



Pearson

# Harvard guidance to citing references within learner work

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This guide provides practical advice and examples to help you create references for information sources using Harvard style formats. Some courses may use other referencing styles. Please check the details for your course before using this guide. If you are unsure, contact your Pearson representative or course lead at your centre.

When producing an academic assignment you are required to acknowledge the work of others by citing references in the text and creating a list of references or bibliography at the end. There are two steps involved:

- In-text citations
- A list of full references at the end of your work

## Step 1: In-text citations

In-text citations enable you to indicate in your work where you have used ideas or material from other sources and authors. Here are some examples using the Harvard style. If, for example, your source is a book written by Jones and published in 2014, your in-text references would follow one of these three formats:

- . Further work (Jones, 2014) supports this claim
- . Further work by Jones (2014) supports this claim
- . 'This theory is supported by recent work' (Jones, 2014, p. 123).

## Step 2: List full references at the end of your work

Everything you have cited in the text of your work, for example journal articles, web pages, podcasts, etc., should be listed in alphabetical order at the end. This is the reference list. Each reference should include everything you need to identify the item. You need to identify the source type (e.g. book, journal article) and use the correct referencing format from this guide to create the reference. If you include items that are not specifically cited but are relevant to the text or of potential interest to the reader, then that is a bibliography.

Generally speaking, the key pieces of information for a reference in Harvard style tend to be:

Author, A. A. and Other-Author, B. B. (Year Date) 'Title of item', Title of Overall Work [Item type/information], Publisher information, location of publisher.

Jones, J (2014) Walks on the Sussex Downs, RCS Press, Brighton.

## Secondary source references

You may want to use a quotation or an idea from a source referenced within a work you have read. This is known as 'secondary referencing'. You need to make it clear in your work that are referencing the secondary source, for example:

In-text citation: Jones, cited in Smith (2014), loves country walks.

In the reference list you would provide details for the source you read it in, for example:

Smith, J. (2014) Country walks around the Downs, Brighton, RCS Press.

# 1. Books, texts, electronic written word

## Books

In-text citation:

(Author, year of publication, page number) or Author (year of publication) says...

Full reference:

Author, A. (year of publication) Title of Book, Place of publication, Publisher.

## Printed Journal articles

In-text citation:

(Author, year of publication) or Author (year of publication) states...

Full reference:

Author, A. (year of publication) 'Title of article', Title of Journal, volume [abbreviated to vol.], number [abbreviated to no.], page number(s) [abbreviated to p. or pp.].

For example;

(Jones, 1992) Jones, S. (1992) 'Walking the Downs for beginners; a short guide', The General Walkers Guide, vol. 13, no. 3, pp. 5-66.

## E-Journal Articles

In-text citation:

(Author, year of publication) or Author (year of publication) states...

Full reference:

Author, A. (year of publication) 'Title of article', Title of Journal, volume [abbreviated to vol.], number [abbreviated to no.] [Online]. Available at URL (Accessed date).

For example:

(Jones, 1992) Jones, S. (1992) 'Walking the Downs for beginners; a short guide', *The General Walkers Guide*, vol. 13, no. 3, pp. 5–66. <http://walkingthedownsaagain.com> (Accessed 4<sup>th</sup> July 1999)

## Newspaper or magazine articles

In-text citation:

(Author, year of publication) or Author (year of publication) says...

Full reference:

Author, A. (year of publication) 'Title of the article', *Title of the Newspaper*, date, page number.

# 2. Audio-visual Materials

## TV Programmes

In-text citation:

(Title of Programme, year of broadcast) or Title of Programme (year of broadcast) shows...

Full reference:

Title of Programme (year of broadcast) Channel, date of transmission.

For example:

Eastenders (2014) BBC1, 29<sup>th</sup> September.

If you are accessing the programme online, for example via the BBC iPlayer, then you would amend the reference as follows: Eastenders (2014) BBC 1, 29 September [Online]. Available at [www.bbc.co.uk/iplayer](http://www.bbc.co.uk/iplayer) (Accessed 16 June 2015).

## DVD

In-text citation:

('Title of episode', year of release) or 'Title of episode' (year of release) shows...

Full reference:

'Title of episode' (year of release) Title of Programme, series number if available, episode number if available. Directed by Director's Name. Written by Writer's Name. Date of original broadcast if available [DVD]. Place of distribution: Distribution Company.

For example:

'Phil buys the Queen Vic' (2014) Eastenders, series 23, episode 1. Directed by C. Reason. Written by M Sturgess. First Broadcast 2014, BBC, BBC House.

## YouTube Items

In-text citation:

(Title of Item, date uploaded) or Title of Item (date uploaded) says...

Full reference:

Title of Item (date uploaded) YouTube video, added by Name of uploader [Online]. Available at URL (Accessed date).

For example:

My Nursing Lab (13<sup>th</sup> April 2016) YouTube video, added by Pearson Higher Education [Online]. Available at <https://www.youtube.com/watch?v=HQn6SkFzrwl> (24<sup>th</sup> April 2016)

## Live Performances and Plays

In-text citation:

(Title of Play, year of performance) or Title of Play (year of performance) illustrates that...

Full reference:

Title of Play by Author (year of performance). Directed by Director [Venue, Location. Date seen].

For example:

The Hour We Knew Nothing of Each Other by Peter Handke. (1992) Directed by James MacDonald. [National Theatre, London. 2008].

## 3. Online materials

### Websites

In-text citation:

(Author, year of publication/last updated) or Author (year of publication/last updated) states...

Full reference:

Author, A. (year of publication/last updated) Title of Website [Online]. Available at URL (Accessed date).

For example:

Jones, J. (2016/12<sup>th</sup> January) Pearson qualifications [Online]. Available at <http://qualifications.pearson.com/en/qualifications/btec-nationals.html> (Accessed 18th April)

### Wikis

In-text citation:

(Title of wiki, year last modified) or Title of wiki (year last modified) states ...

Full reference:

Title of wiki (year last modified) Article Title [Online], date last modified. Available at URL (Accessed date).

For example:

Pearson College (2016) Pearson College UK [Online], 19<sup>th</sup> October 2015. Available at [https://en.wikipedia.org/wiki/Pearson\\_College\\_\(United\\_Kingdom\)](https://en.wikipedia.org/wiki/Pearson_College_(United_Kingdom)) (Accessed 18<sup>th</sup> April 2016)

### Podcasts

In-text citation:

(Author/presenter, year of publication) or Author/presenter (year of publication) states...

Full reference:

Author/presenter (year of publication) 'Title of podcast', Title of Internet Site [Podcast]. Date. Available at URL (Accessed date).

## 4. Software

### Computer programmes

The developer of a computer program or application software may be an individual or a company. The date is the year the application was first released.

In-text citation:

(Author or developer, year of release) or Author or developer (year of release) shows...

Full reference:

Author, A. (year of release) Program Title (Version) [Computer program]. Available at URL (Accessed date).

For example:

Macromedia (1997) Adobe Dreamweaver (Version 3) [Dreamweaver]. Available at <http://www.adobe.com/products/dreamweaver.html> (Accessed 14th April)

## 5. Personal Communications

### Emails

In-text citation:

(Sender, year of email) or Sender (year of email) says...

Full reference:

Sender, A. (year of email) Email to Recipient Name, date of message.

For example:

Jones, J (2014) Email to Sammy Jay, 24<sup>th</sup> April 2014)

## Unpublished Interviews

In-text citation:

(Interviewee, year of interview) or Interviewee (year of interview) claimed that...

Full reference:

Interviewee, A. (year of interview) Unpublished interview conducted by Interviewer Name, date of interview.

Jones, J. (1998) Unpublished interview conducted by Nasma Sadiq, 29/9/97.