1. Introduction

When writing a piece of work, you need to refer in your text to material written or produced by others. This procedure is called citing or quoting references. Failure to do so amounts to plagiarism which is against University Regulations and is regarded as a serious offence. Note that it is also an offence to self-plagiarise and this is defined by the University as occurring when ‘a student’s own work is re-presented without being properly referenced’ (see page 13 for further details).

Consistency and accuracy are important to enable readers to identify and locate the material to which you have referred. The same set of rules should be followed every time you cite a reference.
In the Faculty of Art, Design & the Built Environment (ADBE), you need to use our version of the Harvard System, also known as the ‘Author Date’ method. Our guidance is based on the Bournemouth Guide to Citation and Referencing.

We recommend that references to person-to-person communications such as letters and emails are given only within the running text and are not detailed in the reference list.

When you submit work for external publication please follow the guidelines for authors issued to you by your publisher. These may differ from the guidelines set out here.

An online version of this Guide with citation and referencing examples brought together is available from: http://guides.library.ulster.ac.uk/adbe_harvard

2. The Harvard System (Author/Date Method)

All statements, opinions, conclusions etc. taken from another writer’s work (print, online or multimedia) should be cited, whether the work is directly quoted, paraphrased or summarised. Paraphrasing is rewriting an argument using your own words, phrasing and interpretation.

Referencing is a two part process:

1. Citing within the text
2. References at the end of the work

In the Harvard System cited publications are referred to in the text by giving the author’s surname and the year of publication (see Citing within the text) and are listed in a reference list or bibliography at the end of the text (see List of References at the end of a piece of work)

Note: A bibliography is usually interpreted as a complete list of all references you have consulted, including those cited in the text. A Reference List comprises only those cited in the text. It is important that you check whether you are required to submit a reference list OR a bibliography OR both when you submit a piece of work.

Originators/authors: name(s) of the person or organisation shown most prominently in the source as responsible for the content in its published form should be given. This includes Editors who have been responsible for the editorial aspects of publication but may not have written an individual contribution. For web sites, this may be the publisher of the web site in the absence of any identifiable individual.

If an item is the co-operative work of many individuals, none of whom have a dominant role, the title may be used instead.

Where neither of these options are apparent and there is clearly no identifiable person/body responsible, use ‘Anon.’.

Dates: if an exact year or date is not known, an approximate date preceded by ‘ca.’ may be supplied e.g. (ca.1940). If no such approximation is possible, use (no date). For web pages, it may be preferable to cite the year in which the page was accessed, e.g. (ca.2009), rather than use (no date).
Person-to-person communication (letters, emails, interviews etc)
We recommend that references to person-to-person communications such as letters and emails are given only within the main body of the text and are not detailed in the reference list.

2.1 Citing within the Text

**Quotations:** as a general rule, if the quotation is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced and appear in double quotation marks.

**Pagination:** for citing quotations from particular parts of the document the relevant page number(s) should be given after the year within the brackets. If pagination is absent (e.g. on a web page) this detail is not required.

**Summaries or paraphrases** – give the citation where it occurs naturally or at the end of the relevant sentence or paragraph. Page numbers are not required.

**Diagrams, illustrations, photographs** – should be referenced as though they were quotations taken from a published work. So page numbers are after the year within the parentheses. Diagrams etc. are usually accompanied by a brief description and are listed throughout a piece of work by figure number.

  e.g. Figure 10.5. Variations of pitched roof structure (Riley and Cotgrave, 2008 p267)

**Text or script from videos, films or broadcasts** – should be referenced as though it were a quotation taken from a published work, but without page numbering.

  e.g. In Love with the Groove (Walkers Snacks Advertisement, 2011)

**Online sources** – when citing material found on a website, you should identify the authorship of the website. This could be an organisation or a company if a personal author is not obvious – the URL or web address may provide a guide as to authorship. To find the date of publication, reference to this might be found at the bottom of the page where it is included in a copyright statement or from a date in the headline. *Never* insert the URL (web address) in the body of the text as part of the citation.

  e.g. Tesco reported that “A quotation from the website would be inserted here” (Tesco, 2011).

2.1.1 Examples of Citing in the Text

1) **If the author’s name occurs naturally in the sentence**, the year is given in brackets:-

  e.g. According to Cottrell (2008) there are 8 things you can do before starting university...

  e.g. As Cottrell (2008, p.61) indicates, “your performance as a student is likely to improve if you...reflect on how you learn”, so that you...

2) **If the name does not occur naturally in the sentence**, both name and year are given in brackets:-

Revised Sept 2014
e.g. More recent research (Carmona and de Magalhaes, 2008) have examined the questions of public space management on an international stage.

e.g. More recently, public space management issues on an international stage have been examined (Carmona and de Magalhaes, 2008)

3) **When an author has published more than one cited document in the same year**, these are distinguished by adding lower case letters (a,b,c, etc.) after the year and within the brackets:-

e.g. Johnson (1994a) discussed the subject...

   NB: The addition of letters is determined by the order of appearance within the main text, not by the alphabetical sequence of the items themselves. Thus, a citation “Johnson (1994a)” will always precede “Johnson (1994b)”.

4) **When more than one source is cited**, the sequence of citations may be either chronological, e.g. (Smith, 1999; Jones, 2001; Turner, 2006) or in order of academic relevance.

5) **If there are two authors** the surnames of both should be given:-

e.g. Balmer and Swisher (2013) discuss methods of architectural composition

6) **If there are more than two authors** the surname of the first author only should be given, followed by et al.:-

e.g. As part of their portfolio, Hopkins et al (2012) profile projects that have been designed since

   NB: A full listing of names should appear in the list of references.

7) **If it is a reference to a webpage where no personal author is given** then use the organisation or company as the author (perhaps check web address for guidance):

e.g. In the Energy Saving Trust (2011) report ‘Your Carbon Footprint Explained’...

8) **If the work is anonymous** then “Anon.” should be used:-

e.g. In a commentary referring to the global financial collapse (Anon., 2009) the responsibility of financial regulators was discussed.

9) **If it is a reference to a newspaper article with no author** the name of the paper can be used in place of “Anon”:-

e.g. Although it is believed that the UK economy is growing slowly, others suggest that the economy is on a ‘plateau’ (The Guardian, 2011)

   NB: You should use the same style in the list of references.
10) **If you refer to a source directly quoted in another source** you cite both in the text:-

  e.g. A study by Allen (2001 cited Parker, 2009) showed that…
  (You should list only the work you have read, i.e. Parker, in the list of references.)

11) **If you refer to a contributor in a source** you cite just the contributor:-

  e.g. While questioning may appear to be a straightforward form of communication, it is in fact a more complex and versatile occurrence (Dickson and Hargie, 2006).

  See **References at the end of a piece of work** below for an explanation of how to list contributions (chapters in books, articles in journals, papers in conference proceedings) in the list of references.

12) **If you refer to a person who has not produced a work, or contributed to one**, but who is quoted in someone else’s work it is suggested that you should mention the person’s name and you must cite the source author:-

  e.g. Richard Hammond stressed the part psychology plays in advertising in an interview with Marshall (1999).

  e.g. “Advertising will always play on peoples’ desires”, Richard Hammond said in a recent article (Marshall 1999, p.67).

  (You should list the work that has been published, i.e. Marshall, in the list of references.)

**Person-to-person communications (letters, emails, interviews, etc):**


  ➢ They do not provide recoverable data and so are not included in the reference list.
  ➢ Cite personal communications in the text only. Give initials as well as the surname of the communicator and provide as exact a date as possible.
  ➢ When citing research data which you have collected, it is advisable to also include copies or summaries of source data in Appendices.
  Line space
  e.g. According to Professor J.O. Reiss, many designers do not understand the needs of disabled people (personal communication, April 18, 1997, see Appendix 1).

### 2.2 List of References at the End of Your Work

At the end of a piece of work, list references to documents cited in the text. This list is called References or Reference List. Materials or sources used in ‘reading around’ the subject should be listed in a separate Bibliography section, where sources are listed following the same rules as the Reference section. **It is important** that you check whether you are required to submit a reference list OR a bibliography OR both when you submit a piece of work.

1. In the Harvard System, the references are listed in *alphabetical order* of authors’ names.
2. Only include the reference once in the reference list, regardless of how many times it has been cited in the text.

3. If you have cited more than one item by a specific author they should be listed chronologically (earliest first), and by letter (1993a,1993b) if more than one item has been published in the same year.

4. Whenever possible, elements of a reference should be taken from the title page of the publication.

5. For place of publication give the city. If more than one town/city is listed give the first one or the location of the publisher's head office. If the town/city is not well known, you may in addition add a county, region or state. Note that in the United States of America states are denoted by a two letter code, for example Hillsdale, NJ.

6. For the publisher's name omit superfluous terms such as Publishers, Co., or Inc. Always retain the words Books or Press.

7. Where the publisher is a university and the place or location is included in the name of the university, do not include the place of publication.

8. Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation e.g. The National Trust

9. In academic writing, names of organisations may be abbreviated once they have been given in full e.g. Office of National Statistics (ONS, 2010). You must always give the FULL version of organisational names in the Reference List.

10. Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited.

2.2.1 Referencing Printed (and Recorded) Materials

Reference to a book

Author’s Surname, INITIALS. (Year of publication) Title of book. Edition (only if it is not the first). Place of publication: Publisher.

e.g. One author


e.g. One editor


e.g. Two or more authors

Reference to a contribution in an edited book

Contributing author’s Surname, INITIALS. (Year of publication) Title of contribution. Followed by In: Surname, INITIALS., of author or editor of publication followed by ed. or eds. if relevant. Title of book. Place of publication: Publisher, Page number (s) of contribution.


Reference to an encyclopedia or dictionary entry (without an editor)

Short form title/publisher (Year of publication) Title of contribution. In: Title of source. Edition (if not the first) Media type (if not print). Place: Publisher.


Reference to an article in a journal

Author’s surname, INITIALS. (Year of publication) Title of article. Title of journal, Volume number and (part number), Page numbers of the article.


Reference to a newspaper article

Author’s Surname, INITIALS. (or Newspaper Title,) (Year of publication) Title of article. Title of newspaper, day and month, page number/s.


Reference to a conference paper

Contributing author’s Surname, INITIALS. (Year of publication) Title of contribution. Followed by In: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed or eds. if relevant. Title of conference including date and place of conference. Place of publication: Publisher, Page numbers of contribution.


Reference to an unpublished conference paper (including poster presentation)

Contributing author’s Surname, INITIALS. (Year presented) Title of contribution. Followed
by Unpublished poster presentation/conference paper at: Title of conference including date and place of conference.


Reference to a report by a company/organisation

Name of Issuing Body (Year of publication) Title of publication. Place of publication: Publisher, Report Number (where relevant)

e.g. BSRIA (2013) Domestic ventilation systems – a guide to measuring airflow rates. Bracknell, BSRIA.


Reference to a thesis or dissertation

Author’s Surname, INITIALS. (Year of publication) Title of thesis. Designation, (and type). Name of institution to which submitted.


Reference to government/official publications and Legislation

Command papers

Country of publication. Name of Department/Committee/Royal Commission (Year of publication) Title of publication. Place of publication: Publisher (Command Paper Abbreviation. Number).


Parliamentary papers

Great Britain

Country of publication. House. Name of Committee (Year of publication) Title. Place of Publication: Publisher (House Session Years Paper Number)

Northern Ireland
Northern Ireland Assembly. Name of Committee (Year of publication) Title. Place of Publication: Publisher (Report Number)


Hansard

HC or HL Deb (Session Years) Date of proceedings Vol. number c number

e.g. HC Deb (2010-2012) 5 December 2011 vol. 537 c8


Cite an Act by its short title and date. You should not include ‘the’ at the beginning of the title, nor any punctuation between the title and the date:

e.g. Human Rights Act 1998

Case Law

Note the differences in citing and referencing case law. The date of publication is in square brackets rather than round brackets, and the tradition in law journals is to abbreviate the name of the report. For example, Building Law Reports becomes BLR. For a full list of correct abbreviations, see the Cardiff Index of Abbreviations at http://www.legalabbrevs.cardiff.ac.uk/

In text:

The dispute centres around the case of Robbins v. Bexley London Borough Council (2014)

In your list of references:

Robbins v Bexley London Borough Council [2014] 1 BLR 11
Where case name [year] volume number, report abbreviation, first page

Reference to a video, film or broadcast

Title (Year) [For films, the preferred date is the year of release in the country of production] Media format. Subsidiary originator. [Optional but director is preferred] Production details i.e. Place: Organisation.

e.g. The language of advertising: how adverts work (2001) DVD. Bromley: TV Choice.

Programmes and series: the number and title of the episode should normally be given, the year of broadcast, as well as the series title, the transmitting organisation and channel, the date and time of transmission.
e.g.  *The construction industry*, Episode 1, Housing (2013) TV, BBC2. Nov 13. 20.30 hrs.  


**Contributions:** individual items within a programme should be cited as contributors

e.g.  Obama, Barack (2011) Interview. *In: Andrew Marr Show*. TV, BBC1. May 22. 11.15 hrs.

**Reference to CD-ROMS and DVDs**

This example refers to CD-ROMs and DVDs which are works in their own right and not a video, film or bibliographic database.

Author’s Surname, INITIALS. (Year of publication)  *Title*. Edition. Media format. Place of publication: Publisher (if ascertainable).  Available from: Supplier/Database identifier or number (optional) [Accessed date] (optional).


**2.2.2 Referencing Online Materials**

*In general, if online material (e.g. electronic journals and electronic books) is available in printed format, then students should reference these as print sources regardless of how they have viewed them. If in doubt, students should reference the material as an online source.*

The recommendations outlined below follow best practice in referencing online resources. Remember that scanned chapters, journal articles etc. which are located on the module area of *Blackboard Learn* have been provided from print sources located within the University Library and therefore should be referenced the same as the original print sources.

Similarly, lecture and tutorial notes, whether downloaded from Blackboard Learn or not, are not regarded as ‘published’ materials and are only intended as pointers toward such sources rather than as source materials in themselves, in other words, students should not reference them in their coursework.

**Reference to an electronic book**

Author’s/Editor’s Surname, INITIALS. (Year)  *Title*. Edition (if not the first). Place of publication: Publisher (if ascertainable).  Available from: URL [Accessed Date].


**Reference to an online journal article**

If you are certain that the copy you find on a database is identical to the printed version you may omit the URL and reference it as a printed journal.  If you are in any doubt you should use one of the options below.

If the article has been located in a library database e.g. Avery, ICE, CIS, Isurv, then also...
give the ‘core’ database URL e.g. so: http://www.icevirtuallibrary.com/session/athens

Author’s Surname, INITIALS. (Year) Title. *Journal Title*, volume (issue), page numbers (if available). Available from: database URL [Accessed Date].


In all other cases, give the full URL to the article, so:

Author’s Surname, INITIALS. (Year) Title. *Journal Title*, volume (issue), page numbers (if available). Available from: URL [Accessed date].


**Reference to a web page**

Author’s/Editor’s Surname, INITIALS., Year. Title. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].


**Reference to web pages with an organisation as author**

Name of Organisation (Year of publication/revision) Title of web page. Place of publication: Publisher. Available from: URL [Accessed Date].


*Where a web page has no identifiable author/organisation then students are advised to exercise caution in using such a resource given its questionable content for use in academic work.*

**Reference to an online report by a personal author/editor(s)**

Author’s/Editor’s Surname, INITIALS. (Year) Title. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].


**Reference to an online report by a company/organisation**

Name of Issuing Body (Year of publication) Title. Place of publication: Publisher. Available
Reference to an online conference paper

Contributing author’s Surname, INITIALS. (Year of publication) Title of contribution. Followed by In: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed or eds if relevant. Title of conference including date and place of conference. Place of publication: Publisher (if ascertainable). Available from: URL [Accessed Date].


Reference to a podcast

Although podcasts can be downloaded onto portable devices, you should always reference where it was published or displayed for download.

Author/Presenter’s Surname, INITIALS., (Year of production) Title of podcast. Day and month of posted message. Available from: URL [Accessed Date].


Reference to moving images accessed online

Use originator/author if ascertainable otherwise use title. Originator. (Year) Title. Place of publication or production (if ascertainable): Publisher or producer (if ascertainable). Available from: URL [Accessed Date].


Reference to a blog or Twitter posting

Social media entries may only be kept on servers for a short time and may not be recoverable. You should retain a copy and consider including as an appendix. Author’s Surname, INITIALS. (Year of posting) Title of posting. Blog name/Twitter. Day and month of the posting. Available from: URL [Accessed Date].

Reference to photographs/images accessed online

Photographer/Artist’s Surname, INITIALS. (Year of publication) Title of image. Media type. Place of publication: Publisher (of online image) if ascertainable. Available from: URL [Accessed Date].


3. Plagiarism, Self-Plagiarism and Copyright

Remember that you must always acknowledge your source every time you refer to someone else’s work. Failure to do so counts as plagiarism which is against University regulations and is treated as a serious offence. The University’s policy and framework of penalties for dealing with plagiarism offences is available from the Academic Office website. (http://www.ulster.ac.uk/academicoffice/download/Policies/PlagiarismPolicy&Procedures.docx)

Self-plagiarism is also an offence and occurs when a student’s previously assessed work is re-presented again for a different piece of coursework without being properly self-referenced. Where previously assessed work is used, the in-text citation should take the form:

This issue was discussed in an assignment (Smith, 2013) which addressed…

The reference should then take the format:


For ADBE academic staff, the general rule of thumb to avoid self-plagiarism is that, in processing a manuscript for journal publication, it must be 30% different to those submitted elsewhere.

You do not have to seek permission to include third party copyright material in your academic work, as long as it is properly referenced. Further information about copyright can be found on notices next to the Library’s copy/printer and on the copyright compliance webpages on the University Portal (under the ‘Admin & Services’ tab) and directly from the weblink: http://www.ulster.ac.uk/copyright.html.

4. Managing your References using RefWorks

The ADBE version of the Harvard Referencing Style is available as an option to users within the RefWorks bibliographic management software. Choose Harvard - Ulster - ADBE when Selecting an Output Style. The Library runs regular training sessions on how to use RefWorks. Further information about RefWorks can be found on the Library Subject Guide at: http://guides.library.ulster.ac.uk/refworks.