REFERENCING YOUR WORK: USING WESTMINSTER HARVARD

WELCOME

An essential element of your academic writing is to include references to the theories, information, concepts and/or materials you have used.

This guide sets out the Harvard (Westminster) style for referencing with easy to follow examples of different types of material you may need to cite in your work.

Other styles in use at the University (and not covered in this guide) are:
Architecture – Oxford
Computing and Engineering – IEEE
History – Oxford
Law – OSCOLA
Psychology – BPS

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WELCOME

An essential element of your academic writing is to include citations and references. Your references should be consistent and follow the same format. Various systems are in use for citing references, but most departments at the University use the Westminster Harvard style. This booklet shows how to cite and reference using the Westminster Harvard style, through examples.

Check your course or module handbook to find out which referencing system you should use. If you are unsure, ask your tutor before handing in your assignment. **Failure to follow the specified referencing system may lose you marks.**

1. WHAT IS A CITATION AND WHAT IS A REFERENCE?

Citations appear in the text of your assignment (see example citations in blue), and references are listed at the end in a reference list or a bibliography (see example references in green). A reference list includes, in alphabetical order, those works that you have cited in the text. A bibliography lists, in alphabetical order, all the works you have consulted during your research but not necessarily cited.

2. WHY SHOULD I INCLUDE REFERENCES IN MY WORK?

You should include references in order to:

- acknowledge that the work/idea belongs to another person
- provide evidence of your own research
- illustrate a particular point
- support an argument or theory
- allow others to locate the resources you have used

And most importantly to:

- avoid accusations of plagiarism

3. WHAT IS PLAGIARISM?

Plagiarism is taking the words, ideas or work of other people and passing them off as your own. In the UK, **plagiarism is considered a form of cheating**. The University takes cases of plagiarism very seriously. **If you are found to have plagiarised, you will face disciplinary procedures which could ultimately result in your expulsion from the University.**

In order not to risk being accused of plagiarising the work of others, you must cite your sources and add them to your reference list.

4. CITING REFERENCES IN THE TEXT

4.1 Citing works by one author

In the Harvard system, whenever you refer to a source, its author's surname and the year of publication are inserted in the text as in the following examples.

Keeping good records of your research sources will help you reference correctly (Kirton, 2011).

If the author's surname is used to construct your sentence, only the year is in brackets.

Kirton (2011) recommends keeping good records of your research sources to help you reference correctly.

4.2 Using direct quotes

If you quote directly from a source you must use quotation marks and insert the author's surname, year of publication and the page number of the quotation. Check with your department or school if they require single or double quotation marks as this varies.

"Search engine optimization and marketing communication are keys to finding and keeping customers" (Poloian, 2013, p217).

The year and page number can be given at the end of the quote, as in the example below.

Poloian states that "search engine optimization and marketing communication are keys to finding and keeping customers" (2013, p217).

4.3 Citing works by two or three authors

If your source has two or three authors you should include all names in the text using 'and', **not** '&', between the final two authors' names.

Class activities need to be aligned with intended outcomes and should build on relevant knowledge (Biggs and Tang, 2011).

Establishing agreed ground rules is vital in effective group working (Ramsay, Maier and Price, 2010).

4.4 Citing works by more than three authors

If there are more than three authors you should include the first named author's surname and then add 'et al.' This is an abbreviation of 'et alia' which means 'and others' in Latin.

Knowledge of what managers do is a prerequisite of studying management accounting (Seal et al., 2015).

4.5 Citing a chapter or section of a book/publication

When referring to a chapter or section which is part of a larger work, you should cite the author of the chapter not the editor of the whole work. (See 5.1.3).

"The growth of sectors such as ecotourism show that there is a strong touristic desire to connect to the natural environment" (Cater, 2013, p119).

4.6 Citing a work without an author

If an organisation (e.g. Department of Health, Arcadia Group Limited) is named as the author of a work rather than a person, you should cite the organisation's name. Always use the full name, e.g. always use 'Department of Health', don't abbreviate to 'DoH'. If you cannot find an author, personal or corporate, use the title of the source.

Australia, Canada, France, Germany, the United Kingdom and the United States together receive more than 50% of all foreign students worldwide (Organisation for Economic Co-operation and Development, 2013).

4.7 Citing works by the same author written in the same year

If you cite two or more works written in the same year by the same author, then you must differentiate between them in both the text and your list of references by listing them as a, b, c etc. (see 5.3).

Natural selection can cause rapid adaptive changes in insect populations (Ayala, 1965a) and various laboratory experiments have been conducted to assess this theory (Ayala, 1965b).

4.8 Citing secondary sources

When citing a secondary source, include the surname of the author and year of publication of that source in your text, followed by 'cited in' and the surname of the author and year of publication of the primary source you are actually reading. Only the source that you have read and used, i.e. Kline et al. in the example below, should be listed in your references. Ideally, you should only cite secondary sources if you are unable to locate and read the original source yourself.

Sheff (1993) notes that Nintendo invested heavily in advertising (cited in Kline et al., 2003, p118).

4.9 Citing online sources

When citing online sources, the author's name is followed by the publication date in the text, as explained previously. If you are quoting directly from a website it is impossible to cite exact page numbers. The following format and punctuation should be used.

- Author's surname (if known), or name of owning organisation (see 4.6),
- (Year). If known, or (no date). if year not known.

Citation from online source with an author:

"Salinger plays on readers' dependence on Holden's worldview—and unreliable narration—often, and perhaps most subtly through language" (Wright, 2013).

Citation from online source without an author:

The Arcadia Group comprises nine high street brands, eight online stores and employs 45,000 people (Arcadia Group Limited, no date).

5. Writing a bibliography or list of references

The list of references appears on a separate page at the end of your work and gives the full details of every source that you have cited in your text in alphabetical order according to the author's surname. This list of references may be called the bibliography.

Your tutor may ask for the 'bibliography' to be more than just a list of references, as outlined above. They may also want to see the full details of everything you have read during the research of your assignment, regardless of whether or not you cited the source in the text.

Remember to check your course handbook/guidelines so you are familiar with exactly what your school or department requires.

All sources must be referenced in a consistent way. The examples given here provide a guide to the format and punctuation you should use.

5.1 Printed books

Printed books should be referenced using the following format and punctuation.

- Author/editor's surname and initials.
- (Year of publication).
- *Title of book, subtitles*, edition. [Note: It is generally only the 2nd edition onwards which includes the edition statement. If the book is a first edition simply put *Title of book: subtitles*.]
- Place of publication:
- Name of publisher.

5.1.1 Reference to a book with one, two or three authors

Poloian, L.R. (2013). *Retailing principles: global, multichannel, and managerial viewpoints*, 2nd ed. New York: Fairchild.

Biggs, J. and Tang, C. (2011). *Teaching for quality learning at university*, 4th ed. Maidenhead: Open University Press.

Ramsay, P., Maier, P. and Price, G. (2010). *Study skills for business and management students.* Harlow: Longman.

5.1.2 Reference to a book with more than three authors

Some schools/departments require you to list all the authors of a work, others allow you to use 'et al.' in your list of references. **Make sure you know which style is preferred by your subject area(s).**

Listing all the authors:

Seal, W.B., Garrison, R.H., Rohde, C. and Noreen, E.W. (2015). *Management Accounting*, 5th ed. Maidenhead: McGraw-Hill.

Using 'et al.' instead of listing all four of the authors:

Seal, W.B. et al. (2015). *Management Accounting*, 5th ed. Maidenhead: McGraw-Hill.

5.1.3 Reference to a chapter or section contained in a larger work

Include chapter or section page numbers at the end.

Cater, C. (2013). Nature bites back: impacts of the environment on tourism. In: Holden, A. and Fennell, D. (eds.) *The Routledge handbook of tourism and the environment.* London: Routledge, 119-129.

5.2 Electronic books (e-books)

Electronic books should be referenced using the following format and punctuation:

- Author/editor's surname and initials.
- (Year of print publication).
- *Title of book: subtitles,* edition. [Note: It is generally only the 2nd edition onwards which includes the edition statement. If the book is a first edition simply put *Title of book: subtitles.]*
- Place of publication:
- Name of publisher.
- Available from URL
- [Accessed day month year].

Packard, A. (2013). *Digital media law.* 2nd ed. Chichester: Wiley Blackwell. Available from http://www.dawsonera.com [Accessed 12 February 2015].

5.3 Print journals

Articles from print journals should be referenced using the following format and punctuation. See 5.1.1 and 5.1.2 for how to reference articles with more than one author.

- Author's surname, initials.
- (Year of publication).
- Title of article.
- *Title/name of journal,*
- Volume number
- (Part/issue number),
- Page numbers.

Dolgin, E. (2012). Rewriting evolution. *Nature,* 486 (7404), 460-462.

If the same author has two articles published in the same year, distinguish as follows:

Ayala, F. J. (1965a). Evolution of fitness. *Science,* 150 (3698), 903-905.

Ayala, F.J. (1965b). Relative fitness of populations. *Genetics,* 51 (4), 527-544.

5.4 Electronic journals (e-journals) and newspaper articles

Electronic journals may have a Digital Object Identifier (DOI) and/or a URL. Either can be used to say where the article is available from.

E-journals should be referenced using the following format and punctuation.

- Author's surname, initials.
- (Year of print publication).
- Title of article: subtitle.
- *Name of journal,*
- Volume number
- (Part/issue number),
- Page numbers.
- Available from URL or DOI
- [Accessed day month year].

5.4.1 E-journal article reference using URL

Pintz, C. and Posey, L. (2013). Preparing students for graduate study: an eLearning approach. *Nurse Education Today,* 33 (7), 734-738. Available from http://science direct.com/science/article/pii/S02606917 12003930 [Accessed 13 January 2015].

5.4.2 E-journal article reference using a Digital Object Identifier (DOI)

Pintz, C. and Posey, L. (2013). Preparing students for graduate study: an eLearning approach. *Nurse Education Today,* 33 (7), 734-738. Available from http://dx.doi.org/ 10.1016/j.nedt.2012.11.020 [Accessed 13 January 2015].

5.4.3 Online newspaper articles

Online newspapers should be referenced using the following format and punctuation.

- Author's surname, initials.
- (Year of publication).
- Title of article: subtitle.
- Name of newspaper,
- Day and month of publication.
- Available from URL
- [Accessed day month year].

Petridis, A. (2015). Rocking the casbah: the gig of a lifetime back on stage. *The Guardian,* 16 March. Available from http://www.theguardian.com/music/2015/ mar/16/no-lands-songs-sara-najafi-iran-women-concert [Accessed 16 March 2015].

5.5 Reports

Reports should be referenced using the following format and punctuation.

- Author/editor's surname, initials.
- (Date of publication).
- *Title of report: subtitles,* edition. [Note: It is generally only the 2nd edition onwards which includes the edition statement. If the report is a first edition simply put *Title of report: subtitles.]*
- Place of publication:
- Name of publisher.
- Available from URL
- [Accessed day month year].

Mowlam, A. et al. (2012). *Active at 60: local evaluation research: final report.* London: Department for Work and Pensions. Available from https://www.gov.uk/government/uploads/attachment _data/file/214572/rrep786.pdf [Accessed 26 March 2015].

5.6 Conference papers

Conference papers should be referenced using the following format and punctuation.

- Author of conference paper's surname, initials.
- (Date of publication).
- Title of paper.
- In: Editor's surname, initials., eds,
- *Title of conference proceedings.*
- Place of conference.
- Date of conference.
- Place of publication:
- Publisher,
- Page numbers of paper.

Roast, C. (2012). Constraining and creating solutions: reflections on the analysis of early design. In: Winckler, M. Forbrig, P. and Bernhaupt, R., eds. *Human-centred software engineering: 4th international conference, HCSE 2012.* Toulouse, France. 29-31 October 2012. Heidelberg: Springer, 130-145.

5.7 Legal sources

Legislation should be referenced using the following format and punctuation.

- *Short title*
- Year of publication,
- c. Chapter number.

The Housing Act 2004, c.34.

Cases should be referenced using the following format and punctuation.

- *Party names*
- Year case was reported in square brackets [ ] where the date is essential to the citation, or regular parenthesis ( ) if the date is merely an aid to identifying the source
- Volume number
- Abbreviation of the law report title
- Page number on which case report starts.

Smith v Northamptonshire County Council [2009] 4 All ER 557.

5.8 Web pages and YouTube videos

Web pages and YouTube videos should be referenced using the following format and punctuation.

- Author or editor's surname, initials. Or organisation
- (Year of publication).
- Title.
- *Name of website.*
- Available from URL
- [Accessed day month year].

Goldacre, B. (2015). I did a Newsnight thing about how politics needs better data. *Bad Science.* Available from http://bad science/2015/02/ [Accessed 12 March 2015].

University of Westminster (2014). Welcome to the library. *YouTube.* Available from http://www.youtube.com/watch?v/=5eMcxV2e KA8 [Accessed 12 March 2015].

5.8.1 What if I can't find the author or date for a webpage?

In cases where you are unable to identify an actual person as the author of a publication, particularly when using internet sources, you should use the name of the company or organisation shown most prominently on the source, e.g. BBC, Office for National Statistics. If you are unable to identify the date use (no date).

British Dyslexia Association (no date). Dyslexia and specific difficulties: Overview. *British Dyslexia Association*. Available from http://bdadyslexia.org.uk/dyslexic/dyslexia-and-specific-difficulties-overview. [Accessed 12 March 2015].

5.9 Online images

Online images should be referenced using the following format and punctuation.

- Artist's surname, initials. Or organisation
- (Year).
- *Title or description of image.*
- [image].
- Available from URL
- [Accessed day month year].

Rothko, M. (1959). *Red on maroon* [image]. Available from http://www.tate.org.uk//art/artworks/rothko-red-on-maroon-t01165 [Accessed 29 July 2014].

5.10 DVDs

DVDs should be referenced using the following format and punctuation.

- *Title*
- (Year).
- Director
- [DVD].
- Place of distribution:
- Distribution company.

Rear window (2010). Directed by Alfred Hitchcock [DVD]. United Kingom: Universal Pictures.

5.11 Television programme on Box of Broadcasts

Television programmes that are viewed online via services such as Box of Broadcasts should be referenced using the following format and punctuation.

- Episode title
- (Year).
- *Main programme/series title*
- [television programme]
- Transmission channel,
- Transmission date,
- Transmission time.
- Available from URL
- [Accessed day month year].

Dedicated Followers of Fashion (2012). *Britain On Film*, [television programme]. BBC Four, 27 November 20:30. Available from http://bobnational.net/record/127226 [Accessed 31 July 2014].

5.12 Lecture notes

Check with your tutor first to ensure they are happy for you to reference their work.

- Author's surname, initials.
- (Year).
- Title.
- [lecture notes].
- *Name of module.*
- Available from URL
- [Accessed day month year].

Smith, J. (2013). Week 3: how to reference your work [lecture notes]. *Research methods*. Available from https://learning.westminster.ac.uk/ [Accessed 29 July 2014].

5.13 Discussion forums

Discussion forums should be referenced using the following format and punctuation.

- Author's surname, initials.
- (Year).
- Title of post.
- Title of discussion thread
- [forum post].
- *Name of module or forum.*
- Available from URL
- [Accessed day month year].

Khan, A. (2013). How to reference. General discussion [forum post]. *Research methods.* Available from https://learning. westminster.ac.uk/ [Accessed 29 July 2014].

5.14 Emails

Emails should be referenced using the following format and punctuation.

- Sender's surname, initials.
- (Year).
- *Subject.*
- [email].
- Sent to Name of recipient,
- Day and month the email was sent.

Murphy, E. (2014). *Referencing help guide.* [email]. Sent to Sara Goddard, 16 July.

Online tools such as RefWorks, Endnote, Zotero and Mendeley are also available for you to use. For further information, see the Referencing Your Work webpage: **westminster.ac.uk/referencing-your-work**

For information on citing resources not mentioned here (e.g. patents) please see British Standard BS 5605:1990. *Recommendations for citing and referencing published material.*

BS 5605 is available online from *British Standards Online* via Library Search.

If you are unsure, ask your tutor or contact your Academic Liaison Librarian for advice **westminster.ac.uk/academicliaison**

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