

School of Social Sciences, Humanities and Education
Harvard Referencing Guide
2022-2023

CONTENTS

CONTENTS	1
INTRODUCTION	4
The Student Success and Engagement Team	4
Education Information Managers (Librarian)	4
Acknowledgements	4
What do we mean by referencing and why is it important?	5
How do I reference?	5
The basic order of reference information	6
Checklist of information needed for common reference sources	6
IN-TEXT CITATIONS	7
DIRECT QUOTATIONS	8
PARAPHRASING & SUMMARISING	8
SHE HARVARD REFERENCING GUIDE	9
BOOKS	10
1. Book - one author	10
2. Book - two authors	10
3. Book - several authors	10
4. Chapter in an edited book	11
5. Book - author citing another author (secondary reference)	11
6. Book - abridged edition	11
7. Book - Republished works	12
8. E-book	12
9. E-book on e-reader (e.g. Kindle version)	12
10. Encyclopaedia	13
11. Dictionary	13
12. Thesis	14

JOURNALS.....	14
13. Journal article – one author.....	14
14. Journal article – two authors	14
15. Journal article – several authors.....	15
16. Journal article – unknown author.....	15
17. Journal article - Author citing another author (secondary reference)	15
18. Online journal article	16
19. More than one article by the same author in the same year	16
20. Newspaper, Magazine or Newsletter.....	16
ONLINE AND DIGITAL SOURCES	17
21. Information database reports	17
22. Website page – author known.....	17
23. Website page – organisation/ corporate author / unspecified author	17
24. Multiple references to the same website	18
25. Reference a website using an acronym (short form of organisation name)	18
26. Online Newspaper, Magazine or Newsletter.....	18
27. Electronic discussion groups and bulletin boards	19
28. Virtual Learning Environment (e.g. StudyNet or Canvas)	19
29. Conference proceedings published online.....	19
SOCIAL MEDIA	20
30. Blogs / Vlogs.....	20
31. Facebook	20
32. Twitter	20
33. Instagram.....	20
34. Mobile Phone Apps	21
AUDIO & VISUAL SOURCES	21
35. Works of art.....	21
36. Photographs from the Internet.....	21
37. Exhibitions	22
38. Ordnance Survey Maps	22
39. Radio Programmes	22
40. Television Programmes	23
41. Music	23
42. You Tube Video	23
43. TED Talk (from TED.com).....	23
LEGAL SOURCES & GOVERNMENT PUBLICATIONS.....	24
44. UK Statutes (Acts of Parliament).....	24
45. Green & White Papers (Command Papers).....	24
46. Bills	24

47. Law reports (cases).....	25
48. Government Publications	25
FOREIGN LANGUAGE SOURCES	26
49. Journal article in another language	26
50. Translations	26
A-Z GENERAL REFERENCING INFORMATION	27
Author unknown.....	27
Capitalisation	27
Cited in (secondary references / sources).....	27
Common knowledge	27
Copyright / Creative Commons / Image attribution.....	27
Date	28
Harvard referencing variations	28
In-text citations.....	28
Keeping a record of your readings for your reference list.....	29
Multiple references and multiple authors of a reference	29
Online sources (URL / DOI)	29
Over-using a source.....	30
Personal communications	30
Present tense to show attribution	30
Punctuation and formatting your reference list	30
Reference formatting using the online library	32
Reference list or bibliography.....	32
Reference management software	32
REFERENCE LIST	33
INDEX.....	37

INTRODUCTION

This guide has been designed to support School of Social Sciences, Humanities and Education students and staff, offering a thorough guide to referencing for programmes which use the Harvard style. It gives examples of both in-text citations and final references for a wide variety of common resources. If you need to reference sources with no relevant example in this guide, or you are using another referencing style (e.g. APA, MHRA, MLA) please refer to 'Cite them right: the essential referencing guide' (Pears & Shields, 2019)*. You can also contact your tutor, Library & Computing Services (LCS) or someone in The Student Success and Engagement Team (SSET) for referencing advice and guidance. SSET staff also offer workshops and tutorials to support you with your referencing skills. Further information on referencing and library skills can be found on the [Library Skill Up module](#) on Canvas. Please contact Amanda Clark, Beth Woodhead or Cathy Tong for more information.

The Student Success and Engagement Team

Amanda Clark, Senior Student Success & Engagement Advisor	A.3.Clark@herts.ac.uk
Hanh Doan, Senior Student Success & Engagement Advisor (Equality)	M.Doan@herts.ac.uk
Patricia Kuevi, Senior Student Success & Engagement Advisor (Equality)	P.Kuevi@herts.ac.uk
Hannah Luxford, Senior Student Success & Engagement Advisor	H.Luxford@herts.ac.uk
Timothy Stafford, Associate Lecturer and Academic Skills Tutor	T.1.Stafford@herts.ac.uk

Education Information Managers (Librarian)

Beth Woodhead	Information Manager – Education Programmes	E.Woodhead@herts.ac.uk
Cathy Tong	Information Manager – Humanities Programmes	C.Tong@herts.ac.uk

Acknowledgements

This guide has been developed and updated by Amanda Clark, with support and advice from Beth Woodhead. It was originally based on the Hertfordshire Business School (HBS) Harvard Reference Guide produced by [CASE](#) Academic Advisers, and closely aligns with the Harvard referencing guide in 'Cite them right' (Pears & Shields, 2019)*.



*Cite Them Right is available as an [e-book](#) and hard copy which can be borrowed from the de Havilland campus library (call no.: 808.027 PEA).

Reference: Pears, R. & Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th revised and expanded edn. London: Red Globe Press.

What do we mean by referencing and why is it important?

Referencing is the process of acknowledging and recording details of the sources (books, journal articles, electronic sources etc.) you refer to in a piece of work. You need to accurately acknowledge these sources for several reasons:

- to demonstrate you have read widely about the subject you are writing about
- to demonstrate how you have used the work of others to develop your own ideas
- to support and evidence your arguments with appropriate academic theory, research and practitioner experience
- to allow your tutor and other readers to easily check your sources to see which ideas and words are your own and which are from sources you have used as evidence to support your arguments and assertions
- to give appropriate credit to the original authors
- to protect yourself against any accusations of plagiarism (for more information see the Plagiarism section on page 30).

How do I reference?

Several courses within SHE use the Harvard referencing system (usually Education, Media and Politics programmes - check with your programme leader if you are unsure). The Harvard system is a modern 'author-date' system and should not be used in the same document with numerical /footnote systems that use numbers in the text and corresponding footnotes. You can reference ANY sources using the Harvard system - the rule is to always follow the basic order of information given below. If you do not have any part of this information, you will have to leave it out and indicate that you do not have it. However, this should happen only rarely: ideally you should know who the author is, even if it is a corporate author rather than a specific person.

For all your sources you should make sure you know the answers to the following questions:

- Who wrote the work?
- When did they write it?
- What is the name of the work?
- Where can it be found?

You will find this information on the title page at the front of a book and it can also be found on the Online Library catalogue. If you do not have any part of the information, you will have to leave it out or indicate you do not have it. For example, by entering 'no date' in brackets if there is no year of publication.

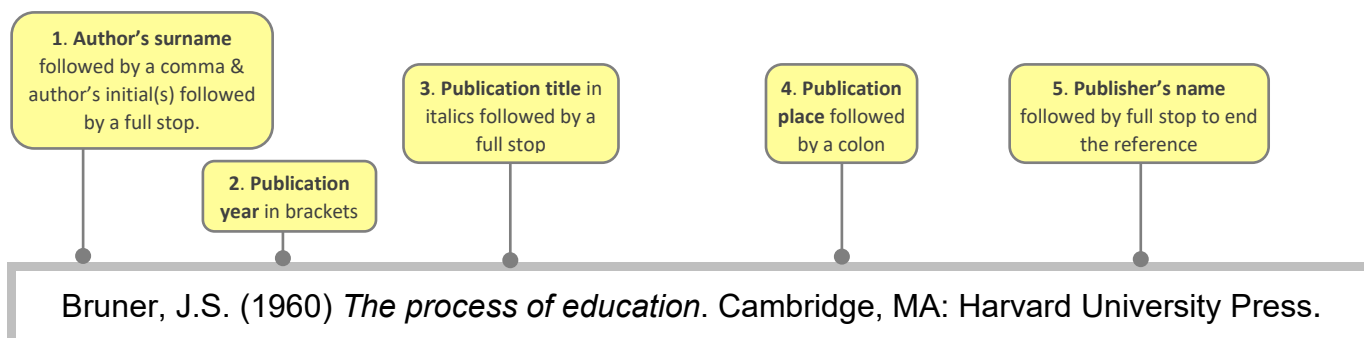
TIP
✓

It is helpful to make a note of the reference information on any pages you print or photocopy from a book or journal, and with any notes or quotes you write down as you read the texts. This makes it much easier when you start to write your essay.

The basic order of reference information

Author (Year) *Publication title*. Place of publication: Name of publisher.

Example:



Checklist of information needed for common reference sources

KEY INFORMATION	INFO NOTES	BOOK	CHAPTER IN BOOK	E-BOOK	JOURNAL ARTICLE	WEB PAGE
Surname of author(s) or editor(s)		✓	✓	✓	✓	✓
Initials of author(s) or editor(s)		✓	✓	✓	✓	✓
Year of publication	in brackets	✓	✓	✓	✓	✓
Title of publication (book/journal/etc.)	in italics	✓	✓	✓	✓	✓
Indication if editor(s)	(ed.) or (eds)	✓	✓	✓		
Edition of book if not the first	e.g. 2 nd edn	✓	✓	✓		
Town or city of publication		✓	✓	✓		
Publisher name		✓	✓	✓		
Article/chapter title			✓		✓	
Journal volume & part if available	e.g. 24(2)				✓	
page numbers			✓		✓	
URL / DOI*				✓	✓	✓
Date accessed				✓	✓	✓

(Adapted from: Pears & Shields, 2019: 27)

*See page 29 of this guide for more information about DOIs and URLs.

IN-TEXT CITATIONS

The Harvard referencing system requires **referencing in two places** in your work. First, you must give a partial reference within your work, referred to as an **in-text citation** or reference, and secondly, you must give a full reference in a final list of references at the end of your essay.

An in-text citation may be included in several formats depending on how you have structured the sentence and whether you have quoted the text directly or not.

If you have **referred to the author's name in the main text**, insert the publication year in brackets after the name, for example:

Author surname (year)

Bruner (1960) suggests that...

After you have summarised an author's point (without using their name) insert both the author's name and publication year in brackets. Note that the final sentence full stop goes after you close the brackets of the reference, for example:

(Author surname, year)

It has been suggested that... (Bruner, 1960).

If you have **quoted directly** from the source text, you need to include the page number(s) for example:

(Author surname, year: page number)

Bruner (1960: 33) hypothesised that 'any subject can be taught... to any child at any stage of development'.

If you are **citing multiple sources**, separate them with a semicolon (;) within the same set of brackets.

(Author surname, year; Author surname, year)

The impact of environment and society on child development are demonstrated in the main learning theories (Piaget, 1954; Bruner, 1974; Vygotsky, 1978).

Further in-text citation examples can be seen in each section of the referencing guide.

DIRECT QUOTATIONS

Direct quotations are sections of text which are copied directly from the source publication. Short direct quotations of **up to 2 or 3 lines** can be included in the body of your text in quotation marks (single 'xxx' or double "xxx" are both fine but be consistent throughout your essay). As described in the previous section, you need to include the author's surname, date and page number after the quote.

For example:

The research on staff-student collaboration 'explored whether students could identify, enhance, evidence and evaluate their employability skills' (Dickerson et al., 2016:254).

Longer quotations need to be indented in their own paragraph, separate from the main body of your essay. Quotation marks are not used but you still need to include the author's surname, date and page number after the quote.

For example:

Researchers highlight the complexity in characterising students' roles within higher education:

Whilst 'labelling' students as customer or consumer, for example, enables discussion of important issues in higher education it can conceal the complexity of engagements between participants, where individuals adopt multiple roles. Thus, a student might move fluidly between engaging as 'customer' when completing the UK National Student Survey, as collaborator or partner with academic staff and peers during a module session and as producer in another context.

(Dickerson et al., 2016:260)

You must always include the pages numbers from the source of the quote. If you are quoting from material without page numbers, such as a web page, include the paragraph number instead.

PARAPHRASING & SUMMARISING

Paraphrasing and summarising are important skills for academic writing. Paraphrasing is 'a rewording of ideas using own or different words' (Read, 2019:16) and summarising is 'a report of the most important points excluding details and examples' (Read 2019:16). These skills used to demonstrate your own understanding and interpretation of what an author has said, by expressing their ideas in your own words. You need to cite the author's surname and year for any paraphrase or summary you include in your writing. If you are paraphrasing ideas from specific pages, you should also include the page number in your citation.

The following referencing guide is divided into seven main headings:

- BOOKS (including e-books)
- JOURNALS (including newspapers, magazines and online journals)
- ONLINE SOURCES (including websites)
- SOCIAL MEDIA (including Twitter, Facebook and Instagram)
- AUDIO AND VISUAL SOURCES (including works of art, television programmes and YouTube)
- LEGAL SOURCES & GOVERNMENT PUBLICATIONS (including Acts of Parliament)
- FOREIGN LANGUAGE SOURCES

The guidance is organised to provide you with the **reference format** for the main type of source material you may need to reference. Most sections also provide an **example reference** and an example of how an **in-text citation** might look. There are **additional guidance notes** for some sources and information about where to find further guidance.

At the end of the main reference guide is an A-Z of general referencing information which answers most frequently asked questions.

BOOKS

1. Book - one author

Reference format:

Surname, INITIALS. (year) *Title in italics*. Place of publication: Name of publisher.

Example:

Smith, E. (2012) *Key issues in education and social justice*. London: SAGE.

In-text citation example:

Left wing political ideologies view the state as having 'an important role to play in ensuring that people's life experiences are fair' (Smith, 2012: 16).

2. Book - two authors

Reference format:

Surname, INITIALS. & Surname, INITIALS. (year) *Title in italics*. Place of Publication: Name of publisher.

Example:

Pears, R. & Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th revised and expanded edn. London: Red Globe Press.

In-text citation example:

Pears & Shields (2019:4) suggest that 'plagiarism is a term that can often frighten students'.

3. Book - several authors

Reference format:

Surname, INITIALS., Surname, INITIALS. & Surname, INITIALS. (year) *Title in italics*. Place of publication: Name of publisher.

Example:

Fumoto, H., Greenfield, S., Hargreaves, D. J. & Robson, S. (2012) *Young children's creative thinking*. London: SAGE.

In-text citation example:

Fumoto et al. (2012:25) assert that 'there is an inherent difficulty in trying to define creativity'.

Note:

In the references, list all authors in the same order as they appear in the original work. In the text, use 'et al.' for more than two authors. 'et al.' is from the Latin phrase 'et alia' meaning 'and others'. As 'al.' is an abbreviation, it needs a full-stop after it.

4. Chapter in an edited book

Reference format:

Surname of chapter author, INITIALS. (year) 'Chapter title'. In surname of editor, INITIALS. (ed) *Title of book in italics*. Place of publication: Name of publisher. chapter pages.

Example:

Hayes, D. (2018) 'Establishing your own teacher identity'. In Hansen, A. (ed.) *Primary professional studies*. 4th edn. London: Learning Matters. pp. 186-202.

In-text citation example:

Hayes (2018) highlights five key values for understanding education in the context of teacher identity.

Note:

The title of the publication is typed in italics, not the title of the chapter. Indicate the editor(s) with the abbreviation 'ed.' or 'eds.' in lower case with brackets before the publication title.

5. Book - author citing another author (secondary reference)

Reference format:

Surname of secondary source, INITIALS. (year) *Title in italics*. Place of publication: Name of publisher. page number(s).

Example:

Bassot, B. (2020) *The reflective journal*. 3rd edn. London: Red Globe Press. pp. 4-5.

In-text citation example:

The three stages of transition model (Bridges, 2004, cited in Bassot, 2020:4-5) provides a useful framework for me to reflect on my experience of starting university.

Note:

It is good practice to read and reference the original source whenever possible, as another author will have their own interpretation of what they have read. However, if it is not possible to locate the original source then you will need to use 'cited in' for your in-text citation and **include only the secondary reference in your final list**.

6. Book - abridged edition

Reference format:

Surname, INITIALS. (year of original publication) *Title in italics*. (Abridged edn) Abridgement Author Surname, INITIALS. (Abridgement year) Place of publication: Name of publisher.

Note:

It is recommended to consult the full primary/original sources where possible.

7. Book - Republished works

Reference format:

Surname, INITIALS. (republished year) *Title in italics*. Place of publication: Name of publisher. (Year original work published)

Example:

Russell, B. (2018) *The problems of philosophy*. La Vergne: Neeland Media LLC. (1912). Available at: <https://go.exlibris.link/tFRw31vJ> [Accessed: 10.8.2022].

In-text citation example:

Russell's (2018/1912) philosophical discussion on the theory of knowledge...

Note:

The in-text citation should include the republished year and original year of publication. The entry in the reference list should use the date of the version you read. After the publisher, add the year of the original work or the source of the reprint in round brackets. The example is an e-book (so the reference follows the format below).

8. E-book

Reference format:

Surname, INITIALS. (year) *Title in italics*. Place of publication: Name of publisher. Available at: URL or DOI* [Accessed: date].

Example:

Hutchin, V. (2013) *Effective practice in the early years foundation stage: an essential guide*. Maidenhead: McGraw-Hill Education . Available at: <https://go.exlibris.link/KJKyKbTZ> [Accessed:10.8.2022].

In-text citation example:

Children's confidence can be developed through play (Hutchin, 2013).

Note:

It is preferable to use a DOI rather than URL if available, as it is a permanent link that does not change. No accessed date is required for a DOI. For more information about URLs and DOIs see page 29 of this guide.

9. E-book on e-reader (e.g. Kindle version)

Reference format:

Surname, INITIALS. (year) *Title in italics*. Place of publication: publisher name [make & model of device]. Available at: URL [Downloaded: date].

Example:

Peacock, A. (2016) *Assessment for learning without limits*. London: McGraw-Hill Education [Kindle edition]. Available at: <https://goo.gl/3qzK2Q> [Downloaded: 31.10.17]

In-text citation example:

Peacock (2016: loc. 170) states that, 'pedagogy, curriculum and assessment are the core areas of expertise that form the foundations for all good teaching'.

Note:

It is preferable to cite from a hard copy or standard academic e-book if possible, as page numbers can be easily confirmed. E-book readers have different standards for presenting page locations, and page numbering can vary depending on the type of reader and the settings you are using. If you are quoting from an e-reader e-book, you should use section numbers (or, if these are not available, section titles) to indicate the location of any quotations.

10. Encyclopaedia

Reference format:

Section author's surname(s), INITIALS. (year) 'Title of section'. In Editor(s) surname(s), INITIALS. (Ed.) *Title of Encyclopaedia in italics*. Edition. Volume. Page numbers. Place of publication: Name of publisher.

Example:

Lowe, P.A. & Reynolds, C.R. (2014) 'Attention-deficit/hyperactivity disorder'. In Reynolds, C.R., Vannest, K.J. & Fletcher-Janzen, E. (Eds.) *Encyclopedia of special education*. 4th edn. Vol. 1. pp. 251-256. Hoboken, NJ: John Wiley.

In-text citation example:

According to Lowe & Reynolds (2014:251) 'Attention-Deficit/Hyperactivity Disorder (ADHD) is one of the most common disorders found among children'.

Note:

Wikipedia should NOT be used as a reference, although it may be useful as a guide to other, acceptable sources. If the encyclopaedia doesn't have a named author or editor, use the 'corporate author' style on p.16. E.g. Encyclopaedia Britannica (2019) 'Attention-deficit/hyperactivity disorder (ADHD)'. Available at: <https://www.britannica.com/science/attention-deficit-hyperactivity-disorder> [Accessed: 10.8.2022].

11. Dictionary

Reference format:

Surname(s), INITIALS. (ed) (year) *Title in italics*. Edition. Place of publication: Name of publisher.

Example:

Soanes, C. & Stevenson, A. (eds) (2006) *Concise Oxford English dictionary*. 11th edn. rev. Oxford: Oxford University Press.

In-text citation example:

Pedagogy is defined as 'the profession, science, or theory of teaching' (Soanes & Stevenson, 2006: 1055).

Note:

If there is no author or editor(s) reference the title first, i.e. *Title* (year) edition. Place of publication: Name of publisher. If it is an online dictionary add the following information to the end of the reference: Available at:

URL [Accessed: date]. 'Rev'. is added after the edition number if it is a revised edition published after the same numbered edition.

12. Thesis

Reference format:

Surname, INITIAL. (Year of submission) Title of thesis. Degree statement. Degree awarding body.

Note:

If available and viewed online add the following to the end of the reference: Available at: URL [Accessed: date]. For examples, please refer to Pears & Shields (2019:46).

JOURNALS

13. Journal article – one author

Reference format:

Surname, INITIALS. (year) 'Article title'. *Journal Title in italics*. Volume number(issue number) pages.

Example:

Lomas, T. (2017) 'Coherence in primary history'. *Primary History*. 76 Summer. pp. 8-12.

In-text citation example:

Lomas (2017) believes that there is a variation in coherence according to both age and pupil development.

Note:

In the reference use 'pp.' if the article is several pages long or 'p.' if the article is just one page.

14. Journal article – two authors

Reference format:

Surname, INITIALS. & Surname, INITIALS (year) 'Article title'. *Journal Title in italics*. Volume number (issue number) pages.

Example:

Kyriacou, C. & Kunc, R. (2007) 'Beginning teachers' expectations of teaching'. *Teaching and Teacher Education*. 23(8) pp. 1246-1257. Available at: <https://doi.org/10.1016/j.tate.2006.06.002> .

In-text citation example:

Kyriacou and Kunc (2007:1253) identify four key factors in determining teachers' job satisfaction: 'the management of the school, having sufficient time, pupil behaviour, and having a happy private life'.

15. Journal article – several authors

Reference format:

Surname, INITIALS., Surname, INITIALS. & Surname, INITIALS (year) 'Article title'. *Journal Title in italics*. Volume number(issue number) pages.

Example:

Archer, L., DeWitt, J., & Wong, B. (2014) 'Spheres of influence: what shapes young people's aspirations at age 12/13 and what are the implications for education policy?' *Journal of Education Policy*. 29(1) pp. 58-85. Available at: <https://doi.org/10.1080/02680939.2013.790079>.

In-text citation example:

Archer et al. (2014:77) argue that, 'aspirations form part of the ongoing social reproduction of privilege /disadvantage – despite being held up by education policy as a tool for social mobility and change'.

Note:

As with book authors, use 'et al.' for in-text citation when there are more than two authors. If there more than seven authors, list the first six in the references then use an ellipsis (...) and list the last author, in the order they appear on the article.

16. Journal article – unknown author

Reference format:

Organisation. (year) 'Article title'. *Journal Title in italics*. Volume number(issue number) pages.

Note:

It is important to consider the validity of an article with no author. For example: Why is there no author attributed to the work? Whose views and opinions does the article represent?

17. Journal article - Author citing another author (secondary reference)

Reference format:

Surname of secondary source, INITIALS. (year) 'Article Title'. *Journal title*. Volume number(issue number) pages.

Example:

Holdsworth, C. (2010) 'Why volunteer? Understanding motivations for student volunteering'. *British Journal of Educational Studies*. 58(4) pp. 421-437. Available at: <https://doi.org/10.1080/00071005.2010.527666>.

In-text citation example:

The 'reflective self' also influences orientations to volunteering (Beck, 1992, cited in Holdsworth, 2010: 422).

Note: It is good practice to read and reference the original source whenever possible, as another author will have their own interpretation of what they have read. If it is not possible to access the original source, then you will need to use the in-text citation format above to indicate the primary source referred to in the journal article you actually read. **Include only the secondary source in your reference list.** See Pears & Shields, (2019: 3) for more information about secondary sources. And remember to include 'Available at: DOI/URL' at the end of your reference (if an online journal is used – as per example above).

18. Online journal article

Reference format:

Surname, INITIALS. (year) 'Article Title'. *Journal title in italics*. Volume number(issue number) pages.
Available at: URL or DOI [Accessed: date]*.

Example:

Dweck, C. (2015) 'Growth'. *British Journal of Educational Psychology*. 85(2) pp. 242-245. Available at: <https://doi.org/10.1111/bjep.12072>.

In-text citation example:

"If... teachers believe that their own skills can be developed, each student provides an opportunity for them to learn more about their craft" (Dweck, 2015:244).

Note:

*No 'Accessed date' is required for DOIs. It is preferable to use a DOI rather than URL if available as DOIs are permanent links. For more information about DOIs see page 29.

19. More than one article by the same author in the same year

Reference format:

Organisation. (year a) 'Article Title'. *Journal title in italics*. Volume number(issue number) pages.
Organisation. (year b) 'Article Title'. *Journal title in italics*. Volume number(issue number) pages.

Example:

Wilkinson, A. (2017a) 'The gall nuts and lapis trail: what can you tell about Anglo-Saxon trade from ink?' *Primary History*. 76 Summer. pp. 28-30.
Wilkinson, A. (2017b) 'Wot, no women? Did all Ancient Greek women stay at home and weave?' *Primary History*. 76 summer. pp. 32-35.

In-text citation example:

Wilkinson (2017a, 2017b) has written about these subjects in both Ancient and Anglo-Saxon history.

Note:

Use 'a' and 'b' alongside the year when there is more than one reference to the same author in the same year.

20. Newspaper, Magazine or Newsletter

Reference format:

Surname, INITIALS (year) 'Article title'. *Newspaper Title in italics*. Date. Pages.

Example:

Lee, J. (2016) 'Where are all the girls with autism?' *TES*. 22.4.16. pp. 29-34. Available at: <https://go.exlibris.link/GYVrbqJ8> [accessed 10.8.2022].

In-text citation example:

Lee (2016) suggests that indications of autism are often missed in girls.

Note:

If the author is unknown, move the newspaper/ magazine title to start of reference, then follow the same format as above (also see no. 27). As the article was accessed online, the following information was added to the end of the reference: Available at: URL [Accessed: date].

ONLINE AND DIGITAL SOURCES

21. Information database reports

Reference format:

Information database name (year) 'Name of report'. Available at: URL [Accessed: Date].

Example:

Mintel (2020) 'Social Media: Inc Impact of COVID-19 - UK - July 2020'. Available at: <https://reports.mintel.com/display/988728/?fromSearch=%3Ffreetext%3DCOVID-19> [Accessed: 26.8.2020].

In-text citation example:

Social media platforms have been tackling fake news about Covid-19 (Intel, 2020).

22. Website page – author known

Reference format:

Surname, INITIALS. (year) *Title in italics*. Organisation. Available at: URL [accessed: date].

Example:

Gregory, S. & Watson, L. (2018) *Reading and deaf children – an overview*. BATOD. Available at: <https://www.batod.org.uk/information/reading-and-deaf-children-an-overview/> [Accessed: 10.8.2022].

In-text citation example:

Gregory & Watson (2018) suggest that teachers need to consider how they approach teaching reading to deaf children in light of increasing impact of social media and other technological changes.

Note:

If you include a direct quote from a web page, use a paragraph or section number if you have no page numbers; e.g. 'deaf children were stopped so frequently that they did not read at a sufficient speed to gain meaning' (Gregory & Watson, 2018: para. 10).

23. Website page – organisation/ corporate author / unspecified author

Reference format:

Corporate author / organisation (year) *Title in italics*. Available at: URL [Accessed: date].

Example:

BBC (2017) *SATs for seven-year-olds scrapped from 2023*. Available at: <http://www.bbc.co.uk/news/education-41274741> [Accessed: 10.8.2022].

In-text citation example:

The BBC (2017) has reported on the government's announcement that SATs will not be compulsory from 2023.

24. Multiple references to the same website

Reference format:

Surname, INITIALS. or Organisation (year a) *Title in italics*. Available at: URL [Accessed: date].

Surname, INITIALS. or Organisation (year b) *Title in italics*. Available at: URL [Accessed: date].

Surname, INITIALS. or Organisation (year c) *Title in italics*. Available at: URL [Accessed: date].

Example:

University of Hertfordshire (2022a) *About the University of Hertfordshire*. Available at:

<http://www.herts.ac.uk/about-us> [Accessed: 10.8.2022].

University of Hertfordshire (2022b) *About the School of Education*. Available at:

<http://www.herts.ac.uk/apply/schools-of-study/education/about-us> [Accessed: 10.8.2022].

University of Hertfordshire (2022c) *MA Education Framework*. Available at:

<http://www.herts.ac.uk/apply/schools-of-study/education/postgraduate-courses/ma-education-framework> [Accessed: 10.8.2022].

In-text citation example:

The University of Hertfordshire (UH) hosts ‘a thriving community of more than 30,000 students’ (2022a). The School of Education values ‘the significance of personal and professional development’ (UH, 2022b) and offers a Master’s programme which provides a ‘supportive learning community’ in which you can ‘focus on your own particular professional interests’ (UH, 2022c). This suggests that...

25. Reference a website using an acronym (short form of organisation name)

Reference format:

ORGANISATION ACRONYM (year) *Title in italics*. Available at: URL [Accessed: date].

Example:

NFER (No date) *Key Topics and Expertise*. Available at: <https://www.nfer.ac.uk/key-topics-expertise/> [Accessed: 10.8.2022].

In-text citation example:

The National Foundation for Education Research (NFER; No date) provides expertise across a range of current educational matters, including assessment and classroom practice.

Note:

A semicolon is used between the acronym/abbreviation and the date (in this case there is no date available) because they are two separate pieces of information (acronym and citation date) not just the citation.

26. Online Newspaper, Magazine or Newsletter

Reference format:

Surname, INITIALS (year) ‘Article title’. *Newspaper Title in italics*. Date. [online] Available at: URL [Accessed: date].

Example: (see next page)

Rosen, M. (2021) ‘Dear Gavin Williamson, could you tell parents what a fronted adverbial is?’. *The Guardian*. Available at: <https://www.theguardian.com/education/2021/jan/23/dear-gavin-williamson-could-you-tell-parents-what-a-fronted-adverbial-is> [Accessed: 10.8.2022].

In-text citation example:

Author, Michael Rosen (2021) highlights the peculiarities of the primary grammar curriculum that parents are having to teach due to lockdown.

Note:

If the author is unknown, replace the author name with the newspaper/ magazine title then follow the same format as above.

27. Electronic discussion groups and bulletin boards

Reference format:

Author of message (year) 'Subject of message' *Bulletin board name in italics*, date posted day/month. Available at: URL [Accessed: date].

Example:

Sakura (2022) 'Are adult learners more likely to quit due to finances?', *ABRSM Teachers*, 19 July. Available at: <https://forums.abrsm.org/index.php?showtopic=64306> [Accessed: 10.8.2022].

In-text citation example:

Sakura (2022) raises the issue of adult learners being rejected by music teachers and regarded as 'fickle' or unreliable.

28. Virtual Learning Environment (e.g. StudyNet or Canvas)

The reference format for resources found on Canvas will depend on the type of information you have accessed. It may be lecturers' PowerPoint presentations, book chapters, journal extracts, learning support materials, web pages, blogs etc. Refer to the referencing guidance for the specific resource (e.g. a journal article) and the guidance in Pears & Shields (2019: 47-49). Unless specified by your module tutor, you should be referring to more than the PowerPoint presentations and study materials provided on Canvas or in sessions. It is not good practice to refer to lecturers' PowerPoint slides as your main source of information. Reading more widely and identifying relevant references is part of academic study and will improve your writing skills and your grades.

29. Conference proceedings published online

Reference format:

Surname, INITIALS. (year) 'Paper title'. *Conference name in italics*. Date of conference. Location of conference. Conference organiser. Available at: URL [Accessed: date].

Example:

Clark, A. and Sillence, M. (2022) 'EDI Conference - Day 1 Abstracts'. *Equality, Diversity and Inclusion Conference 2022: Inclusive Institutions in Action*. 16.3.2022 – 17.3.2022. Manchester. Advance HE. p.8. Available at: <https://www.advance-he.ac.uk/programmes-events/conferences/equality-diversity-and-inclusion-conference-2022#ConferenceAbstracts> [Accessed: 10.8.2022].

In-text citation example:

Clark and Sillence (2022) suggest that facilitating challenging conversations about EDI, through the creation of 'brave spaces', will 'foster greater empathy and positive action to address issues.'

Note: If the conference paper is published in a journal, you should reference it as a journal article (see sections 13, 14, 15 & 18).

SOCIAL MEDIA

30. Blogs / Vlogs

Reference format:

Surname, INITIAL. (year site published / updated) 'Title of message', *Title of internet site in italics*, day & month of posted message. Available at: URL [Accessed: date].

Example:

Walker, A. (2017) 'World Mental Health Day 2017: A Preventative Agenda for Mental Wellbeing', Huffington Post UK, 10 October. Available at: http://www.huffingtonpost.co.uk/angus-walker1/world-mental-health-day_b_18204824.html [Accessed: 12.10.2017].

In-text citation example:

Walker (2017) discusses funding issues for mental health services.

31. Facebook

Reference format:

Surname, INITIAL. (year page published/updated) *Title of page in italics* [Facebook] day & month of posted message. Available at: URL. [Accessed: date].

Note: [see next page]

Personal Facebook pages are unlikely to be good reliable information sources and should not be used except to illustrate opinion on a topic. However, Company/Organisation Facebook pages may be useful. If there is no author, use the title for the start of the reference.

32. Twitter

Reference format:

Surname, INITIAL. (year tweet posted) [Twitter] day & month posted. Available at: URL [Accessed: date].

Note:

For more information about referencing social networking sites please refer to Cite Them Right (Pears & Shields, 2019:58-60).

33. Instagram

Reference format:

Photographer Surname, INITIALS. (year) *Title of Photograph in italics*. Available at: URL [Accessed: date].

Note:

Images from Instagram should be references in the same way as any online photograph (see section no. 36).

34. Mobile Phone Apps

Reference format:

Surname of app producer, INITIAL. (year of release/update) *Title of App*. Edition if given (version number if given). [Mobile app]. Available at: app store name [Downloaded: date].

AUDIO & VISUAL SOURCES

35. Works of art

Reference format:

Artist surname, INITIALS. (year) *Title of work in italics* [medium]. Gallery or name of collection, city. (If accessed online, also include: Available at: URL [Accessed: date].)

Example:

van Gogh, V. (1888) *Sunflowers* [oil on canvas]. The National Gallery, London.

In-text citation examples:

van Gogh (1888) uses impasto to add texture...

Note: * 'Medium' refers to the type of artwork, e.g. oil on canvas, sculpture.

36. Photographs from the Internet

Reference format:

Photographer's surname, INITIALS. (year) *Title of art in italics*. Available at: URL [Accessed: date].

Example:

Neshat, S. (2005) *Hands*. Available at:

<http://www.artnet.com/artists/shirin-neshat/hands-a-5KqX4k-pTtqIEAs31T3L9A2> [Accessed 10.8.2022]

In-text citation example:

I used Shirin Neshat's photograph, 'Hands' (2005) as a starting point.

Note:

When including images in an essay, they are usually labelled as either 'Table' or 'Figure' – not 'Photograph' or 'Picture'. For example: Figure 1: Title, name or description (Creator/artist, year).

To use images and photographs in PowerPoint slides, please also refer to 'Copyright / Creative Commons / Image attribution' on page 27 of this guide. More information can also be found in Pears & Shields (2019: 79-82).

37. Exhibitions

Reference format:

Title of Exhibition in italics (year) [Exhibition] Location. Date(s) of exhibition.

Example:

Matisse in the Studio (2017) [Exhibition] Royal Academy of Arts, London. 5.8.2017 – 12.11.2017.

In-text citation example:

The eclectic collection of objects exhibited in *Matisse in the Studio* (2017) provided...

38. Ordnance Survey Maps

Reference format:

Ordnance Survey (year) *Title in italics*. Sheet number, scale. Place of publication: publisher (Series).

Example:

Ordnance Survey (2015) *St Albans & Hatfield*. Sheet 182, 1:25,000. Southampton: Ordnance Survey (OS Explorer series).

In-text citation example:

Roman features in St Albans are identified (Ordnance Survey, 2015).

Note: For information about how to reference other types of maps, please refer to Pears & Shields (2019).

39. Radio Programmes

Reference format:

Title of programme in italics (year of original transmission) Name of channel, day & month of transmission. Available at: URL [Accessed: date].

Example:

Whodunnit? (2017) BBC Radio 4, 11th September. Available at:
<http://www.bbc.co.uk/programmes/p05g2vnr> [Accessed: 09.10.2017].

In-text citation example:

Research indicates that at aged seven, children born in September are fifty percent more likely to reach the government recommended level of attainment than seven year olds born in August. (Whodunnit, 2017).

Note:

If you listened to the programme live and there is no URL, you will need to omit the 'available at' link and the date accessed.

40. Television Programmes

Reference format:

Title of programme in italics (year of broadcast) Name of channel, Broadcast date (day & month).

Note:

For details of how to quote someone from a TV programme, reference a series episode, programmes on DVD etc, please refer to Pears & Shields (2019).

41. Music

Reference format:

For information about how to reference music, please refer to Pears & Shields (2019).

42. You Tube Video

Reference format:

Surname of person posting video, INITIALS (Year posted) *Title of video in italics*. Available at: URL [Accessed: date].

Example:

Roberts, A. (2013) *Leadership is... distributed*. Available at: <https://www.youtube.com/watch?v=J5F0MNRDSpY> [Accessed 11.8.2022].

In-text citation example:

This video suggests that asking a range of questions about distributed leadership is preferable to asking whether leadership *should* be distributed (Roberts, 2013).

43. TED Talk (from TED.com)

Reference Format:

Presenter's surname, INITIALS. (Year). *Video title in italics*. TED Conferences. Available at: URL [Accessed: date].

Example:

Robinson, K. (2006) *Do schools kill creativity?* TED Conferences. Available at: https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?utm_campaign=tedsread&utm_medium=referral&utm_source=tedcomshare [Accessed: 11.8.2022].

In-text citation example:

According to Robinson (2006, 02:56) 'Creativity now is as important in Education as literacy, and we should treat it with the same status'.

Notes:

If you have accessed a TED or TEDx talk from You Tube, then follow the reference format for a You Tube video. If you are referencing a direct quotation from a TED talk, include a timestamp in your in-text citation as above.

LEGAL SOURCES & GOVERNMENT PUBLICATIONS

44. UK Statutes (Acts of Parliament)

Reference format:

Title of Act including year and chapter number in italics. Country if referencing more than one country's legislation). Available at: URL [Accessed: date].

Example:

Education Act 2011 c.21. Available at: <http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted> [Accessed: 11.8.2022].

In-text citation example:

Section 76(1) of the Education Act (2011) states the requirement for student loans interest rates to be lower than the current market rate.

45. Green & White Papers (Command Papers)

Reference format:

Department (year) *Title of Report or Paper in italics* (Command paper number) Place of publication: Publisher.

Example:

Department for Education (2016) *Educational Excellence Everywhere* (Cm 9230). London: HMSO. Available at: <https://www.gov.uk/government/publications/educational-excellence-everywhere> [Accessed 11.8.2022].

In-text citation example:

Nicky Morgan stated that 'Education is at the heart of this government's agenda' (Department for Education, 2016:5).

Note:

If accessed online add: Available at: URL [Accessed: date].

46. Bills

Reference format:

Title in italics (year) Parliament: House of Commons or Lords. Bill number. Place of publication, publisher. Available at: URL [Accessed: date].

Example:

Home Education (Duty of Local Authorities) Bill (2017-19) Parliament: House of Lords. Bill 258. Available at: <https://services.parliament.uk/bills/2017-19/homeeducationdutyoflocalauthorities.html> [Accessed: 11.8.2022].

In-text citation example:

The House of Lords made provision for assessing home educated children's development (Home Education (Duty of Local Authorities), 2017-19).

47. Law reports (cases)

Reference format:

'Name of parties involved in case' (year) Court and case no. *Database or website in italics*. Available at: URL [Accessed: date].

Example:

'Gillick v West Norfolk and Wisbech AHA' (1985) House of Lords UKHL 7. *BAILII*. Available at: <http://www.bailii.org/uk/cases/UKHL/1985/7.html> [Accessed 11.8.2022].

In-text citation example:

Parliament clarified the provision of confidential contraceptive advice for young people under the age of 16 (Gillick v West Norfolk and Wisbech AHA, 1985).

48. Government Publications

Reference format:

Government Department (year) *Title in italics*. (Series if applicable). Place of publication: publisher. Available at: URL [Accessed: date].

Example:

Department for Education (2021) *Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five*. London: The Stationery Office. Available at: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> [Accessed: 11.8.2022].

In-text citation example:

According to the EYFS statutory framework (DfE, 2017) there are four overarching principles for practice.

Note:

NB: If you use the abbreviated name, e.g. DfE or EYFS, you must have used the full name earlier in your assignment and given the abbreviated form in brackets, e.g. Department for Education (DfE). For further guidance about referencing government documents, please refer to Pears & Shields (2019).

FOREIGN LANGUAGE SOURCES

49. Journal article in another language

Reference format:

Surname, INITIAL. (Year) 'Title'. ['Title in English']. *Journal Title in italics* [*Journal Title in English in italics*]
Volume number. page numbers.

Example:

Hua, L. 華林甫 (1999) 'Qingdai yilai Sanxia diqu shuihan zaihai de chubu yanjiu 清代以來三峽地區水旱災害的初步研究' ['A preliminary study of floods and droughts in the Three Gorges region since the Qing dynasty']. *Zhongguo shehui kexue 中國社會科* [*Social Sciences in China*] 1. pp.168–79.

In-text citation:

The historical statistics (Hua, 1999) show the enormous geo-political influence of the floods.

Note:

An English translation should also be supplied in square brackets (as above), where possible.

50. Translations

Reference format:

Surname, INITIALS. (year) *Title in italics*. Translated from by Place of publication: Name of publisher.

Example:

Crowther, M. and Martinez, H. (2007) *The Struggle for France*. Translated from French by C. Francis. London: Phoenix.

In-text citation:

As Crowther and Martinez (2007) show, the struggle for centre ground in French politics seems to be a defining feature.

Note:

It is acceptable to include a translation from other languages, but the reference details should be in English.

A-Z GENERAL REFERENCING INFORMATION

Author unknown

You should usually be able to find an author or organisation/company copyright for the information you refer to. Look at the end of documents and the bottom of a webpage. It is important to consider the validity of an article with no author. For example, why is there no author attributed to the work? Whose views and opinions are represented in the article? If you need to reference an apparently authorless article, use the name of the magazine, journal, newspaper or sponsoring organisation instead of an author name.

Capitalisation

Capitalise the first letter of each author's surname and initial(s) for each first name(s). Do not capitalise the whole name. Capitalise only the first word and proper nouns in the publication title; the first letters of all main words in the title of a journal and all first letters of a place name and a publisher.

Cited in (secondary references / sources)

A primary source is the original source of information, e.g. the original experiment, research or report. A secondary source/reference is when primary information is used or cited by another author. Ideally you should try to consult primary sources. Whether you use a primary or secondary source, the golden rule is to make clear which source you have actually read. If you use a secondary source, you must use the phrase '**cited in**' rather than just 'in' for your citation. Do not include the cited author in your reference list, only the secondary source. Note that for Harvard referencing, 'in' is used to indicate a chapter or article within a book and 'cited in' is generally used to indicate when one author is citing another.

Common knowledge

A reference is not necessary when the summary is unlikely to be a cause of dispute or controversy, e.g. Internet shopping has now become a major form of consumerism in the UK. London is the capital of England. (This is an undisputed 'correspondence' fact, circulating freely in the public domain.)

Copyright / Creative Commons / Image attribution

If you include an image in a PowerPoint presentation, which you sourced from a website, you will usually need to provide attribution (acknowledgement) to the creator, either under or on the image. Some images have copyright which prevents reuse without purchasing the image file (often they will have a watermark across the image). However, many online images have a 'Creative Commons' licence, which permits use of images for non-commercial purposes, as long as you acknowledge the creator. The best way to attribute sources is to include the title, author, source and licence under the picture. Go to the Creative Commons website:

<https://creativecommons.org/use-remix/attribution/> for further information. You can also go to Ask Herts: <https://ask.herts.ac.uk/copyright> for further copyright guidance about images and

published texts. To reference photographs from the internet, follow the relevant guidance on pages 21-22 (section 36) or refer to Pears & Shields (2019:80-82).

Date

Date (year) unknown: If there is no year of publication for a reference, enter: (no date) in place of the year.

Date format: As long as you are consistent, any UK form is acceptable for 'date accessed': 30 June 2019, 30.6.2019, etc. With the year 2020 relevant to many references now, it is preferable to use the full year (e.g. 27.11.2020) rather than the two digit version (e.g. 27.11. 20) to avoid confusing '.20' as an omission of the full year information.

Harvard referencing variations

There are several variations of Harvard referencing. The key point for a Harvard referencing system is that the **in-text citations directly link the reader to the reference** with the 'author, date' format. Importantly, you should **be consistent**, using the same style and format throughout your work. Do not mix Harvard with other referencing systems. Do not use numbering, footnotes, endnotes, or the abbreviations, *op. cit.*, *loc. cit.* or *ibid.* for repeated in-text citations.

In-text citations

- **et al.**

'et al.' is an abbreviation for *et alia*, which means 'and others'. It is used in formal writing to avoid a long list of names. Where there are two authors, give both names, joined by 'and'; for **three or more authors**, use 'et al.' in the main text, e.g. (Smith et al., 2014). Note the punctuation: there is a full stop after 'et al.' but no capitalisation.

- **Multiple citations for same author**

If two or more references by the same author are cited together, separate the dates with a comma. Start with the oldest publication e.g. (Bryant, 2010, 2011, 2012).

- **Multiple citation references**

A series of references in the main text can be enclosed within a single pair of parentheses (brackets), separated by a semicolon (;). They should be ordered chronologically by date, earliest date first, then alphabetically by author surnames, if two sources are published in the same year; e.g.: (Bryant, 2012; McCauley, 2014; Courtney, 2015).

- **References always appear in at least two places**

Check that you reference all sources used in two places: in-text citation and in your references list. If you include a citation (reference in-text) it must also appear in the list of references and vice versa.

- **Referring to a reference example (see...)**

Enclose any brief phrase associated with the reference within the parentheses: e.g. Analysis and research suggests that volunteers have multiple motivations (see Holdsworth, 2010:434).

Keeping a record of your readings for your reference list

Always note the full details of any source at the time you read it, as the information is far more difficult to find later. Start a Word document and list your references as you read or export the reference details to a reference management software application. It can also be helpful to highlight or add markers to useful sections and paraphrase, summarise or quote as you make your notes. (Also see Reference management software on page 31.)

Multiple references and multiple authors of a reference

- **More than seven authors**

Usually, the convention is for up to seven authors of a source to appear in a final reference. Although uncommon, if there more than seven authors, list the first six in the reference then use an ellipsis (...) to indicate the omitted authors' names and then list the final author, in the order they appear on the article.

- **Multiple references for the same author (different publication years)**

For multiple references by the same author, list chronologically, with the oldest entry first.

- **Multiple references for the same author in same year**

If there is more than one reference for the same author and the same year of publication, insert a, b, c, etc. in both the in-text citation and in your reference list. For example:

In his research Smith (2015a) explores... He also explains... (Smith, 2015b).

Also see sections 19 and 24 of this guide.

- **Two or more authors sharing same surnames**

When references contain two or more authors sharing the *same* surnames, reference in alphabetical order according to the second author's name e.g. Brown, W., Hughes, J. and Lewis, T. (2003) before Brown, W., Smith, T., and Kent, S. (2003).

Online sources (URL / DOI)

If your source is available online rather than as a hard copy, you need to include **one** of the following types of link, depending on whether you have a URL or DOI.

- **URL: Uniform Resource Locator**

This is the website address for the reference. Include: Available at: URL address [Accessed: date] at the end of the reference, giving the day, month and year that you last accessed the website. MSWord usually turns the URL address into a helpful hyperlink.

For example: Available at: <http://www.bbc.co.uk/news/education> [Accessed: 19.8.2021].

- **DOI: Digital Object Identifier**

A DOI is a unique alpha-numeric identifier that locates individual digital (online) sources such as electronic journal articles. It replaces the URL in the reference. It is a permanent link to the online location of the article, which doesn't change so no access date is needed.

Include: Available at: <http://www.doi.org/xxxxxx> at the end of the reference.

For example: Available at: <http://doi.org/10.1093/deafed/enw044> .

Over-using a source

Be careful that you do not 'over-reference' one source. It is good practice to draw from a variety of sources, to give evidence for what has happened over time and demonstrate agreement between sources. You can demonstrate synthesis by referencing multiple sources to support your argument / position.

Personal communications

Citations from personal communications are usually only included in the text and not in the reference list.

Plagiarism (Academic Integrity & Academic Misconduct)

There is a University of Hertfordshire Policy and Regulation (UPR) for assessment regulations: Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes (UPR AS14, Version 14.1). In [Appendix III, Academic Integrity and Academic Misconduct](#) (version 14.1) section 2.2.1 defines plagiarism as:

...presenting another person's work as your own work (whether deliberately or unintentionally) without acknowledging the source fully. To avoid plagiarism, you must always include referencing and citations for all the material you used in producing your assessment.

(Harrison-Barker, 2021)

Section 2.2.2 further explains that:

Plagiarism includes copying or paraphrasing work or ideas from any published or unpublished source (whether, for example, a textbook, journal, newspaper, the internet or other electronic media, lecture slides, hand-outs, or a fellow student's work) and presenting this for assessment without full acknowledgement of the source. Full acknowledgement means indicating clearly exactly which words and ideas have been copied or used, and where these words and ideas have come from.

(Harrison-Barker, 2021)

Present tense to show attribution

As a general rule, use the present tense when referring to an author's work, even when the reference is not a current one, because the concept(s) referred to by the author(s) were current when the source was originally published, e.g. Brown (2015) suggests that...

Punctuation and formatting your reference list

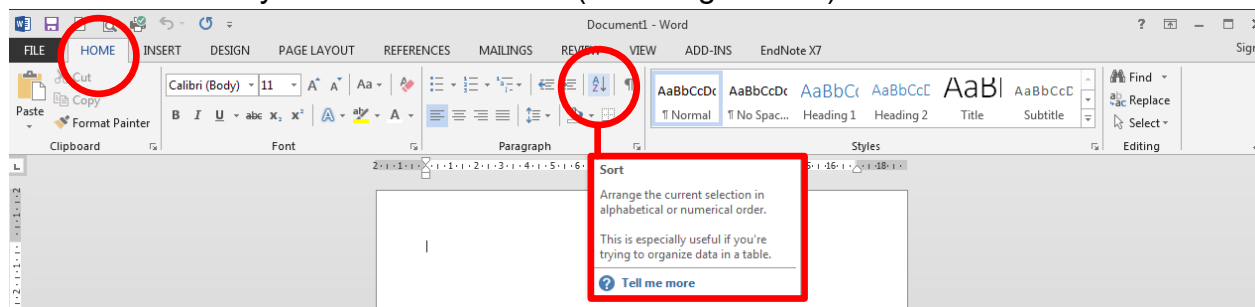
Harvard has no one true style of punctuation and it is not prescriptive about punctuation, so you will see variations between different publishers and researchers, and slightly different

conventions, even within this university. The important thing is to be consistent. Students and lecturers should not be overly concerned with small variations in punctuation styles if the referencing is consistent in style.

Here are some key, generally accepted, conventions:

- **Alphabetical order**

Your list of references should be arranged alphabetically, according to author's surname. This can be easily achieved in a Word document by selecting the list to be sorted then using the A-Z sort facility under the Home tab (see image below).



- **Author or authors' name(s)**

Use the author's surname / family name / last name, followed by their initials only (not full first names). Academic / professional titles (e.g. Dr) should **not** be included, but generational titles and Roman numerals in name titles are included (e.g. Junior, Senior, George V). Names should be in upper and lower case and not all upper case. Surnames containing de, van, von, De, De la, Van, Von, etc. are listed under D, L and V respectively.

- **Edition numbers**

It is important to include the edition number after the title, if a book has more than one edition. Note that 'edn' is not normally capitalised. For example: Rogers, B. (1997) *You know the fair rule*. 2nd edn. London: Pitman.

- **Italics**

It is common practice with Harvard referencing to emphasise the title of the book or journal by using italics. When referencing journals, magazines or newspapers, put the title in italics and the title of the article in inverted commas.

- **Page numbers**

Page numbers are usually needed in the final list of references for chapters in an edited book and journal articles. Page numbers appear as the final item of the reference, followed by a full stop. In the reference list, use the abbreviation 'p.' for one page and 'pp.' for a page range, e.g. pp. 11-14. Page numbers are also required for in-text citations where a direct quote is used. In those cases, use a colon to preface the page number, e.g. (Cho, 2014:33).

- **Separating elements in the reference**

Use a full-stop after author initials and to separate the main reference elements, apart from a book's place of publication and publisher, which requires a colon. There is no full stop after the publication year in brackets. All references should end with a full stop.

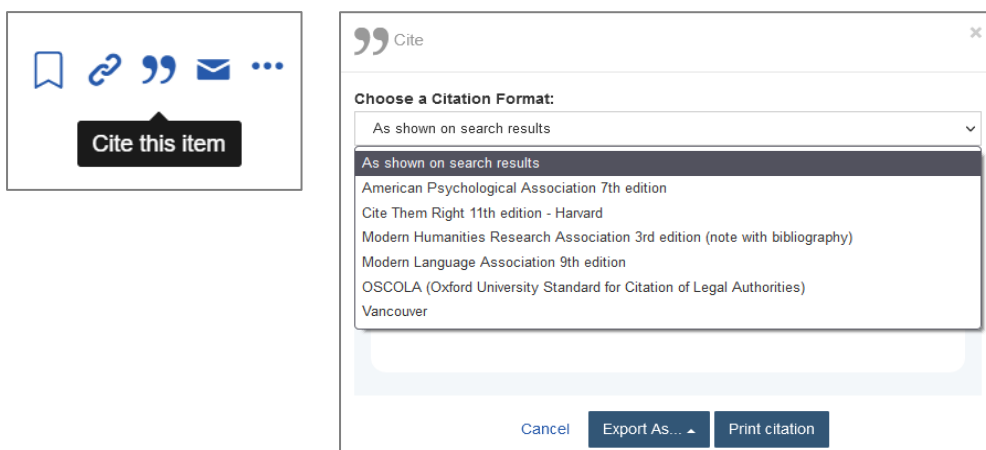
E.g: van Emden, J. and Becker, L. (2016) *Presentation Skills for Students*. 3rd edn. London: Palgrave.

- **Titles of work (capitalisation)**

For books, book chapters and journal articles, capitalise proper nouns and the first word in the title. For journal, magazine and newspaper titles, keep the capitalisation as it appears in the publication. Some forms of Harvard underline the title, but you should **not underline and italicise**. The School of Education uses the italics method for book titles and journal titles, so book and journal titles are italicised but not the article titles. The journal article title is put in single inverted commas 'xxx'.

Reference formatting using the online library

To save you time, the University's online library has the facility to copy the details of a source in the Harvard reference/citation format which matches the SHE Harvard style. Click the 'Cite this item' icon next to the item you want to reference and select the 'Cite Them Right 11th edition – Harvard' option from the drop-down list. There may be some minor inaccuracies for some sources, so double check.



Reference list or bibliography

Most School of Education assignments require a reference list at the end of the assignment and not a bibliography. They are similar in that they both use the Harvard system and have full references, listed in alphabetical order by authors' surnames. However, a reference list is NOT the same as a bibliography in terms of which sources you include:

- **Reference list:** a list of all the sources you have used and cited in your work.
- **Bibliography:** all the books and other sources of information that you have used as background reading for your assignment but have not necessarily used explicitly and so not cited in your work. Do not make a long Bibliography to impress; only include items that you think provide useful information for the reader.

Reference management software

There are several useful reference management software apps (e.g. EndNote, Mendeley) to help you manage your references. For more information go to the [Library SkillUp unit](#) on referencing software.

REFERENCE LIST

This is a list of all the references in this document. It provides an example of how a reference list might be laid out at the end of your essay.

- Archer, L., DeWitt, J. & Wong, B. (2014) Spheres of influence: what shapes young people's aspirations at age 12/13 and what are the implications for education policy? *Journal of Education Policy*. 29(1) pp. 58-85. Available at: <http://dx.doi.org/10.1080/02680939.2013.790079> .
- Bassot, B. (2020) *The reflective journal*. 3rd edn. London: Red Globe Press. pp. 4-5. Bruner, J. S. 1974. *Toward a theory of instruction*. Cambridge, MA: Harvard University Press.
- BBC (2017) *SATs for seven-year-olds scrapped from 2023*. Available at: <http://www.bbc.co.uk/news/education-41274741> [Accessed: 22.9.2017].
- Clark, A. and Sillence, M. (2022) 'EDI Conference - Day 1 Abstracts'. *Equality, Diversity and Inclusion Conference 2022: Inclusive Institutions in Action*. 16.3.2022 – 17.3.2022. Manchester. Advance HE. p.8. Available at: <https://www.advance-he.ac.uk/programmes-events/conferences/equality-diversity-and-inclusion-conference-2022#ConferenceAbstracts> [Accessed: 10.8.2022].
- Crowther, M. and Martinez, H. (2007) *The Struggle for France*. Translated from French by C. Francis. London: Phoenix.
- Department for Education (2016) *Educational Excellence Everywhere* (Cm 9230). London: HMSO. Available at: <https://www.gov.uk/government/publications/educational-excellence-everywhere> [Accessed: 11.8.2022].
- Department for Education (2021) *Statutory framework for the early years foundation stage: Setting the standards for learning, development and care for children from birth to five*. London: The Stationery Office. Available at: <https://www.gov.uk/government/publications/early-years-foundation-stage-framework--2> [Accessed: 11.8.2022].
- Dickerson, C., Jarvis, J. and Stockwell, L. (2016) Staff–student collaboration: student learning from working together to enhance educational practice in higher education. *Teaching in Higher Education*. 21(3) pp. 249-265. Available at: <http://dx.doi.org/10.1080/13562517.2015.1136279>.
- Dweck, C. (2015) Growth. *British Journal of Educational Psychology*. 85(2) pp. 242-245. Available at: <http://dx.doi.org/10.1111/bjep.12072> .
- Education Act 2011 c.21*. Available at: <http://www.legislation.gov.uk/ukpga/2011/21/contents/enacted> [Accessed: 11.8.2022].
- Encyclopaedia Britannica (2019) 'Attention-deficit/hyperactivity disorder (ADHD)'. Available at: <https://www.britannica.com/science/attention-deficit-hyperactivity-disorder> [Accessed: 10.8.22].
- Fumoto, H., Greenfield, S., Hargreaves, D. J. & Robson, S. (2012) *Young children's creative thinking*. London: SAGE.

- 'Gillick v West Norfolk and Wisbech AHA' (1985) House of Lords UKHL 7. *BAILII* Available at: <http://www.bailii.org/uk/cases/UKHL/1985/7.html> [Accessed: 11.8.2022].
- Gregory, S. & Watson, L. (2018) *Reading and deaf children – an overview*. BATOD. Available at: <https://www.batod.org.uk/information/reading-and-deaf-children-an-overview/> [Accessed: 10.8.2022].
- Harrison-Barker, S. (2021) Structure and Assessment Regulations - Undergraduate and Taught Postgraduate Programmes (AS14) - Appendix 3 - Academic Integrity and Misconduct. Available at: <https://www.herts.ac.uk/about-us/governance/university-policies-and-regulations-uprs/uprs/academic-assessment-and-awards> [Accessed: 19.8.2021].
- Hayes, D. (2018) 'Establishing your own teacher identity'. In Hansen, A. (ed.) *Primary professional studies*. 4th edn. London: Learning Matters. pp. 186-202.
- Home Education (Duty of Local Authorities) Bill* (2017-19) Parliament: House of Lords. Bill 258. Available at: <https://services.parliament.uk/bills/2017-19/homeeducationdutyoflocalauthorities.html> [Accessed: 11.8.2022].
- Holdsworth, C. (2010) 'Why volunteer? Understanding motivations for student volunteering'. *British Journal of Educational Studies*. 58(4) pp. 421-437. Available at: <https://doi.org/10.1080/00071005.2010.527666>.
- Hutchin, V. (2013) *Effective practice in the early years foundation stage: an essential guide*. Maidenhead: McGraw-Hill Education. Available at: <https://ebookcentral.proquest.com/lib/herts/detail.action?docID=1170014> [Accessed: 10.8.2022].
- Hua, L. 華林甫 (1999) 'Qingdai yilai Sanxia diqu shuihan zaihai de chubu yanjiu 清代以來三峽地區水旱災害的初步研究' ['A preliminary study of floods and droughts in the Three Gorges region since the Qing dynasty']. *Zhongguo shehui kexue 中國社會科 [Social Sciences in China]* 1. pp.168–79.
- Kyriacou, C., & Kunc, R. (2007) Beginning teachers' expectations of teaching. *Teaching and Teacher Education*. 23(8) pp. 1246-1257. Available at: <https://doi.org/10.1016/j.tate.2006.06.002> .
- Lee, J. (2016) 'Where are all the girls with autism?' *TES*. 22.4.16. pp. 29-34. Available at: <https://go.exlibris.link/GYVrbqJ8> [accessed 10.8.2022].
- Lomas, T. (2017) 'Coherence in primary history'. *Primary History*. 76 summer. pp. 8-12.
- Lowe, P.A. & Reynolds, C.R. (2014) 'Attention-deficit/hyperactivity disorder'. In Reynolds, C.R., Vannest, K.J. & Fletcher-Janzen, E. *Encyclopedia of special education*. 4th edn. Vol. 1. pp. 251-256. Hoboken, NJ: John Wiley.
- Matisse in the Studio* (2017) [Exhibition] Royal Academy of Arts, London. 5.8.17 – 12.11.17.
- Mintel (2020) 'Social Media: Inc Impact of COVID-19 - UK - July 2020'. Available at: <https://reports.mintel.com/display/988728/?fromSearch=%3Ffreetext%3DCOVID-19> [Accessed: 26.8.20].

- Neshat, S. (2005) *Hands*. [photograph]. Available at: <http://www.artnet.com/artists/shirin-neshat/hands-a-5KqX4k-pTtqIEAs31T3L9A2> [Accessed: 10.8.2022]
- NFER (2018) *Key Topics & Expertise*. Available at: <https://www.nfer.ac.uk/key-topics-expertise/> [Accessed: 10.8.2022].
- Ordnance Survey (2015) *St Albans & Hatfield*. Sheet 182, 1:25,000. Southampton: Ordnance Survey (OS Explorer series).
- Peacock, A. (2016) *Assessment for learning without limits*. London: McGraw-Hill Education [Kindle edition]. Available at: <https://goo.gl/3qzK2Q> [Downloaded: 31.10.17].
- Pears, R. & Shields, G. (2019) *Cite them right: the essential referencing guide*. 11th revised and expanded edn. London: Red Globe Press.
- Piaget, J. (1954) *The Construction of reality in the child*. London: Routledge and Kegan Paul.
- Read, S. H. (2019) *Academic writing skills for international students*. London: Red Globe Press.
- Roberts, A. (2013) *Leadership is... distributed*. Available at: <https://www.youtube.com/watch?v=J5F0MnrDSpY> [Accessed: 11.8.2022].
- Robinson, K. (2006) *Do schools kill creativity?* TED Conferences. Available at: https://www.ted.com/talks/sir_ken_robinson_do_schools_kill_creativity?utm_campaign=tedsbread&utm_medium=referral&utm_source=tedcomshare [Accessed: 11.8.2022].
- Rogers, B. (1997) *You know the fair rule*. 2nd edn. London: Pitman.
- Rosen, M. (2021) 'Dear Gavin Williamson, could you tell parents what a fronted adverbial is?'. *The Guardian*. Available at: <https://www.theguardian.com/education/2021/jan/23/dear-gavin-williamson-could-you-tell-parents-what-a-fronted-adverbial-is> [Accessed: 10.8.2022].
- Russell, B. (2018) *The problems of philosophy*. La Vergne: Neeland Media LLC. (1912). Available at: <https://go.exlibris.link/tFRw31vJ> [Accessed: 10.8.2022].
- Sakura (2022) 'Are adult learners more likely to quit due to finances?', *ABRSM Teachers*, 19 July. Available at: <https://forums.abrsm.org/index.php?showtopic=64306> [Accessed: 10.8.2022].
- Smith, E. (2012) *Key issues in education and social justice*. London: SAGE.
- Soanes, C. & Stevenson, A. (eds) (2006) *Concise Oxford English dictionary*. (11th edn rev.) Oxford: Oxford University Press.
- University of Hertfordshire (2022a) *About the University of Hertfordshire*. Available at: <http://www.herts.ac.uk/about-us> [Accessed: 10.8.2022].
- University of Hertfordshire (2022b) *About the School of Education*. Available at: <http://www.herts.ac.uk/apply/schools-of-study/education/about-us> [Accessed: 10.8.2022].
- University of Hertfordshire (2022c) *MA Education Framework*. Available at: <http://www.herts.ac.uk/apply/schools-of-study/education/postgraduate-courses/ma-education-framework> [Accessed: 10.8.2022].

- Van Gogh, V. (1888) *Sunflowers* [oil on canvas]. The National Gallery, London.
- Vygotsky, L. (1978) *Mind in society*. Cambridge, MA: Harvard University Press.
- Walker, A. (2017) 'World Mental Health Day 2017: A Preventative Agenda for Mental Wellbeing', *Huffington Post UK*, 10 October. Available at: http://www.huffingtonpost.co.uk/angus-walker1/world-mental-health-day_b_18204824.html [Accessed: 12.10.17].
- Whodunnit?* (2017) BBC Radio 4, 11th September. Available at: <http://www.bbc.co.uk/programmes/p05g2vnr> [Accessed: 09.10.17].
- Wilkinson, A. (2017a) 'The gall nuts and lapis trail: what can you tell about Anglo-Saxon trade from ink?' *Primary History*. 76 summer. pp. 28-30.
- Wilkinson, A. (2017b) 'Wot, no women? Did all Ancient Greek women stay at home and weave?' *Primary History*. 76 Summer. pp. 32-35.

INDEX

page no.	page no.
acronym.....	18
Acts of Parliament	24
alphabetical order	31
art	21
attribution.....	30
author unknown	27
A-Z sort	31
bibliography.....	32
bills.....	24
Blogs / Vlogs	20
BOOKS.....	10
capitalisation	27, 32
cited in	27
Command Papers	24
common knowledge	27
conference proceedings	19
date format.....	28
Dictionary	13
DOI	29
E-book.....	12
edition.....	31
encyclopaedia.....	13
et al.	28
exhibitions	22
Facebook.....	20
formatting your reference list	30
full stop.....	31
Government Publications	25
Green & White Papers.....	24
Harvard referencing.....	28
information database reports	17
Instagram.....	20
in-text citations.....	7, 9, 28, 29, 31
INTRODUCTION.....	4
Italics.....	31
JOURNALS	14
Law reports	25
maps	22
mobile apps	21
multiple authors	29
multiple citations	28
music.....	23
newspaper, magazine or newsletter	18
online sources.....	29
page numbers.....	31
personal communications	30
plagiarism.....	5, 10, 30
present tense.....	30
punctuation	30
radio.....	22
reference list.....	32
REFERENCE LIST	33
reference management software.....	29, 32
secondary references	27
SOCIAL MEDIA.....	20
synthesis	30
television.....	23
thesis.....	14
Twitter	20
UK Statutes	24
unknown author	27
UPR	30
URL.....	29
Virtual Learning Environment.....	19
website	17
You Tube	23