



IoSCM Assessment Guidance

The Harvard Reference System

Introduction

The use of a bibliography and referencing is essential to meet the academic requirements of studying. We recognise the use of the Harvard Referencing System as the preferred method of referencing.

What is Referencing?*

Referencing acknowledges the sources of information that you have used to assist you when writing your essay, report or other pieces of work. In your work, you should use the existing knowledge of others to provide evidence for your discussions and arguments.

Why must I reference my sources of information?

- As a form of courtesy to the originator of the material you use
- To provide evidence of the depth and extent of your reading and research
- To enable the reader to find and read in more detail, a source of information to which you refer to in your work
- To allow your tutor to check what you claim is true; or to understand why you have made a particular mistake, and teach you to avoid it in future
- To enable you to find the source of information should you need to use it again
- To avoid plagiarism

When must I use a reference in my work?

Whenever you:

- Use a direct quotation from a source of information
- Paraphrase someone else's ideas; this is an alternative to using a direct quotation
- Use statistics or other pieces of specific information, taken from a source that you have read

The Golden Rules of Referencing

- Be consistent
- Follow the details in this guide - if you do not you will lose marks - referencing is about attention to detail
- If the source of information you are referencing does not fit into these guidelines - and some do not - include enough information for the reader to find and check that source
- Gather all of the details that you need for your references whilst you have the source of information in your possession. If you do not do this, you cannot legitimately use them in your essay. If you do so without referencing you may be accused of plagiarism
- In the case of books, take the details that you need for your reference from the title page and the back of the title page - not from the cover of the book

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Examples

Below are examples of correct referencing in the main body of your work:

- **Where you are referring to ideas contained in someone else's work:**
Smith (2013) argues that the changing perceptions of middle managers are impacting upon their subordinates' ability to perform effectively.
- **Where you are quoting directly from someone's work using quotation marks:**
As Smith has observed:
"Of pivotal importance to the success of this local government management agenda is the acceptance by the non-elite actors within each authority of the implications of its implementation." (2013, p.86)
- **Where you are quoting from a source with two authors name them both, specifically:**
Smith and Jones (2012) observed a number of issues relating to Irish local government managers.
- **Where you have three or more authors refer to them like this:**
Smith et al (2010) argue that the developments in community governance in Abu Dhabi were innovative.

Extra Information

- Where you refer to a chapter in an edited book quote two references. Meaning that by referring to Smith (2010) you should also include in your bibliography Jones (2002).
- Where you refer to two books written by the same author, indicate the different texts by using alphabet numbers – Smith (2000a) and Smith (2000b).
- Where you shorten a quotation, omission marks are used (...). Quotations must also make sense in its shortened version. It may also be necessary to add an extra word or two into the quotation to ensure that it reads correctly – these words should be contained within square brackets.

Quotations

- Quotations help to illustrate a particular point
- Quotations should be kept to a minimum – between two and three lines long
- The presentation of work is improved if quotations are indented and separate from the rest of the writing
- Use speech marks at the beginning and end of each quotation
- Square brackets should be used if you wish to add something that is not in the original quotation but will help to make the meaning clearer

Examples

- **An example showing the use of square brackets:**
"They [the German's] disagreed with the proposal."
- **An example showing the use of sic: ***
"The paper (sic) were put in the file."

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- **An example showing the use of three dots, used when a quote is shortened and you wish to include a portion of the quote:**
“Jack and Jill....the hill”
- **An example showing the use of et al:**
Smith A et al (2005)
Please note: ‘et al’ cannot be used in the bibliography –always cite all the authors if the book is not edited by one individual.
- **An example showing the use of op. cit - which is used when referring to a reference that has been mentioned in a previous paragraph:**
Jones. B, op. cit. p.149

Ibid. is used if a consecutive reference has the same source, even though, for example the page numbers are different.

The Bibliography

A bibliography is defined as a list of sources used to complete your assignment, whether or not you referred to them in your assignment.

A list of references should appear at the end of your work containing all the information sources that you refer to or cite in your text.

The list of references must:

- Be in alphabetical order by the author’s surname.
- Be single line spacing, with hanging indents to distinguish each separate reference or with an additional space between each reference.

Examples & Order

Books

Order:

- The Author of the book: Surname first, forename and/or initial, as they appear on the book
- Use the same format if the book has an editor instead of an author, adding (ed.) after the editors name
- Year of publication: placed in brackets
- Title of the book: underlined. Give the title as it appears on the title page of the book, separate the subtitle from the title with a colon, even if this is not done on the title page
- Each principle word of the title must have a capital letter
- Enter the name of the publisher: do not include initials, or ‘& Co’, ‘Ltd’
- Place a full stop at the end of the reference
- If several versions or publications of the authors’ text are used, each text must be cited, with the most recent publication first
- Occasionally a book may have extra details that have to be mentioned

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Examples:

- Handy, Charles, (1991), *The Age of Unreason*, 2nd edn. London, Arrow Books
- Mullins, L.J., (1996), *Management and Organisational Behaviour*, 4th edn, London, Pitman

Articles in Books**Order:**

- Author of the article: surname and initials of forename
- Year of publication in round brackets
- Title of the article enclosed in single quotation marks. With a capital letter only at the beginning of the first word and at the beginning of a proper noun
- Editor: precede this with the word 'in'. Then add the surname and first initial of the editor Followed by (ed.). If there are more than one editor list them, placing (eds.) after the last name
- Title of the book: underlined. Title must appear exact as the front cover of the book
- Enter the name of the publisher: do not include initials or '& Co', 'Ltd'

Examples:

- Galliers, R.D. & Baker, B.S.H., (1995), 'Strategic Information Management', in Jackson, T. (ed.), *Cross-Cultural Management*, Oxford, Butterworth-Heinemann
- Payne, R & Pugh, D.S., (1971), 'Organisations as Psychological Environments', in Warr, P.B. (ed.), *Psychology at Work*, Harmondsworth, Penguin

Journals, Periodicals and Magazines**Order:**

- *Author of the article: surname and initials or forename*
- *Year of publication in rounded brackets*
- *Title of the article: enclosed in single quotation marks. With a capital letter only at the beginning of the first word and at the beginning of a proper noun*
- *Title of journal or periodical: underlined. Place a capital letter at the beginning of all principal words*
- *Volume number: in Arabic numerals (1, 2, 3, etc.) - do not precede with 'vol'*
- *Page numbers: first and last page numbers of the whole article cited, and not preceded by a 'pp' but place a colon between the volume numbers and page numbers*

Examples - Journals:

- Keble, J., (1989), 'Management development through action learning', *Journal of Management Development*, 8, no.2: 77-80
- Mathison, C. S., (1992), 'Establishing the management development function', *The British Journal of Administrative Management*, (April/May): 8-1
- Nixon, B. & Pitts, G., (1991), 'W.H. Smith adopts a new approach to developing senior managers', *Industrial and Commercial Training*, 23, no.6: 3-10s

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Examples - Periodicals:

- Nutt, P., (1984), 'Types of organisational decision processes', *Administrative Science Quarterly*, 29: 414-452

Examples - Magazines:

- Noakes, Stephen, (1997), 'Consumer spice', *Logistics Manager*, (Nov /Dec.), 6-7

Reports

If the report was the responsibility of a named person, i.e. the chairperson of the committee, use the chairperson's name as the author. If there is no name, refer the report to the commissioners. If this proves to be impossible, use the title in place of the author.

Order:

- Year of publication in rounded brackets
- Title of the report underlined. Capital letter at the beginning of all principle words of the title
- Commissioners of the report
- Month in which report was published, if applicable, in parenthesis. A parenthesis is separated from a sentence by commas, dashes or brackets. In this case use rounded brackets

Examples

- The Constable & McCormack report, (1987), *The Making of British Managers*, British Institute of Manager Management Charter Initiative, (1994), *Management Development in the UK: 1994-Market Research Report*, MCI, (June)

Unpublished Sources

It is feasible to consult studies that have not been published, such as students' dissertations. However, keep in mind that this type of information may lack a certain amount of credibility.

Examples

- Steele, M., (1987), *Assessing Organisational Effectiveness*, Working Paper 5:88, Cranfield School of Management
"...the results of the survey were not significant (Personal communication 1997).

In the bibliography, this type of reference should be entered under "P" with a short description as to the type of communication, i.e. "a letter" or "personal", in the alphabetical format of the Harvard Referencing System

- Smith, William, (January 2013), personal communication.

Articles in Newspaper

Order:

- Author of the article: surname and initial or forename.
- Year of publication in rounded brackets.
- Title of the article enclosed in single quotation marks, with a capital letter only at the beginning of the first word and at the beginning of a proper noun. Give title as it appears in the article heading.
- Title of newspaper: underlined. Principal words should begin with a capital letter.
- Day and month in which the article appeared in the newspaper – placed in parenthesis.

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Examples:

- Rafferty, F., (1999), 'Performance pay opposed by 4 in 5', Times Educational Supplement (26th February) Woods, Richard, Leake & Jonathan, (1999), 'Frozen in time', Sunday Times, (7th November)

Internet

Follow the Harvard system as far as possible. Give as many details as far as you can. Finish with the date of access, as websites frequently change their content.

Examples

- Nentwich. Michael, (1996), 'Opportunity structures for citizens' participation: the case of the European Union', in European Integration online Papers (EioP) Vol. 0 (1996) no.1, <http://eiop.or.at/eiop/texte/1996-001a.html> , Accessed 01/05/12.
- Smith, F. (1994), 'Is there life on Mars', The Telegraph, 14th March, <http://telegraph.co.uk>., accessed 01/05/12.

Email Correspondence**Order**

- Author
- Date of message - in parenthesis.
- Subject of message underlined.
- E-mail to recipient's name, online - in square brackets.
- Available e-mail, recipient's e-mail address.

Examples

- Smith. L. (01/01/2008). Discussions about Vroom's Taxonomy. [smith.l@abc.com]. ones.m@def.com

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