



## Quick Guide to Citations and References using the Harvard Style

Welcome to the quick guide to citation and referencing for Arden University students. Please note if you are a Psychology or a Law student, different referencing styles may apply to your module – please consult ilearn and your module tutor.

If you are unsure of anything regarding referencing, please contact your module tutor or post in the Study Skills Q&A forum on ilearn.

Referencing is an important skill for any student writing academic essays and projects. There is an expectation that your work will make use of existing sources. In order to avoid plagiarism, you must always acknowledge sources that you use that are not your own. You may directly quote from a source, paraphrase (writing another person's ideas in your own words) or summarise (pick out the key points of someone else's work).

The Arden University regulations about plagiarism can be found in your Student Handbook.

When you submit your work to Arden University it will be put through a programme called Turnitin. This is a reference checker which determines if there is any material that is incorrectly referenced. You can use this to check drafts of your work. There is a guide to interpreting your Turnitin report on the Study Skills area of ilearn.

Below is a table of examples showing the different types of citation and reference for the materials you may use in your work.

Source Type	Reference List Format	Reference List Example	In text example/s
Book (1 author)	Author's Surname, INITIALS., Year of Publication. <i>Title [online (if an e-book)]</i> . Edition. Place of Publication: Publisher	Gross, R., 2015. <i>Psychology: The Science of Mind and Behaviour</i> . 7th edition. London: Hodder Education.	As Gross (2015, p.33) said, "theory and practice should..."  A more recent study (Gross 2015) stated...  Theory arises out of practice and the two are inextricably linked (Gross 2015).

Source Type	Reference List Format	Reference List Example	In text example/s
Book (2 or more authors)	Author's Surname, INITIALS. and Author Surname, INITIALS., Year of Publication. <i>Title [online (if an e-book)]</i> . Edition. Place of Publication: Publisher	Smith, M., and Lowe, A., 2012. <i>Socially responsible sourcing</i> . 4th Edition. London: Purley	Smith and Lowe (2012) say that...  "Quotation" (Smith and Lowe 2012, p55)
Book (3 or more authors)	Author's Surname, INITIALS., Author Surname, INITIALS., Author Surname INITIALS., Year of Publication. <i>Title [online (if an e-book)]</i> . Edition. Place of Publication: Publisher	Browning, M., Clarke, J., Mitchell, T., 2013. <i>A Study Guide for Students</i> . 6th Edition. London: Hodder Education	Browning et al. (2016) say that...  "Quotation" (Browning et al. 2016, p48)
Article quoted or referenced in another source	Only list the work you have read in the reference list.	Malcolm, A., 2016. <i>Advanced Research Methods</i> . 4th Edition. Oxford: OUP	As Fox argued (cited in Malcolm 2016) the...  "Quotation" (Fox cited in Malcolm 2016, p246)
Chapter in an edited volume	Author of chapter's surname, INITIALS., Year of publication. Title of contribution. <i>In</i> : Surname, INITIALS., of author/ editor of publication followed by ed. or eds. if appropriate. (Year of publication, if different to contribution). <i>Title of book</i> [online] (if applicable). Edition (if not the first edition). Place of publication: Publisher, Page number(s) of contribution.	Cudney, E.A., 2015. Development of Strategic Quality Metrics for Organisations. <i>In</i> : Sampaio, P. and Saraviva, P., eds. 2016. <i>Quality in the 21st Century: Perspectives from ASQ Feigenbaum Medal Winners</i> . 2nd edition. Switzerland: Springer, 57-68.	Cudney (2015) argued that...  "Quotation" (Cudney 2016, p57)
Downloaded E- book	Author/Editor Surname, INITIALS., Year. <i>Title</i> [type of e-reader]. Edition. Place of publication: Publisher if given	Milton, A., 2012. <i>The good study guide</i> [Kindle edition]. London: Macmillan	Milton (2012) argues that...  "Quotation" (Milton 2012, chapter 2)

Source Type	Reference List Format	Reference List Example	In text example/s
Journal article (print or online)	Author Surname, INITIALS., Author Surname, INITIALS., Author Surname INITIALS., Year of Title of Article. <i>Title of Journal</i> [online (if appropriate)]. Volume number and (part number), Page numbers of article	Hames, M., 2014. Fixing the Future. <i>Business Strategy Quarterly</i> [online]. 77(6), 455-456	Hames (2014) suggests...  "Quotation" (Hames 2014, p456)
Webpage	Author/Editor Surname, INITIALS., Year. <i>Title of webpage</i> . Place of publication: Publisher. Available from: URL [Accessed date]	Chartered Trading Standards Institute. <i>Regulatory Consultancy Services</i> [online]. London: CTSI. Available from: <a href="http://www.tradingstandards.uk/advice/RegulatoryConsultancy.cfm">http://www.tradingstandards.uk/advice/RegulatoryConsultancy.cfm</a> [Accessed 4 August 2016].	CTSI (2016) states that...  "Quotation" (CTSI 2016)
Newspaper or Magazine	Author's Surname, INITIALS., (or Newspaper/Magazine Title,) Year of publication. Title of article. <i>Title of newspaper/magazine</i> , Day Month Year, Page number/s and column number (a, b, c etc.).	The Times, 2016. Rush to withdraw savings as negative interest rate looms. <i>The Times</i> , 4 August 2016, 2b.	An article from <i>The Times</i> (2016) suggests that...  "Quotation" (The Times 2016)
Online Newspaper or Magazine	Author's Surname, INITIALS (or Newspaper/Magazine Title) Year of publication. Title of article. <i>Title of newspaper/magazine</i> [online], Day Month Year. Available from: URL [Accessed date].	Monbiot, G., 2016. The climate crisis is already here – but no one's telling us. <i>The Guardian</i> [online], 04 August 2016. Available from: <a href="https://www.theguardian.com/commentisfree/2016/aug/03/climate-crisis-media-relegates-greatest-challenge-hurtle-us-collapse-planet">https://www.theguardian.com/commentisfree/2016/aug/03/climate-crisis-media-relegates-greatest-challenge-hurtle-us-collapse-planet</a> [Accessed 4 August 2016].	Monbiot (2016) argues that...  "Quotation" (Monbiot 2016)

Source Type	Reference List Format	Reference List Example	In text example/s
Photographs or Images	Photographer/Artist's Surname, INITIALS., Year of publication. <i>Title of image</i> [type of image]. Place of publication: Publisher if given. Collection Details if available (Collection, Document number, Geographical Town/Place: Name of Library/Archive/Repository).	Ogden, E., 1982. <i>Falklands Conflict Yorke Bay</i> [photograph]. London: Imperial War Museum. Eric Ogden Collection. 9FKD 2546, 27, IWM Archive London.	In Figure 4, Ogden (1982) shows...  If including the illustration in text, it should be labelled with a figure number and short description e.g. Figure 4: Falklands Conflict Yorke Bay (Ogden 1982).
Online Photograph or image	Photographer/Artist's Surname, INITIALS., Year of publication. <i>Title of image</i> [type of image]. Place of publication: Publisher (of online image) if given. Available from: URL [Accessed Date].	Orland, R., 2002. <i>Newcathedral.jpg</i> [photograph]. Coventry: <a href="http://www.historiccoventry.co.uk">historiccoventry.co.uk</a> . Available from: <a href="http://www.historiccoventry.co.uk/cathedrals/newcathedral.jpg">http://www.historiccoventry.co.uk/cathedrals/newcathedral.jpg</a> [Accessed 7 August 2016].	In Figure 4, Orland (2002) shows...  If including the illustration in text, it should be labelled with a figure number and short description e.g. Figure 4: Coventry Cathedral (Orland 2002).
Social Media (e.g. blogs, Facebook, online discussion forum)	Author's Surname, INITIALS., Year. Title of entry. <i>Title of website</i> [online]. Day Month Year. Available from: URL [Accessed Date].	Hassan, T., 2015. Arden University lays down the law with new course offering. <a href="http://www.notgoingtouni.co.uk">www.notgoingtouni.co.uk</a> [online]. 17 November 2015. Available from: <a href="http://www.notgoingtouni.co.uk/blog/arden-university-lays-down-the-law-with-new-course-offering-2990">http://www.notgoingtouni.co.uk/blog/arden-university-lays-down-the-law-with-new-course-offering-2990</a> [Accessed 8 August 2016].	As Hassan (2015) suggests...  "Quotation" (Hassan 2015).

Source Type	Reference List Format	Reference List Example	In text example/s
YouTube	Originator, Year. <i>Title</i> [type, format]. Place of publication or production (if given): Publisher or Producer (if given). Available from: URL [Accessed Date].	The Late Late Show with James Corden, 2015. <i>Stevie Wonder Carpool Karaoke</i> [video, online]. Available from: <a href="https://www.youtube.com/watch?v=qgrvm2XDvpQ">https://www.youtube.com/watch?v=qgrvm2XDvpQ</a> [Accessed 8 August 2016].	As evident in the online video by James Corden in the Late Late Show (2016)...  "Quotation" (The Late Late Show with James Corden 2015)
Film	<i>Title</i> , Year. (For films the preferred date is the year of release in the country of production.) [type, format]. Production credit (e.g. Director or Producer). Production place: Production company.	<i>London has Fallen</i> , 2016. [film, DVD]. Directed by Babak Najafi. Santa Monica, CA: Lionsgate.	As evident in the film <i>London has Fallen</i> (2016)...  "Quotation" ( <i>London has Fallen</i> 2016)