

## Citing and Referencing Rules

### What is 'citing'?

Citing could be defined as quoting words from another's work in your own work. The Harvard System would see an author write something similar to the following:

*The analysis provided by Campbell (2006) proves that Bayesian data can be used...*

Alternatively this sentence could be rewritten to read:

*Campbell (2006) wrote "The analysis I have used proves that Bayesian data can be used..."*

If the name does not occur naturally in the sentence, both name and year are given in parentheses:

*The analysis (Campbell, 2006) proves that Bayesian data can be used...*

If there are two authors the surnames of both should be given:

*Matthews and Jones (1997) have proposed that...*

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

*Office costs amount to 20% of total costs in most business (Wilson et al. 1997)*  
(A full listing of names should appear in the bibliography.)

### What is 'Referencing'?

Referencing is the act of bringing together the details of the resources that have been cited. They are gathered in "Bibliography", or more commonly in "References", at the end of your work. Bibliography is a systematic list of books or other materials read or used for the research.

In the Harvard System the bibliography will be written in alphabetical order by the first author's surname. 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 during a specific year. If an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied. If no such approximation is possible, that should be stated, e.g. (no date).

For place of publication give the city. If more than one town/city is listed give the first one or the location of the publishers head office. If the town/city is not well known, you may in addition add a county, region or state. For the publishers name omit superfluous terms such as Publishers, Co, or Inc. Always retain the words Books or Press. 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.

### Example of how to write the full references

Author's surname and date of publication are used to identify a reference in the text, with the full references listed alphabetically by surnames at the end of the work.

### Examples of references tagged in the text:

'Some interesting results were obtained (White 1985) showing...' or 'White (1985, p.13) has obtained interesting results'

### Example of how to write the full references at the end of the work:

#### **A textbook**

State author(s) surname(s) and initial(s), date of publication, title of book, edition (except the first), publisher, place of publication. Include page numbers if mention has been made to specific parts of the book.

Adams, W.R. (1977). *Developing reading versatility*. 2<sup>nd</sup> ed. New York: Holt, Rinehart and Winston.

#### **A book with chapters written by different authors**

Many books contain chapters written by different authors, the whole book is then edited by someone else. If there's a wish to refer to just one of the chapters in such a book, state first the chapter's author(s) initial(s) and surname(s), title of chapter, the date of publication, title of book, editor(s) of book, publisher of book, place of publication and the inclusive page numbers for the chapter.

Cox, K. (1972). Minerals and rocks. In: *Understanding the earth: a reader in the earth sciences* (ed. I.G. Gass, P.J. Smith, R.C.L. Wilson). 2<sup>nd</sup> ed. Horsham: Artemis Press. p.13-40.

### **An article/paper in a journal/periodical/serial**

State author(s) surname(s) and initial(s), date of publication, title of article, title of the journal, volume (and issue number if applicable) and inclusive page numbers.

Davies, A. (1996). Assessment and transferable skills in art and design. *Journal of art & design education*, 15, p. 327-331.

### **A report**

State author(s) surname(s) and initial(s), date of publication, title of report, report number, publisher and place of publication. Also mention details of availability - reports can be difficult to track down.

Gustafsson, H. (1990). *Building materials identified as sources for indoor air pollution*. Report SP-RAPP1990:25. Borås, Sweden: Kem. Anal., Statens Provningsanst. (Available NTIS, order no. PB91135202).

### **A paper in the proceedings of a conference/symposium/meeting**

State author(s) surname(s) and initial(s), date of publication, title of paper, title of conference, venue and date of conference, editor(s) of the proceedings, volume (if appropriate) and page numbers of the paper, place of publication and publisher.

Haenni, W., Baumann, H. and Comninellis, C. (1998). Diamond-sensing microdevices for environmental control and analytical applications, In Bonnot, A.M. et al. (Eds.), *Diamond 1997: Proceedings 8th European Conf. on Diamond, Diamond-like and Related Materials*, Edinburgh, Scotland, Aug 3-8, 1997. Lausanne: Elsevier, 1998, p. 569-574.

### **Internet/web address**

State author(s) surname(s) and initial(s), date of publication if known, title of paper, and the URL together with the date the page was viewed. NB: the URL needs to be copied precisely, including capitals and lower case.

Hodsdon, B. (no date). *A Different Kind of Cinema: The Silent Years*. National Library of Australia. at URL: <http://www.cinemedia.net/NLA/csilent.html> (viewed 28/6/98).

### **Abbreviations in literature references**

Common abbreviations in references include:

**op. cit.** is used when referring to a reference which has been mentioned earlier in the text, for instance

'Fordham, op. cit., p.322';

**et al.** is used sometimes where there are more than three authors for a reference and replaces all but the first named author;

**ibid.** - ibidem, in the same place, usually found in a list of references and which means in the same book, or journal, referring to the previously mentioned reference.

Abbreviated journal titles are common. This can make finding the original material difficult. Do not use abbreviations which will not be recognizable to the next reader. When in doubt, use the full title.