Coventry University Harvard Reference Style Guide and Glossary

This Guide shows you how to write in-text citations and a List of References in the CU Harvard Reference Style

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Foreword to the *Coventry University Harvard Reference Style Guide and Glossary*

The Coventry University Harvard Reference Style is a customisation of an author-date or Harvard referencing system. Our version, created by the Centre for Academic Writing, provides a stable instrument with which to refer to sources in academic writing. By providing a common version, Coventry University's academic community will have a shared system that will allow readers to exchange new ideas and access the sources that form the basis for these ideas in a simple and consistent manner.

Explicit indication of the sources of information and ideas is one of the characteristics of academic writing in Britain and in many other countries, but not all. Explicit referencing of sources distinguishes academic writing from other types of writing, including newspapers, novels, and much workplace writing. Academic writers show where they got the information or ideas for their texts through referencing systems, such as Coventry University's Harvard Reference Style (CU Harvard). They do this for a number of reasons:

ï	To respect intellectual property;
ï	To strengthen arguments by indicating the source of ideas;
ï	To demonstrate knowledge of the field in which you are writing;
ï	To establish your own voice in your academic writing;
ï	To meet marking criteria;
ï	To avoid accusations of plagiarism.

By using the CU Harvard Reference Style, you will join an academic conversation maintained through our written texts.

The *CU Harvard Reference Style Guide and Glossary* is organised into three parts. Part One deals with in-text citations, the indication in your text that you are referring to a source. Part Two deals with the List of References, which is where you provide all the information a reader needs to find the source. Any written assignment that refers to sources must contain **both** in-text references as they occur in the body of the text **and** an alphabetic list of the sources you have used at the end. Each part of the *Guide* has a group of 'Frequently Asked Questions', followed by source types: printed or electronic, written, spoken/audio, and visual. Part Three contains the *Glossary* that defines the most useful terms used in referencing in general, and in the guide in particular.

A brief word about referencing software tools:
Software tools can simplify the process of accurately referring to sources and including appropriate references in your List of References. Coventry University supports RefWorks, a referencing software programme that allows a writer to enter the information needed for a full reference only once, and then simply and easily add citations to that source. The programme will format and alphabetise the list of references in CU Harvard Reference Style. Microsoft Word 2007 includes a referencing facility that will format references in APA style, another author-date style. References formatted this way will need a limited amount of manual change to conform to CU Harvard Reference Style. At an even simpler level, the 'sort' function in Microsoft Word can be used to alphabetise the List of References after it has been manually entered.

Introduction

Whenever you borrow information, ideas, images, or numerical data from other sources you must document the source in two ways:

ï   Provide an **in-text citation** of the source in the main body of your writing: give the author's surname or the corporate author, the year of publication, and page number if you quote or paraphrase, or if you summarise information on a specific page of the source.

ï   Enter the source in the **List of References** at the end of your document: give all the publication or internet details in the correct format (see the Contents Page of this *Guide* for details).

It is important that there is a link between these two elements, as illustrated in Figure 1, which shows that the author and date given in your in-text citation must correspond to the author and date given at the start of your List of References entry.

I Can't Find an Example of My Source!

The purpose of this *Guide* is to help you become a confident and independent writer and researcher, so do not be afraid to use your own judgement if you encounter an unusual source. In this *Guide*, a balance has been struck between listing every possible type of source and keeping the guidelines concise and reader friendly. Therefore, on rare occasions you may need to cite and reference an unusual type of source that is not included in this *Guide* (a jam jar label for instance). Do not panic if you cannot find precise guidelines in such a case, but consider these tips:

ï   **In-text citations** are easy because you just give the author or corporate author and the date (plus page numbers if relevant). See the Introduction to Part One of this *Guide* for a list of all the pieces of information you should include in an in-text citation, in which order, and **adapt these principles if necessary**.

ï   **The List of References** entry is also simple when you know how! See the Introduction to Part Two of this *Guide* for a list of all the pieces of information you should include in a List of References entry, in which order, and adapt these principles if necessary.

ï   Follow the **ARC of Successful Citing and Referencing**:

Be **ACCURATE** about where each source comes from, including page numbers if you quote or paraphrase, or if you summarise information on a specific page of a source. Check that other readers can locate exactly the idea, image, or numerical data you have borrowed.

Be **RIGOUROUS** in checking that **only each and every source you have cited** is included in the List of References, and that the two elements are connected because they start with the same author and date.

Be **CONSISTENT** is the golden rule! Make sure you have followed the same procedure throughout your academic paper.

The relationship between in-text citations and the List of References

An in-text citation gives formal recognition of a source you have used.

ï   To 'cite' means to refer to a source in the main body of your academic paper.
(**Note**: quoting is one instance of using sources and should always be accompanied by a citation)
ï   An 'academic paper' is the scholarly term for an essay, assignment or other document.
ï   To 'reference' means to enter full details of a source in this list that goes on a separate page **at the end** of your academic paper.

The List of References provides sufficient information for readers to locate each source you have cited. The List of References is organised alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry.

Figure 1 shows a sample page from an academic paper with the List of References page superimposed. This figure shows that these two elements are linked, and that they each start with the same author or corporate author and date. A source should only appear **once** in the List of References even if there are many in-text citations for that source in your paper.

The area surrounding Coventry is very important historically. In the sixteenth century Queen Elizabeth I was very fond of this location. During the 1570s she visited Coventry nearly every Summer as she made a tour around her kingdom (Shah 2004:88). The Queen would embark on a Summer Progress, stopping to enjoy the hospitality of her favourite nobles (English Monarchs 2005).

List of References

Abrahams, B. (2000) *The City and the Citizens.* Coventry: Coventry University Press

Brown, B. (2005) *How to Harvard* [email] to Edwards, A. [10 May 2005]

Carr, S. (1955) *The Cityscape.* Maidstone: Harper

English Monarchs (2005) *Coventry in the Sixteenth Century* [online] available from <http://historytoday.co.uk/Elizabeth/Coventry.htm> [25 May 2005]

Padda, J. (2003) 'Creative Writing in Coventry'. *Journal of Writing Studies* 3 (2), 44-59

Shah, P. (2004) *Elizabeth I in the Midlands.* London: Routledge

Figure 1. The two elements in a sample paper

An example of in-text citations

Figure 2 shows in-text citations in the main body of an academic paper. This sample paper is about Queen Elizabeth I, who ruled England during the second half of the sixteenth century. You must give in-text citations each time you borrow ideas, information, images, or numerical data from a source in order to display **intellectual honesty** about the sources you have used.

Queen Elizabeth I ruled England from 1558 to 1603. Discuss the reasons why she did not marry.

There are various reasons why Queen Elizabeth I did not marry during her long reign despite her many suitors (Richards 2006). Shah suggests that this was because Elizabeth wanted to present herself as the Virgin Queen (2004: 88). By remaining single, Queen Elizabeth could imply that she was devoted to her people, which helped her to win the nation's trust after a time of great turbulence and political upheaval (English Monarchs 2005). Nevertheless, the reasons for Elizabeth's decision not to marry are more complex.

In fact, although Elizabeth I did not marry she may have wanted to do so. She was very close to Robert Dudley, Earl of Leicester who lived at Kenilworth Castle near Coventry in Warwickshire, as illustrated in Figure 1:

According to Jones (2005a: 90) Dudley...
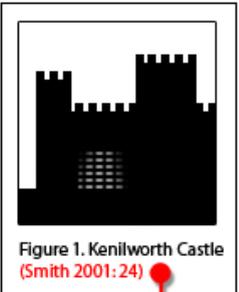
Figure 1. Kenilworth Castle (Smith 2001: 24)

In-text citation of a summary:

Give the author's surname and the year of publication. Here the source is **summarised**, so no page numbers are given (the writer has **summed up** a general argument made throughout the source). Note that the full stop goes after the in-text citation in brackets.

In-text citation of a paraphrase:

Give the author's surname and the year of publication. Here the source is **paraphrased**, so a page number is given (the writer has **re-phrased** a specific idea that can be found on a particular page in the source). Note the colon before the page number [:].

In-text citation of a web page:

Give the name of the organisation which produced the website as the author. This is known as a corporate author. Give the date that the site was produced or last updated if this is provided.

An in-text citation of an image from a printed source:

Label every image as a Figure, as shown. (Label numerical data as a table or figure). Give the author, date, and page number if the figure or table comes from a printed paginated source.

Figure 2. In-text citations

This writer has undertaken independent research and learnt how to cite and reference with skill. By marshalling evidence from other sources, you can advance your own **original argument** in a convincing way to become a scholarly and authoritative writer. Make sure you credit the **intellectual property** of other scholars.

An example of a List of References

Figure 3 shows a sample List of References. It demonstrates that sources are referenced differently depending on the type, and there is a special format for books, journal articles, online journal articles, web sites, etc. See the Contents Page of this *Guide* for a list of different types.

The List of References is organised alphabetically according to the surname of the author or corporate author. Every line after the first should be indented so that author stands out. There is a line of space between each entry.

Make just one list and **do not** divide the entries into separate categories. There is no full stop at the end of each entry. Put the List of References on a separate page at the end of your paper, but, if you include an Appendix, this goes after the List of References.

A book:

Give the author's surname and initials, then the year in brackets followed by the title in italics and then a full stop. Give the place of publication, a colon, and lastly the publisher.

List of References

Abrahams, B. (2000) *The City and the Citizens*. Coventry: Coventry University Press

Carr, S. (1955) *The Cityscape*. Maidstone: Harper

Centre for Academic Writing (2005) *The List of References Illustrated* [online] available from <http://home.ched.coventry. ac.uk/caw/harvard/index.htm> [20 July 2005]

Padda, J. (2003) 'Creative Writing in Coventry'. *Journal of Writing Studies* 3 (2), 44-59

Smith, A. (2006) 'Academic Writing Today'. *Journal of Scholarly Writing* [online] 2 (1), 89-93. available from <http://writing.com/academic/scholarship-journal.htm> [25 May 2006]

A visual source:

Reference as you would a written source. For instance, if you reproduce a photograph from a book, give a complete reference for that book. If you do not, you may be accused of plagiarism.

A web page:

Give the name of the organisation which produced the web page as the author. This is known as a corporate author. Give the year the web page was created or last updated in brackets if this is provided. If not, you can write 'n. d.' in brackets for 'no date'.

Give the web page title in italics, write [online] then write 'available from' and the full web page address starting with < and ending with >. Finally, give the date you accessed the web page in square brackets.
A visual source: a figure or table from a web site must also be referenced in this way.

A print journal article:

Give the author's surname and initials followed by the year the journal was produced in brackets. Put the article title within single quote marks followed by a full stop. Give the journal title in italics, then the volume followed by a comma, then the issue number in brackets if there is one. Lastly, give all the pages of the article.

A journal article accessed online:

Cite a journal article entry as normal but add [online] after the journal title. At the end add a full stop, write 'available from' and give the full web address followed by the date of access in square brackets.

Figure 3. The List of References

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Part One: In-text citations

This section of the *Guide* explains how to write in-text citations. The basic principle is to give the surname of the author or the corporate author and the year of publication in brackets (author date), plus the page number if you **quote** or **paraphrase**, or if you **summarise** information on a specific page of the source.

How do I format in-text citations?

1. Give the **author's surname**, or the corporate author, organisation, artist, or editor if there is no author (e.g. Smith).

2. Give the **year** the source was produced (e.g. 2006).

3. Give the **page numbers** if you **QUOTE** the exact words of the source or if you **PARAPHRASE** them, which means to re-phrase them. Also give **page numbers** if you are doing a **SUMMARY** of a particular part of an argument on a specific page. However, if you are summarising what an author has argued in an **entire** book or article, you do not need to give page numbers.

ï Citing a quote: Higgins argues that land fill sites are 'not cost efficient' (2005: 68).

Quoting conventions

ï   Use **either** double **or** single quotation marks and be consistent throughout your document!

ï   Indent quotations longer than **40 words** and **do not** use quotation marks. The indentation and citation at the end of the quote are enough to indicate that the passage is a quote.

ï Citing a paraphrase: The use of anti-depressants may have serious side effects, according to Jones (2012: 13).

ï Citing the summary of an article: A recent study reveals new information about child health (Wikes 2006).

ï Citing a point made on two consecutive pages of a book or article: The book provides examples of how the eating habits of parents directly influence children (Wikes 2006: 19-20).

I. In-text Citations: Frequently Asked Questions

1. What should I do if I cannot find the date on a web site?
For the purpose of accuracy, if you cannot find the date, it is best to write 'n.d.', which means 'no date'.
Example:
Students are gaining increasingly high grades (National Student Forum n.d.).

2. How should I cite an author's name?
You have two options, and you may vary the practice throughout your academic paper.
Option 1
If you mention the author's name in your own writing, just give the date (and page number if you quote, paraphrase, or summarise specific information) in your in-text citation. Example:
Shah (2005: 66) maintains that in recent years Coventry has become Britain's most important industrial city.
Option 2
If you do not mention the author's name in your writing, give the author's surname and date (and the page number if you quote, paraphrase, or summarise specific information) in your in-text citation.
Example:
Wavelets are an effective means of disease detection (Qureshi 2006: 95).

3. What should I do if I cannot find the author of a source?
Option 1
 If the source is anonymous, you can write 'Anon.' instead of the author. Example:
At the turn of the twentieth century, research in biology was influenced by scientific positivism (Anon. 1900).
Option 2:
You can also give the corporate author or the title of the document instead of the author**.** Example:
Occupy Wall Street movements in New York City have been using tactics of creative organising (*Village Voice* 2012)

5. Can I cite more than one source in the same sentence?
Cite more than one author in the same sentence if they deal with the same topic or make similar points or use similar methods or evidence. List the sources in alphabetical order and separate each one with a comma. Example:
Health informatics will radically change the nature of the National Health Service by the year 2010 (Brown 2002: 3, Lee 2006: 44 and Padda 2005: 14).

6. How do I cite a single source with multiple authors using 'et al.'?
For up to three authors, give all the authors' surnames in your in-text citation. Example:
Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use 'et al.' which is short for *'et alii'* meaning 'and others' in Latin. Note that there is a full stop after 'al.' because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence **must agree in the plural** rather than the singular. Example:
Fletcher et al. (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

7. How do I cite two authors who have the same surname?
If two or more of your cited authors have the same surname, include their initial to differentiate them. Example:
The circulation of capital is essential to the development of cities (Harvey, D. 1987).

8. Does the full stop go before or after in-text citations?
Even when quoting, do not use a full stop until AFTER your in-text citation in brackets because the in-text citation is part of your sentence. Example:
Anderson posits that vitamin E has 'life-changing effects' (2006: 8).

9. When should I use or not italics?
- ï   Put the title of a print publication in italics (**do not use bold or underline**). The titles of all the **main documents** must be italicised, such as titles of books, titles of journals, titles of websites, etc. so that readers can see at a glance which physical sources you have cited. Example: Dickens wrote many novels, but *Hard Times* (Jones 2004: 16) is the most interesting from a philosophical perspective.
- ï   Put all foreign words in italics.
- ï   **Do not** use italics for the title of journal articles or book chapters. Instead, use single quotation marks. The title of any **sub-document or sub-section** of a main document, such as the article or chapter that sits within a publication, must sit within single quotation marks. Example: Peterson's recent article on oncology entitled 'Meningioma Detection' (2006) makes a real contribution to cancer research.
- ï   **Do not write quotes in italics!**

10. When should I give page numbers?
Give a page number in your in-text citation when you **QUOTE** or **PARAPHRASE** a source because this enables readers to locate the exact passage you have cited for their own use, or to check that you have quoted or re-phrased the source accurately. Also give page numbers when you **SUMMARISE** a point that appears on a specific page or pages of a source. Example of a quote: Crude oil price rises have been 'alarming' (Brown 2006: 5).

11. When should I omit page numbers?

If you are summarising what an author has argued in a **book or article**, you do not need to give page numbers. Example:

McArthur has undertaken new research into alternative therapies (McArthur 2006).

II. In-text Citations: Numerical Data

Every time you borrow a date, statistic or other numerical data from a source, give an in-text citation. Example:

The number of heart attacks has risen dramatically in recent years and there has been an increase of 10% since 1992 (Department of Health 2005: 65).

Data could be presented visually as a figure and can also be inserted into a table. Label the **figure** or the **table** and include a **List of Figures** or **Tables** in your Contents Page. If the figure is from a paginated source, you must give the page number in your in-text citation. In your own writing, explain who compiled the data because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the data in full.

Example of how to cite a Figure in your paper:

Tracking has shown the materials to be widely appreciated, as shown by the data in Figure 1:

Figure 1. Usage data for the WAC website (WAC 2006)

This figure demonstrates the high usage of WAC online resources, and supports the argument for more e-learning provision. Universities and Higher Education Colleges can make use of these resources to enhance the content and delivery of modules and degree courses.

Figure 4. In-text citation of numerical data

III. In-text Citations: Printed Written Sources

1. A whole book

Give the author's surname and the year of publication in brackets. Example:

Applied research has boosted pedagogical practice (Anderson 2006).

2. A chapter or essay in an edited collection

If your source is just one chapter within a collection of essays by various different authors, give an in-text citation for the author of the chapter you want to cite, and the date of the edited book; give a page number if applicable. Example:

Recent developments in the field of pedagogical research have revolutionised teaching practice (Taylor 2006: 47).

3. Multiple authors

For up to three authors, give all the authors' surnames in your in-text citation. Example:

Cox, Patel, and Pavliotis (2004) discuss Britain's future adoption of the euro.

However, if there are more than three authors use 'et al.' which is short for *'et alii'* meaning 'and others' in Latin. Note that there is a full stop after 'al.' because it is an abbreviation (a shortened form of the original word). Remember that although only one surname is given, you are referring to multiple authors, so the next verb in your sentence must agree in the plural rather than the singular. Example:
Fletcher et al. (2006: 88) suggest that in this century global climate change has caused billions of dollars worth of damage.

4. A corporate author
Sometimes sources are produced by an organisation, not individuals. This is known as a corporate author. Give an in-text citation as usual but cite the organisation as the author. Example:
It is essential to plan for emergencies (Disaster Agency 2006).

N.B. If the corporate author can be abbreviated, in your in-text citation you may use the abbreviation or acronym but give the full name in the List of References. Example:
(WHO 2001) but World Health Organisation in the list of references.

If you refer to the name of the organisation in your text, give the full name first and in brackets the acronym, which means that you can use the acronym only thereafter.

5. A journal article
Give the surname of the author of the article and the year the journal was published in brackets. Example:
Evidence-based practice has many positive effects (Smithson 2006).

6. Personal communication
Give the surname of the person you are citing and the date in brackets. In your own writing, you may give the full name of the person you are citing as well as the details of the communication. Example:
In a personal letter, Androulla Athanasiou explained that she is 'completely against' recent moves to erect a new football stadium in Coventry (Athanasiou 2006).

7. A book in the Bible or the Koran
Within brackets give the title of the chapter in place of the author, then give the chapter number (for the Bible), add a colon, then give the verse number. Example:
David was a mighty warrior (2 Kings 10:3).
As the chapter 'The Star' shows, the cosmic universe has a powerful symbolism for Arabic people. (The Star: 1)

8. A Government Bill
In your own writing within brackets write 'HC Bill' or 'HL Bill' and in new brackets give the Parliamentary Session, then give the Bill serial number in square brackets. Note that every time a Bill passes through Parliament, it is re-numbered. Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate. Example:
It was revealed today in the House of Commons (HC Bill (2000-1) [30]) that housing tax is likely to be revised (HC 2001: 56).

9. Hansard official report of a parliamentary debate
In your own writing within brackets write 'HC Deb.' or 'HL Deb.' and in new brackets give the Parliamentary Session, then outside these brackets give the volume number, add a comma, then write 'col.' for the column number, and state the column number. Give an in-text citation within brackets with 'HC' for House of Commons or 'HL' for House of Lords then the date and page number if appropriate. Example:
Pattern hounded the Prime Minister (HC Deb. (2000-1) 203, col. 346) over international debt (HC 2001: 42).

10. Acts of Parliament
In your own writing within brackets write the short title of the act (note: a statute is divided into Sections, Subsections and Paragraphs); when referring to a specific point in a statute, you must cite the exact reference in the body of the text. Examples:

In assessing the mental capacity of individual, reference cannot be made merely to the age or appearance of that person (Mental Capacity Act 2005, s.2(3a))
OR
The statutory requirement for midwifery supervision can be traced back to the Midwives Act 1902, which protects the title 'midwife'.

11. Law reports/cases

In the body of a text, all case names should be italicised. When referring to a case for the first time give its full name and year, e.g. *Bolam v Friern Hospital Management Committee* (1957), but in subsequent references the case may be referred to by the first party name only, e.g. this case may be referred to as the *Bolam* case.

If you give a direct quote, also include the specific page number:
Example:
Bolam v Friern Hospital Management Committee (1957: 584)

12. . A play

Give the name of the playwright followed by the year of the play in square brackets or the edition/reprint year of the play (for older plays), the roman number of the act, the number of the scene and then the lines in the play. If the play is older and you did not read the original edition, then you may refer to the original year of publication in your own text. Example:
Shakespeare broaches the question of women's identity in his 1592 play, *The Taming of the Shrew* (Shakespeare 1982, II.1: 169–179)

13. Reprints of literary works

Give the name of the writer, followed by the reprint year and he page number where necessary. If the literary work is older and you did not read the original edition, then you may refer to the original year of publication in your own text: Example:
The Old Man and the Sea (Hemingway 1990) is a very thought-provoking twentieth-century novel.

14. A leaflet or a poster

 Give the name of the author or corporate author and the year in brackets. If the author is not apparent, write the title of the leaflet or of the poster followed by the year in brackets. Example:
The poster for the latest *Iron Man* film is very compelling (*Iron Man 3* 2013).

IV. In-text Citations: Electronic Written Sources

Follow the same practice as when you cite printed sources by giving the **author** and **date**, but no page number is required for online sources.

1. Electronic texts

For any source accessed online including an electronic journal article, electronic book (e-brary, google or Kindle), electronic lecture notes, etc. give the author's surname or the corporate author and the year in brackets. Example:
White noise has been under-researched (Wallace 2006).

2. A website

Give the corporate author and the date in brackets. **DO NOT** give the full web address (called the URL) in your in-text citation because this goes in the List of References. Example:
There are many software packages for detecting plagiarism (Referencing 2006).

If you cannot find the date, for the purpose of accuracy, it is best to write 'n.d.', which means 'no date'. Students are gaining increasingly high grades (National Student Forum n.d.).

Note: If the website has both a copyright and a 'last updated' date, then give the 'last updated' date in brackets!

3. An online discussion forum/mailing list (JISCMAIL or Listserv)

Give the surname of the author of the email you wish to cite and the date of the email in brackets. Example:

Neurological rehabilitation has been under-funded for years (Lango 2005).

4. European Union legislation

European Union legislation is varied; it includes directives, treaties, agreements, etc. These can be found on the Eur-lex website <http://eur-lex.europa.eu/en/index.htm>, the repository of EU legislation and documents. Cite the name of the document, its number and the year in brackets **all in italics** (in keeping with EU conventions)**. Example:

Recently, the European Union has issued a regulation regarding the conversion rate to the euro in Latvia (*Council Regulation (EU) 870 2013*).

5. A blog

Give the surname of the author of the blog entry and the date it was written. Example:

Chaos theory has had a serious impact on literary studies as well as on applied sciences (Richards 2006).

V. In-text Citations: Electronic, Visual or Audio Sources

Warning!

There is usually a copyright issue when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material. Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable. If in doubt, ask your module tutor.

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give an in-text citation. Label it as a **figure** and include a **List of Figures** in your Contents Page. If the figure is originally from a printed source, you can give the page number in your in-text citation. In your own writing, explain who the artist is, because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the figure in full.

Example of how to cite a Figure when the source is accessed online:

All students require strong writing skills, as the diagram created by **Simmons** shows in Figure 1:

Figure 1. Writing Skills (Writing Centre 2006)

Simmons's figure indicates why students must work on enhancing their written communication skills. The figure outlines seven important reasons why academic writing matters, and suggests how students might approach their own acquisition of better writing skills.

Figure 5. In-text citation of an image accessed electronically

1. A video film or a sound recording accessed electronically (DVD, CD, streamlined)

Give the director's or the producer's surname as the author, or the corporate author if no other information is available, then the date in brackets. Example:
Dance is an effective form of therapy (Anderson 2006).

2. A broadcast or a podcast

Give the **title of the broadcast in italics** and the date in brackets. Example:
Contemporary politicians are more image-conscious than ever (*Have I Got News for You* 2005).

3. A programme video recording (from TV)

Give the **title of the programme in italics** and the date in brackets. Example:
Farmers are required to diversify in order to survive (*Farming Today* 2005).

4. A recorded radio broadcast

Give the **title of the programme as the author in italics** and the date in brackets. Example:
Political life has changed since the election of New Labour (*Radio4 News* 2005**)**.

5. Computer games/software

Give the name of the author or corporate author and the year in brackets. Example:
Call of Duty: Ghosts was launched last year very successfully (Activision 2013).

VI. In-text-Citations: Printed or Exhibited Visual Sources

<div style="border:1px solid">

Warning!

There is usually a **copyright issue** when you wish to reproduce a work of art from either a printed or an internet source. This will be stated on the image itself or in the introductory material. Follow the guidelines given in your source. Often reproduction for use in academic assignments which are not formally published is acceptable. If in doubt, ask your module tutor.

</div>

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give an in-text citation. Label it as a **figure** and include a **List of Figures** in your Contents Page. If the figure is from a printed source, you must give the page number in your in-text citation. In your own writing, explain who the artist is, because the in-text citation only tells readers your source. Give the figure a title and an in-text citation with the author or corporate author and date of the source in brackets. Discuss the significance of the figure in full.
Example of how to cite a Figure from a printed source:

<div style="border:1px solid">

There are many famous castles in the Midlands, such as Kenilworth Castle which is located near Coventry. This castle is depicted in a painting by **Arthur Hicks**, as illustrated in Figure ii:
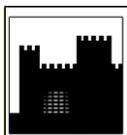
Figure ii. Kenilworth Castle (Smith 2001: 24).

Kenilworth Castle is a fine example of the impressive architectural heritage in the Midlands. As has been demonstrated, there is a need for more Government investment to fund the upkeep of these historical sites.

</div>

Figure 6. In-text citation of a printed image

1. An image or an art figure in a book, magazine or catalogue
Give the surname of the artist who produced the image or the art figure, or else the name of the museum/gallery that produced the catalogue, and the date of publication. The title of the work of art should be accompanied by the original year of its production. Example:
Confetti 1894 (Lautrec 2009) features in the illustrated catalogues at the MoMA this year.

2. An advertisement
Give **the name of the advertisement in italics** and the year when it is published in brackets. Example:
The LG advertisement in *Vanity Fair* (*Life Tastes Good* 2009) catches the readers' imagination.

3. An exhibition stand or an item in an exhibition
Give the surname of the artist or the author/corporate author who produced the art exhibit or stand and the date in brackets. Example:
The writing and the new technologies exhibition stand (Centre for Academic Writing 2009) organised at the writing conference in summer was highly innovative.

4. A map
Give the surname of the cartographer, compiler, editor (this can be a corporate author as well), copier, or engraver then the year in brackets. Example:
The map of New York (Blackwells 2007) used in this dissertation has offered good information about the main historic sites in the city.

VII. In-text Citations: Spoken Sources

Follow the same practice as when you cite written or electronic sources by giving the author or corporate author, the date, and page numbers if appropriate.

1. A Lecture
In your own writing, indicate that you are referring to a lecture. Write an in-text citation as normal, giving the surname of the lecturer as the author and the year the lecture was delivered in brackets.
Example:
According to a lecture delivered as part of module 102ENG, Engineering has changed fundamentally since 1945 (Bhargava 2006).

2. An interview
Give the surname of the interviewee and the year of the interview in brackets. If you are referring to a specific passage in an interview that is published and that passage is on a numbered page, then give the page number as well. Example:
David Frost conducted a series of interviews in the 1970s (Nixon 1977) that totally changed his journalistic career.

N.B. Research conventions say that interviews that you yourself conducted are regarded as research data (which you may attach to your academic paper in the form of an Appendix) and therefore do not need to be referenced.

3. Meeting minutes
Give the name of the organisation, department or group that organised the meeting and the year of the meeting in brackets. If the passage originates in a paginated document, also give the page number. Example:
A point of action in the minutes is checking all departmental computers for viruses (Council Tax Department 2012).

4. Conference presentations

Give the name of the presenter and the year of the presentation in brackets. Example:
The urbanisation of rural areas was a key point in the presentation (James 2007).

VIII. In-text Citations: Secondary Sources

Warning!

Do not rely on using secondary sources if you can help it because this can suggest that you do not have the research skills to locate the original source. It is possible that the source you are interested in has been misquoted or misunderstood by the writer you are reading, so you should read the original to prevent repeating any errors.

Secondary sources may be considered recycled sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or List of References in the source to find information about the original. If you cannot find the original in the University Library, ask at the Enquiry Desk about ordering the original source via the inter-library loan service.

ï **In-text citation option 1:** If you can obtain the original source, read it and cite the original as normal. Example: Concern about climate change is becoming a 'force for good' in international politics (Patel 2004: 88**)**.

ï **In-text citation option 2:** However, it is not always possible to retrieve the original source, in which case you need to cite it as a secondary source. Within brackets give the surname of the author you have not read but which is referred to by the source you have read (the original author/source) and the date of this original source. Write 'cited in' and give the surname of the author whose work **you have read** and **the date of the secondary source**. Add a colon, then give the page number of the source you have read to help readers locate the passage. Example: Concern about climate change is becoming a 'force for good' in international politics (Patel 2004 cited in Brown 2005: 6).

Part Two: The List of References

This section of the *Guide* explains how to write the List of References. The basic principle is that the entries in this list must **link** with the in-text citations by starting with the same author and date.

How do I format the List of References?

1. Give the **author**, corporate author, organisation, artist, or editor (e.g. Smith, E.).

2. Give the year of publication as the **date** (e.g. 2006).

3. Give the **editor** if appropriate in addition to the author (e.g. ed. by Jones, S. T.).

4. Give the **title** in italics followed by a full stop (e.g. *Particle Physics: Recent Developments*.).

Note that the title and the subtitle are separated by a colon.

5. Give the **edition** if appropriate (eg. 3rd edn. or rev. edn.).

6. Give the **translator** if appropriate in addition to the author (e.g. trans. by Lango, J. P.).

7. Give the **series** title, **volume** number, or other information if appropriate (e.g. series 2).

8. Give the **place** of publication (e.g. London). **If there is more than one place of publication, only give the first as listed in the book.**

9. Give the **publisher** (e.g. Routledge).

I. List of References: Frequently Asked Questions

1. What should I do if I list more than one source by the same author?

If you list different sources by the same author **which are produced in the same year**, label the first source a, the second b, etc. in reverse chronological order with the most recent first. Example:

List of References

Patel, J. (2005) *Education and Individuality: Teaching and Learning in the Contemporary Climate.* Manchester: Manchester University Press

Patel, J. (2002a) *Signification and Psychology in Education: A Case Study of Theory in Practice.* London: Routledge

Patel, J. (2002b) *Learning Styles and Reflective Practice: The Pedagogy of Individualised Instruction.* Oxford: Oxford University Press

---

2. How do I find the date in a book?

The three places to look for information are: the front and inside cover and the title page. If many dates of publication are given, you should usually use the copyright one (e.g. ©2001) because the other dates are just reprints. However, if the book has been **revised** and you consulted the revised, **2nd** or **3rd** edition etc., you must record that it is a revised edition, because the content and page numbers may be different from the original. See below for detailed guidelines.

3. How should I reference a first, second, etc. or revised edition?

Give the author's surname and initials, the date of the edition you are using in brackets, the title in italics followed by a full stop and then write '2nd edn.', '3rd edn.' or 'rev. edn.' as appropriate. Then the place of publication followed by a colon then the publisher. Example:
Dudley, P. R. (2001) *Wavelets in Computing: An Efficient Means of Conducting Research.* 2nd edn. Oxford: Oxford University Press

4. How do I find the place of publication in a book?

You can find the place of publication either on the title page of a book or the inside cover of the book (the copyright page). If more than one place is given, reference only the first place. Note that the **place comes before the publisher** in your reference.

5. Where should I put an editor or the editors?

If there is only one editor, give the editor's name and write 'ed.' in brackets [if there are two or more editors, give their surnames followed by a comma and their initials in the order they are listed in the book and write 'eds.' in brackets]. Then give the date in brackets and the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:
Edwards, J. P. (ed.) (2006) *Translation Theory Since 1945.* Oxford: Oxford University Press

6. What do I do if I have both an editor and an author?

If a source has both an author and an editor (which is more rare), give the author's surname and initials as usual and the date in brackets, followed by the title in italics then a full stop, then write 'ed. by' and give the editor's surname and initials. Finally, give the place of publication followed by a colon then the publisher. Example:
Dickinson, E. (1999) *The Poems of Emily Dickinson.* ed. by Franklin, R. W. Cambridge: Belknap Press

7. Where should I put a translator?

If there is also an author, the surname and initials of the translator go after the title preceded by 'trans. by'. Example:
Bharvagva, S. A. (2006) *The Art of Translation and the Translation of Art.* trans. by Burrows, M. K. Cambridge: Cambridge University Press

If the author is also the translator, enter the author as normal and also give the translator after the title. Example:

Colorado, J. A. (2006) *Economic Theory in the Mexican Context: Recent Developments on the Ground*. trans. by Colorado. J. A. Oxford: Oxford University Press

8. What should I do if I cannot find an author in a printed source?
If the source is anonymous, you can write 'Anon.' instead of the author. Example:
Anon. (1900) *Analytical Research in the Biological Sciences*. London: Peterson Press

9. Where should I write the volume of the book?
If the book comes in multiple volumes, write the volume number after the title of the book.
Encyclopaedia Britannica, Inc. (2003) *Encyclopaedia Britannica*. vol. 10. London: Encyclopaedia Britannica Inc.

> **What is the difference between the List of References and a Bibliography?**
>
> A List of References gives full information for sources you have cited. A bibliography is a list of all the sources you have read. Bibliographies are not normally used in the CU Harvard Reference Style, but your module tutor may ask you to include one.

9. How should I reference a book written in a foreign language?
Reference it as any other book in English but give the official or personal translation of the title in square brackets after the original title. Example:
Camus, A. (1942) *Le mythe de Sisyphe [The Myth of Sisyphus]*. Paris: Gallimard

II. List of References: Numerical Data

Every time you borrow a figure, a diagram, or any other numerical data from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a whole book:
Abrahams, D. (2006) *Systems Recognition for Students*. trans. by Humphries, J. London: Macmillan

III. List of References: Printed Written Sources

1. A whole book
Give the author's surname and initials then the year in brackets, then the title in italics followed by a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:
Dagorne, F. G. (2003) *French Cultural Developments: A Feminist Perspective*. London: Macmillan

Note: For an example of an edited book or edited collection, see I.5 above!

2. A book produced by an organisation (a corporate author)
Give the name of the organisation as the author then the year of publication in brackets followed by the title in italics and then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:
British Medical Association, Board of Science and Education (1980) *Alternative Medicine Reviewed*. London: Harwood Academic

3. A book with multiple authors
If your source has more than one author, record them all in the order they are given. For each author put the surname first followed by the initials. Put a comma between each author. When there are only two authors, separate them by 'and'. When you give **in-text citations** you can **use 'et al.' for more than**

three authors, but in **the List of References**, you should **give all the authors** in order to credit them fully. Example:

Edwell, R., Ambrose, A., and Baker, C. (2002) *European Politics Since 1997*. London: Routledge

4. A chapter or essay in an edited collection

Sometimes you need to reference only one chapter from a book which contains many chapters which are written by different authors. In this case, give the surname and initials of the author of the chapter you want to reference, then the year the book was published in brackets. Put the title of this chapter within single quotation marks, followed by a full stop. Write 'in' and give the title of the book in italics followed by a full stop. Write 'ed. by' and give the surname and initials of the editor. Finally, give the place of publication followed by a colon then the publisher, **and the pages in between which the article is found after a comma**. Example:

Aggarwal, B. (2005) 'The Declining British Bird Population'. in *A Guide to Contemporary Ornithology*. ed. by Adams, G. London: Palgrave, 66-99

5. A printed journal article

Give the author's surname and initials then the year in brackets then put the title of the article within single quotation marks, followed by a full stop. Give the title of the journal in italics then the volume number followed by the issue number in brackets if there is one, then **the pages in between which the article is found after a comma**. When you are giving in-text citations you can use 'et al.' for more than three authors, but in the List of References you should give all the authors in order to credit them fully. Example:

Potter, F., Pavliotis, M., Kiran, D., Qureshi, H. A., and Ball, R. (2005) 'White Noise and Particle Behaviour'. *Journal of Mathematics and Physics* 2 (1), 67-81

Note: articles in magazines that have issue numbers, may be referenced in the exact same way as articles in journals!

6. A (corporate) report

Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics, the series number if appropriate, then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Department of Health Committee of Dietetics (2006) *A Report on Dietary Health no. 41*. London: Stationary Office

7. An unpublished booklet or departmental handbook

Give the author's surname and initials or the corporate author, then the date in brackets. Give the title in italics followed by a full stop. Write 'Unpublished booklet' or 'unpublished handbook' then add a full stop and give the place and the institution where it was produced. Example:

Dawson, M. (2006) *A Guide to Writing Reports*. Unpublished booklet. Coventry: Coventry University

8. A leaflet or a poster

Give the author's surname and initials or the corporate author, then the date in brackets. Give the title of the leaflet in italics followed by a full stop. Write 'leaflet' then add a full stop and give the place and the institution where it was displayed . Example:

National Health Service (2009) *Catch It, Bin It, Kill It*. Leaflet. Coventry: Walsgrave Hospital

If the author or corporate author of the poster or leaflet is not apparent, write the title of the leaflet, poster or event, followed by the year in brackets. Write 'leaflet' or 'poster' then add a full stop and give the place and the institution where it was displayed. Example:

Iron Man 3 (2013) Poster. Coventry: Odeon Theatre.

9. A newspaper article

Give the author's surname and initials and the date in brackets, then put the title of the article within single quotation marks followed by a full stop. Give the title of the newspaper in italics, then the exact date, a comma and finally the page numbers. Example:

Anderson, E. (2002) 'Biology is Britain's Best Discipline'. *The Independent* 20 July, 4-5

Note: British English uses the date/month system while American English uses the month/date system!

10. A conference paper in conference proceedings

Give the author's surname and initials then the year in brackets. Put the title of the paper within single quotation marks followed by a full stop. Write 'in' then give the surname and initials of the editor of the Conference Proceedings followed by 'ed.' in brackets. Give the title of the Conference Proceedings in italics followed by a comma, then give the title of the Conference within single quotation marks followed by a full stop. Write 'held' and then give the full date of the Conference then write 'at' and give the place. Finally, give the place of publication followed by a colon then the publisher. Add a comma and the page numbers of the paper. Example:

Shah, A. (1992) 'Neuro-rehabilitation Services in the Midlands'. in Wood, P. (ed.) *Proceedings of the Coventry Conference on Local Psychology Provision*, 'Practical Psychology: How to Improve'. held 7-9 March 1990 at Coventry University. London: Prentice Hall, 8-20

11. Conference proceedings

Give the editor's or editors' surname(s) and initial(s), then the year of publication. Put the title of the proceedings in italics, followed by the title of the Conference within single quotation marks followed by a full stop. Write 'held' and then give the full date of the Conference then write 'at' and give the place. Finally, give the place of publication followed by a colon then the publisher

Tokay, D. (ed.) (2004) *Translation as a Metaphor in Academic Writing*. 'Conference on International Writing Centres'. held 3-5 April 2003 at Ankara University. Istanbul: Sabanci University Press

12. . A thesis or dissertation

Give the author's surname and initials then the year in brackets. Give the title in italics followed by a full stop. Write 'Unpublished PhD thesis' or 'Unpublished dissertation' as appropriate then add a full stop and give the place and the name of the university. Example:

Jones, M. (2000) *An Evaluation of Learning Through Writing*. Unpublished PhD thesis. Coventry: Coventry University

13. A UK patent

Give the originator (company or designer) followed by a full stop. Give the year in brackets then the title of publication in italics followed by a full stop, then give the series designation. Example:

Walk-on Inc. (2000) *Non-slip stiletto heel*. BG 3356754

14. An international patent

If the patent does not originate in the UK follow the same format as above, but indicate the origin after the title by writing 'European Patent' or other information as appropriate, then give the series designation. Example:

Borg Warner Inc. (2005) *Control Devices for Clutches and / or Gear Actuators of an Automated Gearbox or an Automatic Transmission*. European Patent EP 1519081 –2005-03-30

15. A standard

Write 'British Standards Institution' as the corporate author then give the date in brackets. Give the title in italics followed by a full stop. Write 'BS' then give the full standard number and date. Finally, give the place of publication followed by a colon then the publisher. Example:

British Standards Institution (2004) *Quality Assurance: Frameworks for Success*. BS EN ISO 8005: 2004. London: British Standards Institution

16. A Statutory Instrument

Give the title in italics followed by a full stop. Give the year in brackets then write 'SI' and give the statutory instrument number followed by a full stop. Give the place of publication, a colon, then the publisher. Example:

National Emergency Regulations (2002) SI 2002/4651. London: HMSO

17. A technical paper

Give the name of the author or corporate author then the date in brackets. Put the title of the paper followed by a full stop within single quotation marks. Write 'Paper no.' and give the full paper number followed by a full stop. Give the conference title, a comma, then the dates of the conference followed by

a comma then the location followed by a full stop. Give the surname and initials of the conference organiser then the organising body. Example:

Society of Automotive Engineers (2004) 'Airbag benefits, airbag costs'. Paper no. 2004-01-0840. SAE 2004 World Congress Exhibition, 3 August – 3 November 2004, Detroit. Smithson, J. S. Penn. Society of Automotive Engineers

18. Personal communication: a letter

Give the surname and initials of the person you are referencing and the date in brackets. Give the title in italics (you may have to make one up) then write the type of communication in square brackets. State who the communication was addressed to, then give the exact date in square brackets. Example:

Athanasiou, A. (2006) *Local Development Planning* [letter] to Patterson, P. H. [30 May 2006]

19. An encyclopaedia entry

Give the author's surname and initials then the year in brackets and put the title of the entry within single quotation marks followed by a full stop.   Write 'in' and then the title of the encyclopaedia in italics followed by a full stop, then the edition and the volume number separated by full stops. Give the place of publication, a colon, then the publisher, **followed by a comma and the pages between which the encyclopaedia entry is found.** Example:

Pavliotis, G. (2000) 'Dairy Farming'. in *The New Encyclopaedia Britannica*. 3rd edn. vol. 20. London: Woodfords, 782-801

20. A dictionary

Give the corporate author or the editors, then the date in brackets, the title of the dictionary in italics, the edition and the volume number where applicable. Finally, give the place of publication followed by a colon then the publisher. Examples:

Oxford Dictionaries (2008) *Concise Oxford English Dictionary*. 11th edn. Oxford: Oxford University Press

Downes, J. and Goodman, J. E. (eds.) (1998) *Dictionary of Finance and Investment Terms.* 5th edn. New York: Barron's

21. The Bible or other sacred text

Give the name of the editor, the year, then the title of the Bible in italics, the edition if appropriate. Finally, give the place of publication followed by a colon then the publisher. Example:

Nelson, Th. (ed.) (1994) *Holy Bible: The New King James Version*. Philadelphia: Pew Library

22. A House of Commons / Lords Report

Give the name of the House as in your in-text citation then the date in brackets. Then write 'Great Britain Parliament' and give details of the committee if appropriate followed by a full stop. Give the title in italics and the report number followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the paper details, the number, and the Parliamentary Session if appropriate. Example:

House of Lords (2005) Great Britain Parliament Select Committee on Science and Technology. *Complementary and Alternative Medicine 6th report of the Select* Committee *on Science and Technology*. London: Stationery Office. (HL paper; 123; Session 2003-4)

23. A Government Bill

Give the name of the House as in your in-text citation then the date in brackets. Then write 'Great Britain Parliament' followed by a full stop. Give the complete title of the Bill in italics followed by a full stop. Give the place of publication followed by a colon then the publisher. Finally, within brackets give the Bill details and number if appropriate. Example:

House of Commons (2005) Great Britain Parliament. *Children (leaving care): A Bill to make provision about children and young persons who are being, or have been looked after by a local authority; to replace section 24 of the Children Act 1989; and for connected purposes*. London: Stationery Office (Bill: Great Britain. Parliament. House of Commons; 124)

24. An Act of Parliament

Give the short title of the act and the year, instead of the author, **the year and the chapter number in brackets.** Then give the place of publication and publisher. Example:

Mental Capacity Act (2005, c.9) London: The Stationery Office

25. A Government Green or White Paper

Give the Government Department as the author followed by the year and the complete title of the paper in italics. Give the type of paper, green or white in square brackets, the place of publication followed by a colon then the publisher. Finally, within brackets give the paper number. Example:

Department of Health (1998) *Our Healthier Nation: A Contract for Health* [green paper] London: Stationery Office (Cm 3854)

26. Hansard official report of a parliamentary debate

Write House of Commons as your author as in your in-text citation then the date in brackets, followed by the title of the debate in italics. Then give the Parliamentary Session in brackets, then the volume number, a comma, then write 'col.' and give the column number. Example:

House of Commons (2001) *Hansard: HC Deb.* (2000-1) 203, col. 346

27. An official report of a parliamentary debate in a Standing Committee

Write 'Standing Committee' as in your in-text citation then the date in brackets. Give the complete title of the debate in italics followed by a full stop. Give the title of the debate in italics followed by a full stop. Give the Parliamentary Session in brackets, then give the volume number, a comma, then write 'col.' and give the column number. Example:

Standing Committee (2004) *Securities Bill Debate.* (2004-5) 10, col. 71

28. Law reports/cases

Give the names of parties in italics, followed by the year, usually in square brackets but could also be in round brackets—check the law report itself for whether [] or () brackets are used—the volume number (that is the 'accepted' abbreviation for the law report) and the first page of the report. Examples:

Bolam v Friern Hospital Management Committee [1957] 1 W.L.R. 582
Gillick v West Norfolk and Wisbech AHA (1985) 82 L.S.G. 3531

29. A music score

Give the surname and initials of the composer then the year in brackets followed by the complete title in italics then a full stop. Write 'ed. by' or 'arranged by' and give the surname and initials of the editor or arranger if appropriate. Finally, give the place of publication followed by a colon then the publisher. Example:

Grimalda, G. (2005) *Symphony no. 2, A minor, op. 43.* ed. by Poyner, K. Coventry: Coventry University Press

30. Archives

Give the surname and initials of the author, the year of the document in brackets, the title in italics, the type of document (e.g. manuscript, letter) in square brackets, the name of the archive collection, the place and institution where the archive is collected.

Rose, J. (1980) *Between C&D* [National Endowment for the Arts Proposal] Fales Special Collection. New York: Bobst Library, New York University

IV. List of References: Electronic Written Sources

Referencing electronic sources is an emerging area, so be prepared to use your own judgment when referencing unusual sources not listed below. Refer to the **ARC of Successful Referencing** outlined in the Introduction to this *Guide*. If you are referencing a source you have accessed online, the basic rule is to give the same information as you would for a printed source, but add three pieces of information:

ï   Write 'online' in square brackets after the title of the source like this: [online]; **if the electronic format is the DVD-Rom or CD-ROM, then write in brackets [DVD-ROM] or [CD-ROM] and reference as a printed document**

- ï If it is an online source, give the **full** web address (the URL) starting and ending with chevrons like this: **<http://factual.com>**

- ï Give the date you accessed the online source in square brackets like this: [3 July 2006]

1. An electronic journal article

If you have accessed a journal article online, reference it as a print journal. Especially if you are using a PDF version you have downloaded you can usually treat this as a printed journal article for referencing purposes, but check with your module tutor whether this is acceptable. **If the journal is available only electronically as part of a website or a database, then you ought to give the entire URL and the date of access.** Otherwise, you may treat the article as a printed source.

> **Be careful** when using electronic databases. Give full details so that a reader can locate **exactly** the source you have used. It is not sufficient to give vague information about the database in general.

Give the author's surname and initials then the year in brackets. Put the title of the article within single quotation marks followed by a full stop. Give the title of the journal in italics then write 'online' in square brackets. Give the volume number, then the issue number in brackets if there is one, and finally, after a comma, give the page numbers in between which the article is found, followed by a full stop. Write 'available from', and give **the full web site address or the subject directory address or the database address,** starting with **<** and ending with **>**. Finally, give the date of access in square brackets. Example:

Dhillon, B. (2004) 'Should Doctors Wear Ties?' *Medical Monthly* [online] 3 (1), 55-88. available from
<www.jstor.org> [20 April 2006]

Note: magazine articles accessed online can be referenced in the same manner!

2. A web site (or other online media)

Give the author's surname and initials or the name of the organisation that produced the web site as a corporate author. Give the year it was created or last updated in brackets. Give the title in italics (you may need to make up an appropriate title), then write 'online' in square brackets. Write 'available from' and give the full web site address starting with **<** and ending with **>** then write the date of access in square brackets. Example:

Centre for Academic Writing (2006) *The List of References Illustrated* [online] available from
<http://home.ched.coventry.ac.uk/caw/ harvard/index.htm> [20 July 2006]

Note: If the website does not have a date, it is best to write 'n. d.' instead which means no date.

3. An electronic book

Give the surname and initials of the author then the year in brackets and the title in italics. Write **'online' or 'Coventry University e-brary'** in square brackets, then give the edition if appropriate, the place of publication, a colon, then the publisher followed by a full stop. Write 'available from' and give the full web site address starting with **<** and ending with **>** then the date of access in square brackets. Example:

Potter, H. (2005) *An Introduction to Human Anatomy* [online] 4th edn. London: Adam Arnold. available from <http://anatomy/introduction/human/htm> [27 March 2006]

Kindle or other e-reader books. Example:
Roth, P. (2011) *The Ghost Writer* [Kindle edition]. Vintage Digital

4. Electronic newspaper article

Give the author's surname and initials and the date in brackets, then put the title of the article within single quotation marks followed by a full stop. Give the title of the newspaper in italics followed by [online] in square brackets, then the exact date. Write 'available from' and 'give the full web address starting with **<** and ending with **>** then give the date of access in square brackets. Example:

Lacey, M. (2009) 'Mexico's Drug Traffickers Continue Trade in Prison'. *The New York Times* [online] 11 August. available from <http://www.nytimes.com/2009/08/11/world/americas/11prisons.html?_r=1&hp> [11 August 2009]

Note 1: British English uses the date/month system while American English uses the month/date system!

Note 2: For an image or an artwork featuring in an online newspaper, please reference it exactly like an article, by giving the artist's or the producer's surname and initial, followed by the title/caption of the image within single quotation marks, instead of the author and name of the article as in the example above.

5. Electronic lecture notes or transcript

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write 'online lecture' in square brackets, then state the module, seminar or special occasion, followed by a comma and the exact date with a full stop. Add the place, a colon and the institution where the lecture was delivered. Write 'available from' and 'give the full web address starting with **<** and ending with **>** then give the date of access in square brackets. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [online lecture] module 102ENG, 2 May 2006. Coventry: Coventry University. available from <http://modules_downloads.engineering.modules/htm> [6 September 2006]

6. Personal communication: an email

Give the author's surname and initials then the date in brackets, then the title of the email in italics (use the 'subject' header or make up an appropriate title). Then write the type of communication in square brackets. State who the communication was addressed to, then give the exact date the email was sent in square brackets. Example:

Brown, B. (2005) *How to Harvard* [email] to Edwards, A. [20 October 2005]

7. Online discussion forum/mailing list (JISCMAIL or Listserv)

Give the author's surname and initials then the date of the email in brackets. Put the subject of the email within single quotation marks followed by a full stop. Give the exact date of the email in square brackets and then the title of the email discussion list in italics. Write 'online' in square brackets followed by a full stop. Write 'Available from' and give the full web address of the email discussion list starting with **<** and ending with **>** then give the date of access in square brackets. Example:

Lango, J. (2004) 'Neuro-rehab in Warwickshire'. [30 May 2004] *Psychiatric Nursing* [online]. available from: <http://www.jiscmail.ac.uk/psychology/ training/neurorehabilitation/ Warwickshire> [30 May 2005]

8. A (corporate) report accessed electronically

Give the author's surname and initials or the corporate author then the year in brackets. Write the title of the report in italics and give the number if appropriate, then write 'online' in square brackets. Then write 'available from' and give the full web address starting with **<** and ending with **>**, then give the date of access in square brackets. Example:

Department of Health Committee of Dietetics (2006) *A Report on Dietary Health no 41* [online] available from <http://Department_Health. Dietetics2006.report.Dietary Health/html> [4 July 2006]

9. European Union legislation

European Union legislation is varied, including directives, treaties, agreements, etc. These can be found on the Eur-lex website <http://eur-lex.europa.eu/en/index.htm>, the repository of EU legislation and documents. Give the full title of the document that includes the year and the name of the legislation, **all in italics** (in keeping with EU conventions), then write available from, the website and the date of access. Example:

Council Regulation (EU) No 870 (2013) of 9 July 2013 amending Regulation (EC) No 2866/98 as regards the conversion rate to the euro for Latvia. available from < http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:243:0001:0001:EN:PDF> [26 September 2013]

10. A thesis or a dissertation online
Give the author's surname and initials, then the year in brackets. Write the title of the thesis in italics, then write 'online' in square brackets. Then write 'PhD thesis' or 'MA dissertation' as appropriate then add a full stop and give the name of the University. Add, 'available from' and give the full web address or **the thesis/dissertation directory address** starting with **<** and ending with **>**, then give the date of access in square brackets. Example:

Gifford, A. G. (2008) *Humanitarian Directed Violence in Afghanistan: Neutrality and Humanitarian Space*
　　　[online] MPhil dissertation. Massey University. available from
　　　<http://muir.massey.ac.nz/handle/10179/582> [12 August 2009]

11. A blog
Give the author's surname and initials then the year in brackets and the title in italics followed by a full stop (you may need to make up an appropriate title). Give the exact date the blog was written in brackets, then 'available from', and the web site starting with **<** and ending with **>**. Finally, give the date of access in square brackets. Example:

Smith, J. (2006) *Fantasy Discussion Forum.* [16 May 2006] available from <www.orkat.com> [4 October
　　　2006]

V. List of References: Electronic Visual and Audio Sources
Every time you borrow a picture, painting, photograph, diagram, a recording from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type, whether it is a visual or audio item from a magazine, a book, a website. Example of a web site:

Centre for Academic Writing (2006) *The List of References Illustrated* [online] available from
　　　<http://home.ched.coventry. ac.uk/caw/ harvard/index.htm> [20 July 2006]

1. An image, a video film or a sound recording accessed electronically (DVD, CD, streamlined)
Give the surname and initials of the artist, director or the producer's name, the date of release in brackets, then the title of the image, film or recording in italics followed by a full stop. Give the format in square brackets, eg. [DVD] or [CD] or [online].

If it is an **online source**, then add 'available from' and the full web address starting with **<** and ending with **>**, then give the date of access in square brackets. Example:

Allen, L. (1954) *Suddenly* [online] available from <http://www.archive.org/details/suddenly>
　　　[12 August 2009]

If it is **a DVD or a CD**, after the format, give the place of release followed by a colon (if there are many places just give the first) then the production company. Examples:

Radford, M. (2005) *The Merchant of Venice.* [DVD] United Kingdom: MGM Home Ent. (Europe) Ltd.

2. A broadcast or a podcast
If you listen to the radio or watch TV **live**, give the title of the broadcast, the year, the broadcasting station or channel. Give the exact date, followed by a comma and the time of the broadcast, in square brackets. Example:

Have I Got News for You (2005) BBC1 [3 April 2005, 21:10]

If you access a radio or TV broadcast **online** using the Listen Again facility or you wish to reference a podcast, reference the broadcast in the normal way but then add all the information to enable your reader locate this source online. Give the title of the broadcast in italics then the year in brackets. Write 'online' in square brackets then give the station or channel. Give the date, month, year, followed by a comma and the time of the broadcast. Give the full web address starting with **<** and finishing with **>** then the date of access. Example:

The Archers (2006) [online] Radio4. 22 June 2006, 19:00. available from <http://www.bbc. co.uk/ radio4/
　　　archers/index.shtml> [2 October 2006]

3. A programme video recording (from TV)

Give the title of the programme or of the programme series and the date in brackets, the release year in brackets, the recording format in square brackets, then the name of the broadcasting station or television and the exact day and time of the broadcast if available Example:
Pedigree Cattle (2003) [VHS video] BBC1

4. An advertisement in a magazine or newspaper accessed electronically

Give the name of the advertisement italics, the year of release. Add 'in' and give the name of the hosting magazine or newspaper, add 'online' in square brackets, the issue date, 'available from' and the full web address starting with **<** and ending with **>**, then give the date of access in square brackets. Example:
Life Tastes Good (2009) in *Vanity Fair* [online] 12 August. available from <http://www.vanityfair.com/> [12 August 2009]

Note: If the advert is located on a website as an image or a video, give its title, the year of release, then write 'on line' in square brackets, available from, the web address and the date of access as per the above. Example:
Transformers: Revenge of the Former LG Commercial (2009) [online] available from <http://www.youtube.com/watch?v=sLUnwCJV0IA> [13 August 2009]

5. An artwork or image in a magazine accessed electronically

Give the surname and initial of the artist, the year of the magazine, the title/caption of the image or artwork within single quotation marks, followed by a full stop. Add the name of the magazine in italics, then 'on line' in square brackets and the issue date. Write 'available from' and the full web address starting with **<** and ending with **>**, then give the date of access in square brackets. Example:
Niemann, C. (2009) 'Sorry, but I get all the stuff I don't need on the Internet'. *The New Yorker* [online] 10 August. available from <http://www.newyorker.com/talk/financial/2009/08/10/090810ta_talk_surowiecki> [13 August 2009]

6. Computer software

Give the surname and initials of the author or the corporate author who produced the software, then the title of the software package in italics. followed by 'on line' in square brackets. Then add the full Add, 'available from' and give the full web address starting with **<** and ending with **>**, then give the date of access in square brackets. Example:
Microsoft Office Corporation (2009) *Encarta Premium 2009* [online] available from <http://www.microsoft.com/learningspace/encarta_eol.aspx> [12 August 2009]

N.B. If the software is available in CD format, follow the guidelines under V.1 above for 'an image, a video film or a sound recording accessed electronically'. The same guidelines apply for computer games.

VI. List of References: Printed or Exhibited Visual Sources

Every time you borrow a picture, painting, photograph, diagram, or other image from a source, give a List of References entry which links with your in-text citation. Reference the source as normal according to the type. Example of a whole book:
Peters, J. (2006) *Artists of the Twentieth Century*. London: Macmillan

Be prepared to use your own judgment when referencing unusual visual sources not listed below. Refer to the **ARC of Successful Referencing** outlined in the Introduction to this *Guide*. Make sure you also give the art or exhibit type in square brackets where applicable, and if appropriate the place of publication of the book, magazine or catalogue and the publisher or else the exhibition. Be consistent throughout your paper.

1. An image or an art figure in a magazine

Give the surname of the artist or producer of the image or the artwork, then the year of the magazine in brackets, followed by the title of the image (usually these are accompanied by captions) within single quotation marks, followed by a full stop. Then write the name of the magazine, the issue date, followed by a comma and the page number(s) where the image(s) is/are located. Example:

Niemann, C. (2009) 'Sorry, but I get all the stuff I don't need on the Internet'. *The New Yorker.* 10 August, 20

2. A work of art, photograph, illustration or item in an exhibition or exhibition stand

Give the surname and initials of the artist or producer of the artwork or exhibit item, then the year of exhibition in brackets followed by the title of the work, a comma and the year of its original production, **all** in italics. Give the art or exhibit type in square brackets, then write the name of the exhibition or exhibition stand within single quotation marks and add exhibition or display depending on the type of event, followed by a full stop. Add the place of the exhibition, a colon and the museum, gallery or exhibiting institution, followed by a comma and the exhibition date(s). Example:

Louis, M. (2009) *Tet, 1958* [painting] 'Synthetic' exhibition*.* New York: The Whitney Museum of American Art, 22 January-19 April

3. An exhibition catalogue or an art book

Give the surname and initials of the artist and the publication date in brackets then the title of the exhibition catalogue or the art book in italics followed by a full stop. Give the place, a colon, then the gallery or the place of publication. Example:

Gale, M., Ades, D., Aguer, M. and Fanes, F. (2008) *Dali & Film.* New York: The MoMA

4. An advertisement in a printed magazine or newspaper

Give the name of the advertisement italics, the year of publication. Add 'in' and give the name of the hosting magazine or newspaper, followed by a full stop and the issue date. Add a comma and the page number where the advert is located.
Example:

Life Tastes Good (2009) in *Vanity Fair.* 12 August, 16

5. A map

Give the surname and initials of the cartographer, compiler, editor (this can be a corporate author as well), copier, or engraver then the year in brackets followed by the title in italics and a full stop. Give the scale of the map (where available) then a full stop. Finally, give the place of publication followed by a colon then the publisher. Example:

Elms, J. (2005) *Coventry Cycle Paths*. 1:40000. Coventry: Warwickshire *Guide*s

6. An Ordnance Survey map

Write 'Ordnance Survey' then the year in brackets followed by the title in italics and a full stop. Give the sheet number then a full stop. Give the scale of the map then a comma, then the series. Example:

Ordnance Survey (1990) *Coventry City Centre*. Sheet 55. 1:500000, Warwickshire Series

7. An exhibition stand

Give the name of the author (or the corporate author) which produced the stand, then the year of the exhibition in brackets. Give the title of the stand in italics. State the exhibit type in square brackets. Put the name of the exhibition within single quotation marks and add conference or seminar depending on the type of event. Give the location of the exhibition, a colon, the organising institution, followed by a comma, and finally, the exact date of the exhibition. Example:

Centre for Academic Writing (2005) *The Coventry University Harvard Reference Style* [Poster display and projected web site] 'Enhancing Learning and Teaching Environments' conference. Coventry: Coventry University, 14 June 2005

VII. List of References: Spoken Sources

Follow the same practice as when you cite written or electronic sources by giving the author or corporate author, the date, and page numbers if appropriate. Remember that with audio sources your reader may need to know the format, so indicate whether the source is a CD, DVD, VHS video, 35mm film, audiocassette, etc. (refer to electronic sources above)

1. A lecture

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write 'lecture' in square brackets, then state the module, seminar or special occasion, followed by a comma and the exact date with a full stop. Add the place, a colon and the institution where the lecture was delivered. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [lecture] module 102ENG, 2 May 2006. Coventry: Coventry University

2. A lecture: recording

Give the surname and initials of the lecturer and the year in brackets. Give the title of the lecture in italics (you may need to make up an appropriate title), then write the format in square brackets, then state the module, seminar or special occasion, followed by a comma and the exact date with a full stop. Add the place, a colon and the institution where the lecture was delivered. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [lecture Audio Cassette] module 102ENG, 2 May 2006. Coventry: Coventry University

or

Hatton, K. L. (2006) *Engineering Since 1945* [lecture podcast] module 102ENG, 2 May 2006. Coventry: Coventry University

N.B. if the podcast is available online, instead of the publishing place and the publisher, give the URL or the virtual learning platform and the date of access. Example:

Hatton, K. L. (2006) *Engineering Since 1945* [lecture podcast] module 102ENG, 2 May 2006. available from Moodle2 [12 June 2006]

3. An interview

Give the name and initial of the interviewee then the date of the interview in brackets. Give the title of the interview within single quotation marks (this could be the title of the article or article section or the title of the broadcast), then write 'interview by' and the name of the interviewer in square brackets. Then write 'in' and give a full reference as normal for this source in which the interview has been published, broadcast or recorded; also write the page numbers of the interview if applicable. Example of an interview in a book:

Patel, S. (2006) 'Reactions to Political Moves' [interview by A. Jameson] in Johns, D. R. (2006) *Table Talk: Interviews with Local Individuals.* London: Collins: 23-45

N.B. Research conventions say that interviews that you yourself conducted are regarded as research data (which you may attach to your academic paper in the form of an Appendix) and therefore do not need to be referenced.

4. Meeting minutes

Give the name of the organisation, department or group that organised the meeting and the year of the meeting in brackets, then in italics *Meeting Minutes,* followed by the place and institutional details. Example:

Council Tax Department (2012) *Meeting Minutes.* Coventry: Coventry City Council

5. Conference presentations

Give the surname and initial of the presenter and the year of the presentation in brackets, then the title of the presentation between single inverted commas, followed by the title of the conference in italics, followed by a full stop and the details of the conference. Example:

Shah, A. (1990) 'Neuro-rehabilitation Services in the Midlands'. *Conference on Practical Psychology: How to Improve*. held 7-9 March 1990 at Coventry University

VIII. List of References: Secondary Sources

Secondary sources may be considered recycled sources. If you are reading a source in which another source is cited, first **try to find the original**. Check in the footnotes, bibliography, or List of References in the source to find information about the original. If you cannot find the original in the University Library, ask at the Enquiry Desk about ordering the original source via the inter-library loan service.

- ï **In-text citation option 1:** If you can obtain the original source, read it and cite the original as normal

- ï **In-text citation option 2:** If you cannot find the original source, cite it as a secondary source:

1. A secondary reference in a book

Give full publication details of the original source as normal ending with a full stop. Then write 'cited in' and give full publication details of the source you have actually read. Finally, add a colon then give the page number of the source you have actually read. Example:

Patel, P. (2004) *Green Thinking and Political Culture*. Coventry: Coventry University Press. cited in Brown, R. (2005) *Enviro-politics in the New Millennium*. London: Macmillan: 66

2. A secondary reference in a journal

Give full publication details of the original source as normal ending with a full stop. Then write 'cited in' and give full publication details of the source you have actually read. Finally, add a colon then the page number of the source you have actually read. Example:

Padda, J. (2000) 'Gender and Creative Writing in Coventry'. *Journal of Writing Studies* 3 (2), 44-59. cited in Williams, R. , Cox, D. , and Chan, P. (2001) 'How Has Editing Changed?' *Academic Writing Review* 2 (1), 55-69: 60

Part Three: Glossary

Abbreviation

For well known organisations or publications you can just give the initial letters of each word instead of writing the title in full. This is called an abbreviation. Always explain the full title the first time you use each abbreviation. Example:

The Department of Health (DoH) set standards to which all practitioners must adhere.

Academic paper

A paper is an assignment, article, or other document which is written for an academic audience. A paper may be written as part of one's assessment for an undergraduate or a postgraduate degree, or produced for publication in a journal or for presentation at a conference. Although the term 'paper' is not necessarily common amongst students and particularly in the context of the United Kingdom, it is important to be aware of this usage, which is widespread in the international academic community.

Appendix

In a long document such as a dissertation, thesis, or major report, an appendix is a separate element at the very end of the document (after the List of References). An appendix contains extra information that is not directly necessary for the argument, but which provides supplementary details. Examples of questionnaires or other data collection methods may be included in an appendix. A document may

contain more than one appendix (multiple appendices). These should be labeled Appendix A, Appendix B, etc. or Appendix 1, Appendix 2, etc.

Bibliography

A bibliography is a list of all the sources you have read in preparation for writing an academic paper. This is different to a List of References, which gives full information for the sources you have **cited** in the main body of your paper (by quoting, paraphrasing, or summarising ideas). Bibliographies are not normally used in the *CU Harvard Reference Style*, but your module tutor may ask you to include one.

Blog

Blog is short for 'web log'. It is a type of web site, often in the format of a diary in reverse order (starting with the latest entry). On the internet, blog entries can be shared in the public domain. Certain web sites are dedicated to blogging, such as this doctoral writing blog http://doctoralwriting.wordpress.com/. Blog entries must be cited and referenced.

Browser

A browser is a software tool that enables users to view or search for information available on the internet. For instance, 'internet explorer' is a browser. A browser is used to navigate the web and to view information on web pages.

Centre for Academic Writing

The Centre for Academic Writing (CAW) has a dual remit to work with both staff and students at Coventry University on any writing project. For staff this includes publications, presentations, module and assessment guidelines, and professional development work. For undergraduate and postgraduate students this includes writing assignments, academic papers, exams, dissertations, and theses, many of which require scholarly citing and referencing in the CU Harvard Reference Style. To contact CAW for a one-to-one appointment, go online to www.coventry.ac.uk/caw for email and telephone details.

Cite

In the *CU Harvard Reference Style Guide*, 'to cite' means to refer to a source in the main body of your paper. Example: (Edwards 2006: 57).

Collusion

This is submitting work as your own which is copied from others, or asking others to write work for you. Collusion is different from collaborating legitimately with colleagues, which is a normal and fruitful part of academic life.

Corporate author

A corporate author is an author which is not just one person, but instead an organisation or corporate body. A corporate author could also be a Government organisation, such as the Department of Health. When the source you want to cite and reference is not produced by individuals, give the corporate author instead. Web sites are often produced by a corporate author.

Database

A database is an electronic collection of data stored in a software programme that will organise and retrieve data. Ask at the Enquiry Desk in the University Library for help in familiarising yourself with the most important databases in your subject area, which enable you to access the best range of up-to-date sources.

et al.

This is an abbreviation of the Latin 'et alii', which means 'and others'. This is used in in-text citations in the Coventry University Harvard Reference Style when there are more than three authors. You should give the surname and initials for the first three authors. If you are using 'et al.' because there are more than three authors, just give the first surname followed by 'et al.'. Example: Disaster Management is the 'discipline of the future' (Patel et al. 2005: 9).

Note: All of the authors' names must be given in the List of References' entry in order to credit the intellectual property of each contributor.

Figure

When you borrow a visual source, you must label it as a figure and write a caption for it. Make a List of Figures and put it in the Contents Page at the start of your document. See the *Guide* for more information on Citing Visual Sources. If the image is taken from an internet source, see the section in the *Guide* on Citing Electronic Sources.

ibid.

This is an abbreviation of the Latin term 'ibidem', which means 'in the same place'. The term 'ibid.' is used in some referencing systems to indicate that information is repeated in a reference. However, *ibid.* is **not** used in the Coventry University Harvard Reference Style.

Issue number

This is also known as the 'part number'. Most scholarly journals are issued more than once per year. Many are issued every season, so there is a Spring, Summer, Autumn, and Winter issue. These are numbered 1, 2, 3, 4 etc. When you reference a journal article you must identify the issue number in brackets. Example:

Padda, J. (2003) 'Creative Writing in Coventry'. *Journal of Writing Studies* 3 (2), 44-59

Intellectual honesty

Clear referencing enables you to display intellectual honesty about where you have borrowed information from. This means being clear and transparent about whose ideas, or 'intellectual property', you are using in your writing.

Intellectual property

You must cite and reference every piece of information that you borrow from another source because it is the intellectual property of the individuals or groups of people who have produced it. Legally, ideas belong to the person who originally expressed them, and if you borrow ideas you must credit the owner. Be aware that if you present other people's intellectual property as your own, this is called plagiarism. Whether plagiarism is intentional or unintentional, the minimum penalty for a proven case is usually a mark of zero in that module, with the maximum being exclusion from the University.

Internet

The internet is much bigger than individual web sites. It is the technical infrastructure that includes web sites and web pages which are interlinked over a wide area network that includes the whole world.

In-text citation

In the Coventry University Harvard Reference Style, giving an in-text citation means providing the author and date in brackets, in the main body of your document. Remember to give an in-text citation if you quote, paraphrase, or summarise a source. Do not forget that every time you give an in-text citation, you must also ensure that you have listed full publication details of that source in the List of References at the end of your document—bearing in mind that a source should appear only once in the List of References even if there are many in-text citations for that source in your paper. Example of an in-text citation including the relevant page number: (Edwards 2006: 57).

Italics

(1) In the Coventry University Harvard Reference Style, all book and journal titles must go in italics (do not use bold or underline). Remember that the physical item you hold (like a book or a journal) goes in italics, not any element within that publication (not a chapter or article title, for which you use single quotation marks). The reason that the title of the physical item you are referencing goes in italics is so that a reader can see at a glance the types of publications you have used. Example: In 1995 Jones published valuable insights in her article 'The Health of the Nation', which was published in *The British Journal of Pharmacology* (Jones *BJP:* 1995).

(2) Put foreign words in italics.

(3) **Do not** use italics for the title of journal articles or chapters. Instead use single quotation marks. To remember this, note that the article or chapter sits a within a larger publication, so it must sit within single quotation marks. Example:

Peterson's recent article on oncology entitled 'Meningioma Detection' (2006) makes a real contribution to cancer research.

(4) **Do not** use italics when quoting. Instead, **use either double or single quotation marks,** and whichever you choose be consistent throughout your document. Example:
Although there are many approaches to disaster planning the Smartson model ensures both 'effectiveness and efficiency' (Smartson 2004: 65).

List of References
In the Coventry University Harvard Reference Style, the List of References goes at the end of your document on a separate page. It contains full information for each in-text citation so that readers can easily locate the sources you have used. Each different type of source must be referenced in a special way, but **do not** divide the list into categories. **Do not** use a full stop at the end of each reference.

Online journal article
A journal article may also be available electronically as an online journal article, which means that it is accessible on the internet, but the content is the same as a paper-based journal article. Similarly, an e-book is normally the same as a paper-based book except that it is available online.

op. cit.
This is an abbreviation of the Latin term 'opere citato', which means 'in the work cited'. In some referencing systems, this is used after the author's name to refer again to the work previously cited. However, 'op. cit.' is **not** used in the Coventry University Harvard Reference Style.

Paraphrase
Paraphrasing (along with quoting and summarising) is one way of integrating research sources into your writing. A paraphrase of a source is approximately the same length as the original passage. To paraphrase a source means to put it into your own words in an accurate way, so be careful not to distort the meaning as you rephrase the words. To paraphrase a source, take your own notes first and rephrase these, then check you have captured the meaning. Paraphrasing is an excellent method of integrating research into your writing because it shows you have understood the source. When you paraphrase a source you must cite and reference it. For in-text citations, give the author's surname, the date, and the page number because you are referring to a specific place in your source. A reader may wish to find the information you have paraphrased to use it, or to check you have understood the source fully. Example:
Children's literature is becoming more violent (Shaw 2006: 45).
A page number is required because paraphrases refer to specific pages.

Plagiarism
To plagiarise means to copy someone else's ideas without crediting that person. If you do not cite and reference your sources properly you may be accidentally plagiarising. Do not forget that as well as the authors of written texts, you must cite and reference the artists or producers of any figures, images, tables, charts, or anything you have borrowed from another person. This is because ideas and images are the **intellectual property** of the person who produced them, and taking without crediting constitutes intellectual theft. The purpose of the *Coventry University Harvard Reference Style Guide* is to help you to avoid plagiarism by showing you how to write clear in-text citations and a full List of References. For further advice and guidance, also see the Essential Information section of your degree course handbook.

Quote
Quoting (along with paraphrasing and summarising) is one way of integrating research sources into your writing. Quote is short for 'quotation', which means giving the exact words used in a source within quotation marks. **You can use single quotation marks (') or double quotation marks ("), but be consistent**. Do not use italics for quotes.
To quote a source, introduce it and explain after the quote how it is relevant to the argument you are making (without this explanation you will not be rewarded by markers for quoting because very little intellectual effort is required). Within an academic paper, quoting should be balanced with **paraphrasing** and **summarising** to demonstrate that you can integrate research into your own argument in different ways and to show that you understand the sources you are using.
When you quote a source you must cite and reference it. For in-text citations, give the author's surname, the date, and the page number because you are referring to a specific place in your source. A reader may wish to find this quote to use it, or to check that you have quoted accurately. Example:

Children's literature is 'increasingly aggressive' (Shaw 2006: 45). A page number is required because quotes refer to specific pages.

Quoting a longer passage

If you are quoting **more than 40 words**, separate the quote from your own writing and indent it. As with any quote, when you quote a longer passage you must cite and reference it. For in-text citations, give the author's surname, the date, and the page number because you are referring to a specific place in your source. **In this case, do not use quotation marks because the indentation and the in-text citation already signal to a reader that this is a quote.** If you have a shorter quotation that you wish to emphasise, you can also indent this if it can stand alone and make sense to the reader, but you must introduce and comment on it, and cite and reference as usual.

Reference

In the Coventry University Harvard Reference Style, a reference is an entry in the List of References at the end of a document which gives the full publication or internet details. Each in-text citation must relate to a reference entry in the List of References so that readers can locate exactly the sources you have used. Example of a book reference:
Hoskins, S. B. (2006) *Mechanics for Beginners.* London: Routledge

Search engine

A search engine is a device which enables you to search for information on the internet. There are many popular search engines, but beware of commercial search engines because they will not necessarily give you scholarly results. Ask at the Enquiry Desk in the University Library for help with search engines relevant to your subject, and for advice on how to search for scholarly information and articles by using the CU Library portal.

Secondary source

This is a source that you have not read, but which you know about 'second hand' because it is cited in a source that you have read. Secondary sources can be books, journal articles, web pages, or any kind of material. The important thing is to state both in your in-text citations and your List of References when you use a secondary source. Use of secondary sources is **discouraged** by tutors, who prefer you to locate and use the original source because this demonstrates your research skills. This is especially important in Levels 2 and 3 of a degree course. In addition, it is possible that the source in which you are interested has been misquoted or misunderstood by the writer you are reading, so you should read the original to prevent repeating any errors.

Spoken source

A spoken source is any source that was not originally written down. This may be a video, sound recording, conversation, interview, etc. All spoken sources must be cited and referenced. You can look up guidelines on citing and referencing spoken sources in the Contents Page of the *Guide*.

Summary

Summarising (along with quoting and paraphrasing) is one way of integrating research sources into your writing. A summary of a source is much shorter than the original passage. It provides only information that is relevant for your own purpose. To summarise a source, select the key points and condense them within your own argument. Summarising is an effective means of integrating research into your writing because it shows first that you have fully understood the source, and secondly that you can make this information work for you. When you summarise a source you must cite and reference it.

There is an element of decision-making when it comes to summarising: if you are giving a detailed summary of a particular part of an argument, or summarising information from a specific page, you must include page numbers, as you would for a quote or paraphrase. However, if you are summarising what an author has argued in an entire book or article, you do not need to give page numbers.

Example of summarising an entire book or article:
A recent study reveals new information about child health (Wikes 2006).
Example of summarising a point made on two consecutive pages of a book or article:
The book provides examples of how the eating habits of parents directly influence children (Wikes 2006: 19-20).

Table

When you borrow statistics, data, and other numerical information from another source you must label it as a table and write a caption for it. Make a List of Tables and put it in the Contents Page at the start of your document. If the data is taken from an internet source, see the section in the *Guide* on Citing Electronic Sources.

URL

URL is a web address and means 'Uniform Resource Locator'. It is used to locate an address on the internet which is shown in the bar at the top of any web page you view.

Visual source

A visual source is any source that is predominantly image rather than text. This may be a photograph, painting, sculpture, graphic design, figure, chart, etc. All visual sources must be cited and referenced according to the *Guide.*

Web site

A web site is a collection of web pages. A web page is a single element within a web site that incorporates some information and is usually linked to other web pages.

Publications Consulted in the Production of this Booklet

British Standards Institution (1990) *Recommendations for Citing and Referencing Published Material.* BS 5605: 1990. Milton Keynes: British Standards Institution

Guest, D. (2005) *References* [WebCT] available from Midwifery subject page, Coventry University WebCT [1 July 2005] (no longer available)

Leeds Metropolitan University (2005) *Quote, Unquote* [online] available from <http://www.leedsmet.ac.uk/skills/open/skl/content/harvard/> [9 July 2005]

Williams, S. (2005) Bibliographies and References [WebCT] available from: Academic and Professional Skills, Coventry University WebCT [1 July 2005] (no longer available)