

## The NCA Library Guide to Harvard Referencing

This guide outlines how the NCA expects you to reference using the Harvard method. This is not the only standard of referencing in common use, and in your reading you may meet others such as the Vancouver style or specific formats that pertain to certain publications, so beware of cutting-and-pasting references directly from other sources into your own work without checking that they are in the Harvard style.

For a generic guide to Harvard referencing and bibliographical conventions, you can refer to a freely-available online guide such as the following, provided by the University of Sheffield:

<http://librarysupport.shef.ac.uk/hsl-dvc1.pdf>

or this one from Anglia Ruskin University: <http://libweb.anglia.ac.uk/referencing/harvard.htm>

You may find discrepancies between different guides to the Harvard system, and in such instances the main principle to which you should adhere is **consistency** – more on which below!!

You can control your references using bibliographic software such as Endnote – see a demo at

<http://www.adeptscience.co.uk/download/dldcat/2/0/All/EndNote.html#1>

There are other free online tools for corraling resources – try, for example, Zotero - <http://www.zotero.org/> or Mendeley - <http://www.mendeley.com/>

The NCA Librarian can provide further support with your written work: email [laramcclure@chinese-medicine.co.uk](mailto:laramcclure@chinese-medicine.co.uk) or visit the library on Fridays from 9 am - 3 pm, the final 3 Sundays in every month from 8:30 am – 2 pm, Tuesdays when weekday Nutritional Therapy course students are in class from 9 am - 3 pm or other times by appointment.

## Why Should I put References in my Essays?

Quoting from and/or alluding to the work of other writers is an essential means of appealing to recognised authority to provide corroboration for your own claims. This will mainly involve published books and journals, but you may also wish to refer to theses and other unpublished ('grey') materials. It is not generally acceptable to refer to classroom handouts or other teaching materials in this way (for a suggested means of incorporating such material in certain circumstances, see the section on 'Personal Communication' below). Material you have quoted or drawn upon needs to be adequately acknowledged so that you cannot be accused of plagiarism.

## What is Plagiarism?

According to the Oxford Dictionary, plagiarism refers to the practice of taking someone else's work or ideas and passing them off as one's own. This means that any sentences or phrases you extract *verbatim* (word for word) from other people's work must be attributed to them with appropriate referencing and the use of direct quotations (see below). Plagiarism can involve taking chunks of text directly from sources such as books, reports, papers or the internet without any acknowledgement of the source. It can also include auto-plagiarism, where the writer recirculates something that they have submitted earlier, such as a section from a previously submitted assignment. Copying other students' work also comes under this category.

If you put someone else's argument, information or ideas into your own words (summarising or paraphrasing) this is generally good practice, but you must still acknowledge the source of the ideas by correct referencing. Failure to do so is also a form of plagiarism.

**Incorrect academic practice** is involved when direct chunks of text are extracted and referenced, but where there is no proper application of the direct quotations rules (see below). Both plagiarism and incorrect academic practice are unacceptable and will attract penalties.

For clear and helpful advice on avoiding plagiarism, including the copying of material from the internet, see this webpage from Harvard University:

<http://sites.harvard.edu/icb/icb.do?keyword=k70847&pageid=icb.page342054>

## Direct Quotations

This is text taken verbatim from the work of another author. Quote directly from another author if you find their phraseology particularly apt to convey your meaning. Use a line of three dots [. . .] where you choose to omit some words within a quotation. A direct quotation may take the form of a short phrase (up to about 40 words) laid into the flow of your sentence, which should be clearly demarcated with quotation marks, or a larger chunk (generally of three lines or more, or more than 40 words) set out on its own as a separate paragraph without quotation marks, which should be indented and can be put into a smaller font to further set it apart from your own composition. The purpose of these conventions is to clearly distinguish between those parts of the piece which were written by you and those which were not – again avoiding accusations of plagiarism.

It is a mistake to overdo direct quotations. It is usually better to put what is said elsewhere into your own words, whilst still referencing your source. This is called paraphrasing. Only use direct quotations when there is a compelling reason to do so, when it is important for your reader to read the exact words in which the idea was originally expressed.

You risk losing marks if you use too many direct quotes, as it can appear that your grasp isn't sufficient to present the issues or your argument in your own words.

## Indirect Quotations

Where you summarise or paraphrase another author's argument or make use of their unique ideas or information without quoting directly, the information source still needs to be acknowledged. In this instance, you may want to refer to a series of pages or, in the case of a journal article, the entire piece. Providing a page reference within a book is necessary even where you do not quote directly to make it easy for your readers to locate the appropriate part of the book in question for themselves.

## Referencing

For all quotations, direct or indirect, a short form reference should appear in the text, with a full corresponding reference in the **References** section at the end of the piece (see below).

Despite the existence of set conventions to govern your use of Harvard Referencing – as demonstrated below – you will quickly find that it is in fact a creative process! Inevitably, some of the decisions you make with regard to presenting your referencing will be governed by stylistic preference; within this, however, it is crucial to maintain **consistency** as failure to do so will irritate the reader.

The main principle of referencing is **traceability** – you are providing a map by which your reader could recreate your journey through the literature to which you refer. Make their journey as easy – and as interesting – as possible!

### Harvard method of citation within the text

This is the referencing method we use at the NCA.

Here you provide a short form reference which consists of authorial surname, year of publication and, in the case of a direct or indirect quotation from a book, the page reference. These appear in brackets within the body of the text, not as footnotes or endnotes.

Each use of the ideas/words/data of another person must be individually acknowledged. You should positively identify the ideas/words/data being used by giving the surname(s) of the author(s), together with the date of publication of their work. There are two ways to do this, the choice between them depending on the flow of your text:

#### Option 1:

...as can be seen in Deadman and Al-Khafaji's (1998, p. 42) location of the twelve back-shu points, and...

#### Option 2:

...as can be seen in the location of the twelve back-shu points (Deadman and Al-Khafaji, 1998, p. 42).

In both options, the page reference is given despite the absence of a direct quote to help your reader trace the reference without having to read all of Deadman and Al-Khafaji's 675-page book! For a full reference to this book, see below.

If you have been unable to gain access to the original source of the material you wish to quote, you must acknowledge both the original source and the source in which you found reference to the original, thus: Drug dependence is a state of psychic or physical dependency on a drug (World Health Organisation cited in Graham, 1969).

### Three variations on the authorial surname:

#### Single author:

(Aldred, 2009, p. 48)

When you cite more than one document by the same author from the same year, these can be distinguished by adding lower case letters after the year of publication, eg:

(Schnyer, 2010a)

(Schnyer, 2010b)

#### Two authors:

(Mann and Truswell, 2012)

#### More than two authors:

(Gibney *et al*, 2006, p. 176)

If more than one citation is referred to within a sentence, list them all in date order, reverting to alphabetical order if there is more than one from the same year. Keep the references within the same set of brackets and separate them with semi-colons, eg:

(Gibney *et al*, 2006; Jones, 2006; Aldred, 2009).

### Personal Communication

Where your information has stemmed from a conversation – in person, electronic or hand-written – this can be referred to within the text as a personal communication, conventionally abbreviated to 'pers. comm.'.

This is one means of incorporating material from a lecture in an acceptable manner; engage the lecturer in dialogue about something they have said, obtain their permission to refer to the exchange in your own written work, and present the reference in short form within your text thus:

(Pemberton, A., 2013, pers. comm., 14<sup>th</sup> August).

These details cannot usually be expanded in the **References** section – where they should appear in the same form as given above – because they are by their very nature untraceable. Because of this, reserve

this method of citation for truly unique information that cannot be obtained in any other way, such as a new and as yet unpublished idea. Using this method for material that might have been obtained from any of several published sources looks poor and this is likely to be reflected in your marks.

### Harvard method of listing references at the end of the text

At the end of your text, provide a clearly-demarcated **References** section (beginning on a new page) in which you expand the short form references used throughout the text into full Harvard references.

A separate **Bibliography** section beginning on another new page after the **References** section should only appear in a dissertation and not in assignments. Its purpose is to capture those texts which have shaped your understanding of a topic whilst working on a longer piece of written work but have not been directly or indirectly referred to in your dissertation itself.

References should be listed in alphabetical order by authorial surname and then by year of publication (earliest first), and then, if more than one item has been published during a specific year, by letter (Schnyer, 2010a; Schnyer, 2010b etc).

Here you should include authors' surnames followed by their initials. Adopt the conventions below with regard to the ordering of the reference. There is no need to list the edition number of a book if it is the first edition.

The place of publication is generally given as the city or town in which the publisher has its main office. In general, where several locations are listed for a single publisher, this will be the one listed first.

You can distinguish obscure or duplicate towns by adding the next geographical indicator, such as state or county, in a short form, eg:

Pomeroy, WA.

Boston, Lincs. [as opposed to Boston, MA.]

Paris, TX. [as opposed to Paris on its own, which would be understood to mean the capital of France.]

Just one example of how Harvard Referencing can be creative!

#### A book by a single author:

Aldred, E. (2009) *Pharmacology: A Handbook for Complementary Healthcare Professionals*. Edinburgh, Churchill Livingstone.

Note that the Anglia Ruskin guide recommended above does not put the year of publication in brackets! I still find it a really useful tool as it's so comprehensive, but I do use brackets around the year of publication. You may have to be creative and flexible in your Harvard referencing work – guided throughout by the **consistency** principle (which I may have mentioned already)...!

#### A book by two authors:

Mann, J. and Truswell, A.S. (2012) *Essentials of Human Nutrition*. Oxford, Oxford University Press.

#### A book by more than two authors:

Bensky, D., Ellis, A., Barolet, R. *et al* (2009) *Chinese Herbal Medicine: Formulas and Strategies*. 2<sup>nd</sup> edn. Seattle, Eastland Press.

As you will note, while it is acceptable in the short form reference within the text to refer to these authors as 'Bensky *et al*', in the references at the end of the text it is necessary to expand the *et al* to allow the reader access to the first three authorial names for enhanced traceability.

**An edited book:**

MacPherson, H. (ed) (2007) *Acupuncture Research: Strategies for Establishing an Evidence Base*. Edinburgh, Churchill Livingstone.

Similarly, for a translated work:

Veith, I. (trans) (2002) *The Yellow Emperor's Classic of Internal Medicine*. Berkeley, University of California Press.

**A single chapter in an edited book:**

Leverve, X.M. (1995) Integration of Metabolism 1: Energy. In: Gibney, M.J., Macdonald, I.A. and Roche, H.M. (2006) *Nutrition and Metabolism*. Oxford, Blackwell. pp. 30 – 42.

Here the 'pp' abbreviation precedes the range of pages occupied by the article itself within the book, again for enhanced traceability.

**An article in a journal:**

Moss, M. (2007) Drugs as Anti-nutrients. *Journal of Nutritional and Environmental Medicine*, **16(2)**, 149 – 166.

Note that 'pp.' is not used for journal pages.

As with the book by more than two authors above, while it was acceptable in the short form reference within the text to refer to multiple authors of a journal article as 'MacPherson *et al*', in the references at the end of the text it is necessary to expand the *et al* to allow the reader access to the first three authorial names for enhanced traceability.

MacPherson, H., Altman, D.G., Hammerschlag, R. *et al*. (2010) Revised STAndards for Reporting Interventions in Clinical Trials of Acupuncture (STRICTA): extending the CONSORT statement. *Acupuncture in Medicine* 28, 83 – 93.

While it's conventional to give the main terms in a book or article title initial capital letters regardless of how they appear in the journal or on the book cover, this last eg demonstrates that this may need to vary according to specifics – here 'STAndards' is so expressed to convey the source of the 'ST' from the 'STRICTA' acronym. Another example of how Harvard Referencing can be creative!

**An article in an electronic journal:**

This sort of reference should only be provided where the journal in question is *only* available in electronic form. As you can see, it is only necessary to give the URL of the journal's homepage or, as in this case, the wider site that hosts the journal, rather than the full URL of the article itself. The full URL is likely to be cumbersome in length, and a reader who wished to follow your reference would be able to do so using the shorter, more generic URL along with the other reference information you have provided.

Williams, P. and Walton, K. (2011) Plate Waste in Hospitals and Strategies for change. *e-SPEN, The European Journal of Clinical Nutrition and Metabolism*, 6:6, e235-e241. [online] Available at: <http://www.sciencedirect.com/> [Accessed 5<sup>th</sup> September 2013].

**An article in a newspaper:**

Sample, I. (2010) Acupuncture's Painkilling Secret Revealed: It's all in the Twist Action. *Guardian*, Monday 31<sup>st</sup> May 2010, p. 3.

If no authorial name is given then substitute "Anon":

Anon (2011) Green tea could help ward off dementia, scientists show. *Guardian*, Thursday 6<sup>th</sup> January 2011, p. 10.

It's important to note that newspaper articles do not carry the same academic weight as articles from peer-reviewed academic journals, as they are brief, populist in tone and often skewed to reflect a journalist's

agenda. Where you find recent research referred to in the popular press, it's important to follow this back to the original research paper that is being reported and it's much more appropriate to cite that.

### **An in-house Publication with Corporate Authorship:**

British Acupuncture Council (2006) *Code of Professional Conduct*. London, BAAC.

### **A thesis or dissertation:**

Scorzon, C. (2002) *The Role of Acumoxa Textbooks in Teaching and Learning Chinese Medicine in Contemporary China: A Historical Analysis Based on Literature Research and Interviews with Textbook Compilers and Users*. Unpublished MSc dissertation, University of Wales.

The University named in the reference is the University that awarded the degree. It may also be helpful to give the library that holds the dissertation [e.g. held in the library of the Northern College of Acupuncture].

### **A Web Page:**

Northern College of Acupuncture (2013) *How To Find Us*. [online] Available at: <[http://www.chinese-medicine.co.uk/treatment/acupuncture\\_directions.htm](http://www.chinese-medicine.co.uk/treatment/acupuncture_directions.htm)> [accessed 5<sup>th</sup> September 2013].

It's essential to provide the date on which you accessed the page as the information held at that URL may change, or the page may vanish completely.

For further guidance on referencing electronic resources, the University of Sheffield provides a separate document: <http://librarysupport.shef.ac.uk/hsl-dvc2.pdf> and Anglia Ruskin University's main guide - <http://libweb.anglia.ac.uk/referencing/harvard.htm> - provides examples for a wealth of variants including blogs, podcasts and YouTube videos.

### **Why shouldn't I reference Wikipedia?**

Honesty dictates that if you have used this source, you must acknowledge it; however, I would urge you to save Wikipedia for quick and dirty lookups and look further for your references as Wikipedia is an uncorroborated source of evidence and, ultimately, it doesn't look very impressive. Certainly use it as a starting point if you find that useful, then go on from there to the original sources quoted in Wikipedia and refer to those.

And to demonstrate that we're not just academic snobs – we love this YouTube tutorial on Harvard referencing - <http://www.youtube.com/watch?v=CyXT3okiRj8>!!

**Lara McClure, NCA Library, updated Autumn 2013**