3o7YC&printsec [Accessed 18th June, 2010].

Chapter of an Edited Book

Author of the chapter

Year of publication (this should be in brackets)

 Title of chapter followed by In:

Editor (always put (ed.) after the name) Title (this should be in italics)

Series title and number (if part of a series) Edition (if not the first edition)
Place of publication (if there is more than one place listed, use the first named)
Publisher

Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Example:

Newell, S. (2005) Recruitment and selection. In: Bach, S. (ed.) *Managing Human Resources,* 4th edition. Massachusetts, USA: Blackwell publishing, pp. 115-148.

Journal Article: Print

Author

Year of publication (this should be in brackets) Title of journal article

Title of journal (this should be in italics) Volume number

Issue number

Page numbers of the article (do not use 'p'. before the page numbers)

Example:

Poria, Y., Reichel, A. & Brandt, Y. (2011) Dimensions of hotel experience of people with disabilities: an exploratory study. *International Journal of Contemporary Hospitality Management* 23 (5), 571591.

Journal Article: Online/Electronic

Author

Year of publication (this should be in brackets) Title of journal article

Title of journal (this should be in italics)

Online [this should be in square brackets

Volume number

Issue number (in brackets)

Page numbers of the article (do not use 'p'. before the page numbers)

Available from: URL

Date of access [this should be in square brackets]

Example:

Tan-Solano, M. & Kleiner, B. H. (2001) Effects of telecommuting on organisational behaviour.

Management Research News, 24 (3), 72-78. Available from:

http://www.emeraldinsight.com/journals.htm?issn=0140-9174&volume.html [Accessed 17th November, 2011].

Newspaper article

Author

Year of Publication (this should be in brackets) Title of article

Full Title of Newspaper (this should be in italics)

Day and month of publication

Page numbers

Example:

 Masters, B. & Goff, S. (2011) Bankers accused of dishonest lobbying. *The Financial Times*, 23 November, p.1.

Newspaper article: online

Author (if the article has no author, use the name of the newspaper)

(Day, month and year of publication) Title of article

Title of newspaper (this should be in italics) Online [this should be in square brackets] Page numbers of the article if given (use 'p.' before a single page number and 'pp.' where there are multiple pages) Available from: URL

Date of access [this should be in square brackets]

Example: Peacock, L. (24 November 2011) Thomas Cook faces restructuring as advisers are called in. *The Telegraph* [Online]. Available from: http://www.telegraph.co.uk/finance/newsbysect or/retailandconsumer/leisure/8911030/Thomas- Cook-faces-restructuring-as-advisers-called-in.html [Accessed 23rd November, 2011].

Web Page/Website

Author/Editor (use the corporate author if no individual author or editor is named)

Year of publication (this should be in brackets if available; if there is no date, use the abbreviation n.d.)

Title (this should be in italics) [Online]

Available from: URL

Date of access [this should be in square brackets]

Example:

Larson, A. (2010) *Contract law – an introduction* [Online]. Available from:

http://www.expertlaw.com/library/business/contra ct_law.html [Accessed 23rd November, 2011].

Report

Author/Editor (if it is an editor always put
(ed.) after the name)

Year of publication (this should be in brackets) Title (this should be in italics)

Name of organisation

Report number: followed by the number of the report (if part of a report series)

 Example:

Jones, P. (2010) *Business regeneration report.*
RM Business solutions. Report number: 63.

Lecture

Name of lecturer

Year of lecture (this should be in brackets) Title of lecture (this should be in italics)

Lecture [this should be in square brackets] Title of unit/degree course (if appropriate)
Name of institution or location Date of lecture (day month)

Example: Owen, J. (2011) *Defences in tort* [Lecture]. London School of
Science & Technology, 12th September.

Conference proceeding/paper

Author (use a corporate author if there is no named author)

Year of publication (this should be in brackets) Title of conference paper (this should be in
italics)

Place of publication

Publisher

Page numbers (use 'p.' before a single page number
and 'pp.' where there are multiple pages) Example:

Shulver, M. & Lawrie, G. (2007) *2GC Conference paper – The balanced scorecard and the business.* Berkshire, UK: 2GC Active Management publication, pp.1-13.

Act of parliament

Name of Act: Name of sovereign (this should be in italics)

Chapter number (this should be in italics)

Year of publication

Place of publication

Publisher

Example: Contracts (Applicable Law) Act: Elizabeth II (1990). London: HMSO.

DVD

Title (this should be in italics)

Year of production (this should be in brackets) DVD [this should be in square brackets]

Place of production or origin (if available) Name of production company/maker
Example: We fly 247: Everything a developer needs to know about building applications
with visual *studio 2005 beta 2* (2005) [DVD]. USA: Microsoft Corporation.

Radio programme / broadcast

Title of episode (if part of a series)

Year of broadcast (this should be in brackets) Title of programme / broadcast (this should be in italics)

Name of broadcaster

Day and month of broadcast

Example:

Innovation and growth (2011) *Business daily,* BBC Radio. 24th November.

Bibliography

There may be resources which you have read for your work but not cited in your assignment. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author/editor and laid out in the same way as items in your reference list. If you can cite from every work you read, you will only need a reference list.

Submitting a bibliography with your assignment at LSST is optional. It is only compulsory for you to include accurate citations in your assignment and a reference list.

Example Reference List

Baron, D. P. (2008) Business and the organisation. Chester: Pearson.

BPP Learning Media (2010) Marketing and promotion. United Kingdom: BPP Learning Media

Emerson, R. (2009) Business Law, 5th edition. [Online] New York: Barons Education. Available from: http://books.google.co.uk/books?id=60TRO4E3o7YC&printsec [Accessed 18th June 2010].

Encyclopaedia Britannica, (2003). Britannica 2003. [CD-ROM] Chicago: Encyclopaedia Britannica.

Innovation and growth (2011) Business daily, BBC Radio. 24th November.

Jones, P. (2010) Business regeneration report. RM Business solutions. Report

number: 63. Larson, A. (2010) Contract law – an introduction [Online].

Available from: http://www.expertlaw.com/library/business/contract_law.html [Accessed 23rd November, 2011].

Masters, B. & Goff, S. (2011) Bankers accused of dishonest lobbying. The Financial Times, 23

November, p.1. Owen, J. (2011) Defences in tort [Lecture]. London School of Science &

Technology, 12th September.

Peacock, L. (24 November 2011) Thomas Cook faces restructuring as advisers are called in. The

Telegraph [Online]. Available from:
http://www.telegraph.co.uk/finance/newsbysector/retailandconsumer/leisure/8911030/ThomasCook-

faces-restructuring-as-advisers-called-in.html [Accessed 23rd November, 2011].

Poria, Y., Reichel, A. & Brandt, Y. (2011) Dimensions of hotel experience of people with

disabilities: an exploratory study. International Journal of Contemporary Hospitality

Management 23 (5), 571-591.

Shulver, M. & Lawrie, G. (2007) 2GC Conference paper – The balanced scorecard and the

business. Berkshire, UK: 2GC Active Management publication, pp.1-13.

Tan-Solano, M. & Kleiner, B. H. (2001) Effects of telecommuting on organisational behaviour.

Management Research News, 24 (3), 72-78. Available from:

http://www.emeraldinsight.com/journals.htm?issn=0140-

9174&volume.html [Accessed 17th November 2011].

We fly 247: Everything a developer needs to know about building applications with visual studio

2005 beta 2 (2005) [DVD]. USA: Microsoft Corporation