

Citing and Referencing in the Harvard Style for Optometry and Vision Sciences



For all academic assignments it is vital that you acknowledge the sources of information you have used for your research. This will help you protect yourself against charges of plagiarism and also demonstrate that you understand the importance of professional academic work.

You must acknowledge your sources whenever you paraphrase or summarise another person's ideas or points, or when you quote another person's work, or use tables, graphs, images, etc. which you have found from another source, be it from a printed document or from the web. This guide explains how this is done in the Harvard Style, sometimes called the author-date system.

There are two simple steps to acknowledging your sources: citing your references in the text, to show where you have drawn upon other people's work, and then listing them at the end of your work under the heading 'References'. Sometimes this is called a bibliography.

Citing your sources in the text

Citing means referring within your text to sources which you have used in the course of your research. At an appropriate point in your text, provide the author's surname and the year of publication in round brackets. Alternatively, if you include the author's name in your sentence, only provide the year of publication in brackets:

It has been argued (Harris 2001) that the main considerations are...

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- For edited books that contain collections of chapters written by different authors, cite the author of the chapter and not the editor of the overall book.
- If you are citing different publications written by the same author in the same year, label the first one cited with the letter 'a' after the year and the second 'b' etc. e.g. **(Smith 2004a), (Smith 2004b)**. You will need to do the same in your list of references.
- Where two authors have produced the work, include both their last names in your citation e.g. **(Cullingworth and Nadin 2007)** or **Cullingworth and Nadin (2007)**.
- When there are three or more authors use the abbreviation **et al.** (and others) after the first author's surname e.g. **Tayler et al. (2003)** or **(Tayler et al. 2003)**.
- If you are discussing a point about which several authors have expressed similar views, include them all in one set of brackets e.g. **(Midgley 1994; Gandelsonas 2002; UNCHS 1996)**.

Referencing

Referencing means giving a full description of each source you have cited in the text, in a list of references or bibliography, at the end of your work:

- **Write the list in alphabetical order:** put the first author's last name first and then his/her initials. Include the names and initials of all authors or, if there are more than seven authors, use the abbreviation et al. after the seventh author's name. Arrange any references with the same author by the year of publication, beginning with the oldest.
- **Titles should be italicised** for books, reports and conference proceedings. For journal articles, the title of the *journal* (not the title of the journal article) should be printed in italics.
- **Capitalise the first letter** of each author's last name and each initial. Also capitalise the first letter of the publication title written in italics, the first letters of all main words in the title of a journal and all first letters of a place name and publisher.

References

Adams B, Alden J, and Harris N (2006) *Regional development and spatial planning in an enlarged European Union*. Aldershot: Ashgate.

Ang L, and Taylor B (2005) Managing customer profitability using portfolio matrices. *Journal of Database Marketing and Customer Strategy Management* 12: 298-304.

Ballinger A, and Clark M (2001) Nutrition, appetite control and disease. In: Payne-James, J et al. [eds.] *Artificial nutrition support in clinical practice*. 2nd ed. London: Greenwich Medical, pp. 225-239.

Benoit B (2007) G8 faces impasse on global warming. *Financial Times* 29 May 2007, p. 9.

European Commission (2004) *First report on the implementation of the internal market strategy 2003-2006*. Luxembourg: Office for Official Publications of the European Communities.

Fledelius H C (2000) Myopia and significant visual impairment: global aspects. In: Lin L L-K, Shih Y-F, and Hung P T [eds.] *Myopia Updates II: Proceedings of the 7th International Conference on Myopia*. Taipei, 17-20 November, 1998. Tokyo: Springer, pp. 31-37.

Garcia-Sierra A (2000) *An investigation into electronic commerce potential of small to medium-sized enterprises*. PhD Thesis, Cardiff University.

Web Sources

Thompson B (2006) *Why the net should stay neutral* [Online]. Available at: <http://news.bbc.co.uk/1/hi/technology/4594498> [Accessed: 10 May 2007].

Book.

Journal article. You can reference both print articles and their electronic equivalents in this way.

Chapter from an edited book. Begin with the author and title of the chapter. Also provide the chapter page numbers.

Newspaper article. Include the day and month of publication. Online versions can also be referenced like this.

Report. If there is no individual author, use the name of the organisation.

Conference paper. Include the date and location of the conference.

PhD thesis. For a Masters-level work, you'd write 'MSc/MA Dissertation'.

Web page. See additional notes for web sources on page 4.

Other points

Publication dates and editions

To find out when a book was published look at the back of the title page. This page will contain details of the publisher and the publication date. If there is more than one date, use the latest publication date, not the latest reprint date. This is often located next to the © symbol.

If no publication date is given put [no date] in the citation and the reference, e.g. **(Smith [no date])**.

The back of the title page will also tell you the edition of the book. If the book you are acknowledging is not the first edition, state this in the full reference but not in the citation in your text. e.g.:

Kattàn-Ibarra J, and Pountain C J (2003) *Modern Spanish grammar: a practical guide*. 2nd ed. London: Routledge.

Web sources

Referencing a web source can be difficult. If no author is given, web pages can be referenced by the organisation responsible or by the title instead. A good web site should however have sufficient ownership information to enable you to cite it. If no ownership is detectable, you should question whether the source is of sufficient quality. Ideally you should aim to include the following information:

Author (if available) or Organisation. (Publication Date) *Document title* [online]. Place: Publisher (if available). Available at: web address of document [Accessed: date you viewed the site].

e.g. **Lane C, et al. (2003) *The future of professionalised work: UK and Germany compared* [online]. London: Anglo-German Foundation for the Study of Industrial Society. Available at: <http://www.agf.org.uk/pubs/pdfs/1232web.pdf> [Accessed: 5 July 2007].**

Web sources should be listed separately to your main list of references but still in alphabetical order by author.

Images, tables and diagrams

When including an image, table or diagram in your work you should write the citation after the title of the image, table or diagram or, if there is no title, state the source underneath it.

Either: Figure 4: Diagram showing the stages that lead to rod hyperpolarization (Schwartz, 2004)

or: Source: The Association for Research in Vision and Ophthalmology (ARVO) (2007)

In both cases write the full reference in your list of references. Remember to list web pages in a separate list.

Advice on avoiding plagiarism

For guidance on plagiarism visit the Academic Integrity web site at www.cf.ac.uk/regis/sfs/academic/ .

A short online tutorial on Avoiding Plagiarism is available at <http://ilrb.cf.ac.uk/plagiarism/tutorial/> .