Referencing involves two key elements:
- **Citations** (Quoting and Paraphrasing)
- **Bibliography/Cited Works/Reference List**

**Paraphrasing**
When you include the arguments, ideas, or theories of anyone other than yourself in your work and put them into your own words, this is called paraphrasing. Whenever you paraphrase you need to acknowledge the source you obtained the information from.

**Quoting**
You may be more familiar with this element of referencing. When you include the exact words of someone else’s work in your essay you are quoting. You must indicate that the words you are using are not your own. To do this, use ‘**single inverted commas**’ around the words you are quoting (“speech marks” are usually used for quoting direct speech).

**How to set out citations in your text**
Each quotation or paraphrase that appears in your work must acknowledge where that information came from. In academic writing we call this acknowledgement a *citation*. The form the citation takes will vary depending on the type of referencing style you are using. The Harvard referencing style uses *in-text citation* i.e. the citation appears within the sentences and paragraphs of your work. It is a brief summary of the source used, noting the author’s surname and/or a date/page number, surrounded by round brackets (parentheses), e.g. (Smith, 2012).

**Bibliography or Cited Works/Reference List**
A bibliography or cited works/reference list is a list at the end of your work that provides full details of each source you have used in your essay in alphabetical order. A bibliography contains all the sources you have consulted for your work, even if you have not made direct mention to them in the text. A cited works/reference list contains only the sources you have cited in the text of your work.

**Plagiarism**
Plagiarism occurs when attempting to present another person’s work as your own. When you include the ideas or work of someone else without referencing them, or use the exact words they have used and attempt to present them as your own argument, then this is considered plagiarism. Plagiarism in written work can occur intentionally (e.g. you copy a section from a book without referencing it) or unintentionally (e.g. you paraphrase another person’s work or ideas but fail to acknowledge them as the source).
# Harvard Referencing Quick Guide

<table>
<thead>
<tr>
<th>Source Type</th>
<th>In-text citation example</th>
<th>Bibliography example</th>
</tr>
</thead>
</table>
| Book with author             | **Quotation:** (Surname, Year:Page) (Chazan & Laing, 1982:13) | **Author** (Year) *Title of Book*. (Edition - if not first edition.) Place of Publication: Publisher.  
|                              | **Paraphrase:** (Surname, Year) (Chazan & Laing, 1982) | **Author** (Year) Title of Book. Place of Publication: Publisher.  
| Book with editor             | **Quotation:** (Surname, Year:Page) (Atkinson, 1989:13) | **Editor** (ed.) (Year) *Title of Book*. Place of Publication: Publisher.  
|                              | **Paraphrase:** (Surname, Year) (Atkinson, 1989) | **Author** (Year) Title of chapter. In: Editor (ed.) *Title of Book*. Place of Publication: Publisher. Pages.  
| Chapter in edited book       | **Quotation:** (Surname, Year:Page) (Butroyd, 2008:245) | **Author** (Year) Title of article. *Title of Journal*. Volume(Issue) Pages. Available at: URL (Accessed: dd/mm/yy).  
|                              | **Paraphrase:** (Surname, Year) (Butroyd, 2008) | **Author** (Year) Title of book you read the quote in. *Title of Book*. Place of Publication: Publisher.  
| Online journal article       | **Quotation:** (Surname, Year:Page) (Ball & Gettinger, 2009:189) | **Author** (Year) Title of article. *Title of Journal*. Volume(Issue) Pages. Available at: URL (Accessed: dd/mm/yy).  
|                              | **Paraphrase:** (Surname, Year) (Ball & Gettinger, 2009) | **Author** (Year) Title of article. *Title of Journal*. Volume(Issue) Pages. Available at: URL (Accessed: dd/mm/yy).  
| Website                      | **Quotation:** (Surname/Corporate author, Year:Page - if available) (BHF, 2009) | **Author/Corporate author** (Year) *Title of Webpage*. Available at: URL (Accessed: dd/mm/yy).  
|                              | **Paraphrase:** (Surname/Corporate author, Year) (BHF, 2009) | **Author/Corporate author** (Year) *Title of Webpage*. Available at: URL (Accessed: dd/mm/yy).  
Paraphrasing: (Surname of person you are quoting, Year, cited in Surname of author of book, Year) (Burt, 1975, cited in Pringle, 1986). | **Author of book you read the quote in** (Year) *Title of Book*. Place of Publication: Publisher.  

This handout is a short guide only, for full details of how to reference a more extensive range of sources, please see the *University of Roehampton Harvard Referencing Guide*.  
Updated: 8th August 2016