

In Text Citations - Harvard

Referencing is an essential part of academic writing. Spending time learning how to reference your assignments accurately will help you:

- maximize the marks available to you for referencing
- fulfil the assessment requirements set out in your course
- avoid allegations of plagiarism

Two essential parts of Harvard referencing

- **In text citations** show where in your assignment you have referred to information from your research through the use of paraphrases and quotations.
- The **list of references** contains full bibliographic information for each of the sources cited in your assignment.

Two ways of citing information

- **Paraphrases** are the ideas from your research put into your own words. For paraphrases, use the **author's surname, year of publication AND the page number**. If you are referring to the overall content of a chapter or a work, you can omit the page number.
- **Quotations** are the exact words from the original source. For quotations, place the copied text in single quotation marks. Use the **author's surname, year of publication, AND page number or paragraph number** (for some electronic sources).

Paraphrase examples

Connel (2007, p. 24) argued that the creation of the classic canon occurred in response to the collapse of the first European-American project.

The creation of the classic canon occurred in response to the collapse of the first European-American project (Connel 2007, p. 24).

Quotation examples

Smith (2003, p. 12) states, 'managers need a detailed understanding of the communication process to be effective in the workplace'.

'Managers need a detailed understanding of the communication process to be effective in the workplace' (Smith 2003, p. 12).

Basu and Jones (2007, para. 4) went so far as to suggest the need for a new 'intellectual framework in which to consider the nature and form of regulation in cyberspace'.

Multiple authors

For more than three 3 authors, use only the surname of the first-listed author, followed by the expression "et al".

Examples

Brown et al. (2006, p. 191) have found ...

It was found ... (Brown et al. 2006, p. 191).

Citations taken from secondary sources

When citing a source that appears within the source you are reading, include the surname of the author cited, followed by the surname and year of publication of the source you are reading.

Examples

This work has been grounded in what Shildrick (cited in McDonald 2006, p. 106) calls 'a relational economy of touch'.

This work has been grounded in 'a relational economy of touch' (Shildrick, cited in McDonald 2006, p. 106).

Note: The entry in your list of references will only include the primary source, McDonald, as this is the source you have accessed, not the secondary source, Shildrick.

Long quotations (30 words or more)

When citing long quotations in assignments:

- start on a new line and use single spacing
- indent 5 spaces from the left margin
- do not use quotation marks
- include the citation at the end of quotation, after the full stop.

Example

Current research indicates that:

Taking into consideration gender differences in adolescent development, it may be that boys share more intimate details when not in mixed company, thereby having better treatment outcomes. Parents also play an integral role in fostering self-efficacy in their children and they may need to get more involved, especially with their male teens.
(Moore, et al., 2007, p. 142)

In general, students should avoid the use of long quotations in assignments.