Script for referencing in Harvard Bath, recorded 03/06/20

Slide 1

This tutorial is a brief introduction to referencing using Harvard bath style .

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By the end of the session you should understand how to reference a book, a journal article and a database in the Harvard Bath style . There will be an opportunity to try out referencing for yourself so you might find it useful to have a piece of paper to hand or a Word document open.

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It may be helpful at this point to define what is meant by citing and referencing. Citing is referring from material in the body of your text to the list of sources at the end of your work and referencing is the process of creating a list of sources used to write your text and presenting each in a consistent style. The reference list is provided in alphabetical order at the end of your work.

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Here's an example citation and an example reference from Miller and Rollnick 1991. This is how the information appears within the body of your work and then the reference is given underneath quoting both of the authors names. Next we give the date then the title and then finally following up with the place of publication and the publisher.

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Next let's look at the reasons why it's important to reference. First and foremost, it’s to avoid accusations of plagiarism. Referencing is also it's good academic practise, acknowledging others work and ideas where you have used them or refer to them. Referencing also demonstrates your ability to appropriately select materials which illustrate your point and as an extension to this, your references show the breadth of the research that you've undertaken. It's also important to help the reader to trace the sources of information that you have used. Finally good referencing practice is helpful for you to keep track of your own information trail.

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Let's consider when you need to use the citation. Here's a list of the most obvious reasons. Firstly it's really important that you give a citation when you are directly quoting somebody. You also need to do this when paraphrasing and summarising other peoples’ ideas . It's really important that it's clear to your reader what are your ideas and what are the ideas of somebody else, so the two are not confused. Then there is what's known as ‘arguable assertions’ - these also require the use of a citation. An Arguable assertion is something that's controversial or not clearly factual or that might be disputed - this kind of information requires citing. Any data that you draw on from statistics or charts from published sources and graphs or images drawn by another person requires a citation. And then finally photographs taken by somebody else. Of course this is not an exhaustive list but is a good indication of some of the common circumstances when citations are needed.

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It's easy to fall into the trap of plagiarising when you're paraphrasing or summarising. Paraphrasing is when you take someone else’s ideas and put them in your own words. This requires a citation so that you give credit to the original author. When you summarise a long passage into just a few words you still need to credit the source.

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This slide has an example quotation and an example paraphrase. In the example quotation you can see that the whole sentence is enclosed in inverted commas or speech marks and in the citation the page number is given. In the example paraphrase the citation is provided but without a page number. When paraphrasing a longer piece of text,it is good practise to include the page number as you would with a quotation, so that the reader can refer back to the original text.

Slide 9

We've looked at the circumstances in which you need to cite, but there are some cases where citations are not needed for example common knowledge or facts such as William Shakespeare is a famous English playwrite would not require a citation, but something over which there is dispute would need citing. Common knowledge does vary between disciplines so if in doubt check with your tutor. Your own ideas and opinions do not require a citation unless you've previously published them or have used them in previous assignments, in which case you need to cite the previous publication or assignment. Finally your own drawings and graphs do not need citations.

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We're going to concentrate on the Harvard bath referencing style. This is what's known as a name date style and is based on a British standard combined with some local preferences which we have developed in the Library.

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Let's look at how to cite in the body of your work. The example at the top of the slide has two authors and you cite them both in the body of your text along with the date. If there are four or more authors only the first gets mentioned in the citation followed by et al which in Latin means ‘’and others” so in the example here we have Crane et al, 1972.

It's important that you include all the authors in the reference list even though only one is mentioned in the citation in the body of your work.

And then the third example shows what to do if you are citing more than one item by the same author in the same year. You add the lower case letters a,b,c, and so on after the year to differentiate them and then you include this information in your reference list to guide the reader to the correct reference. If you can't identify an author you need to use the abbreviation Anon. which is short for anonymous and if no date is given then use the abbreviation n.d. meaning no ‘date’.

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This slide shows you how to write a book reference in your reference list using the Harvard Bath style. The first reference point is the author or editor surname followed by their initials and then the date of publication and next comes the title of the book. The edition number is only needed if it is not the first edition. Finally you include the place of publication followed by the publisher. Please note that the title of the book is given in italics and remember to use all the punctuation as shown and to do so consistently.

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For books with one general editor or more you need to add ed. or eds after their name to make it clear this is an edited work. For corporate authors such as UNESCO cite these as you would an individual author. When a book has several editions, reference the one that you have used. The library catalogue has detailed book information, so refer to that if you aren’t sure.

Here’s a screen shot from the catalogue – see that Jay Rothman is clearly identified as the editor in the ‘description’ section of the record.

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Now let's look at a Journal article reference. Note that the main difference is that the title of the Journal is in italics, not the title of the article. Also notice that the place of publication and publisher are not required, but instead you need to include additional information about the journal, like the volume number, the part number and the page numbers of the article. You can treat electronic journals which are available as PDFs as if they were print journals and can reference them in the same way as you would a print journal, as shown here.

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If the content that you are referencing is only available in electronic form like an e-book or an e--journal, then you need to include a little bit more information as shown on this slide in light blue.

Let's look at the e-book - first of all so you write the reference as a normal book but you add in the word [online] in square brackets after the title and then after you have written the publisher you then write available from: and the URL followed in square brackets by the date you accessed the items, followed by a full stop. The same additional information is added into a journal article reference as shown here.

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Referencing information that you have found in an online database can be much more challenging. The example that I have provided here is a list of company shares or market share from the database known as Passport. Often it is unclear what the title of the entry should be. Let's have a look at the following slide and I'll show you a screenshot from the database and highlight where I found the information in order to build the reference.

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On this slide you can see where I find the details needed for the reference. Note that the URL can be truncated after the .com in the case of subscription databases. This is because unlike sources on the open internet, the URL for a subscription source will not direct someone to the content because it is behind a paywall.

The publisher details are usually found at the foot of the website as shown here. Sometimes it might be difficult to work out who the publisher is so if you're in any doubt just contact the library on library at bath.ac.uk and one of my colleagues will help you.

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Now it's your turn to try out compiling three references.

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Using the library catalogue look up the three resources on the next slide and then try creating a reference for each of them. You can either do this with pen and paper in front of you or if you prefer you can use the Word document supplied with this video.

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These are the three items: first an e-book then a journal article and then a database item. You might want to let the video roll to the next slide which contains a reminder of how to compile each reference type.

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Here is the information here to help guide you in the creation of each reference – please pause the video here. On the next slide where I will provide the answers.

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Here are the answers. I hope you spotted that the writers of this book are in fact editors so we need to include the abbreviation eds in the reference as shown here.

Although this book is an e-book it's an exact replica of the print publication so we can reference it more simply as a print publication just as I have done.

This is also the case with the journal article - because the article is provided as a PDF we can reference it as we would a print journal. This certainly makes the referencing process more straight forward as there's no need to put in the information about it being online or the date of access or anything. I hope you remembered to add in the additional information of the volume and the issue number and the pages. Just make sure that you used the italics on the right part of the reference, the italics must be on the title of the Journal and not the Journal article.

On the next slide I’ll show you a screen shot of the OSIRIS database and where I found the details to help compile the reference.

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This database makes it a bit more difficult to find the publishers as they only give a symbol at the foot of the page! However you can find out who they are by following the ‘contact us’ link.

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In summary to do referencing well you need to keep good track of the sources that you have used so that it’s easier to refer back to them when you need to. You need to be clear in your writing and citing so that your reader knows what are your own thoughts and arguments and and where you have paraphrased others. Finally your list of references must be produced in a consistent and clear style.

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Finally here’s a summary of the main sources of help available to you: your supervisor will be able to tell you which referencing style to use, so do check whether you need to use Harvard Bath or another style such as APA. The library website if full of referencing advice so please check that before emailing for help (it’s usually what the librarians refer to when answering your questions!). You can contact the library using Ask a Librarian or emailing library@bath.ac.uk. There’s a very detailed e-book full of referencing examples called Cite Them Right. You can find it on the library catalogue. It covers standard Harvard so you’d need to adjust the style slightly to match Bath Harvard.

Thanks for listening.

HJR