REFERENCING: HARVARD

Margarette van Zyl
3 June 2016
CONTENTS

• Policy documents
• About Plagiarism
• Clarification of concepts
• Harvard Reference Style
• Examples
• Turnitin
UNISA’S RESEARCH POLICIES

• Policy for Copyright Infringement & Plagiarism

• Policy on Research Ethics
WHAT IS PLAGIARISM

• Plagiarism is when you present another person’s ideas as your own, without properly acknowledging the source of the ideas. It is regarded as a criminal offence.
HOW TO AVOID PLAGIARISM

• Whenever you use a fact, phrase, chart or quotation from someone else in your work, you must acknowledge the original source
• Keep careful notes of every source you consult when working on a paper (or thesis/dissertation), so that no sources are used without proper acknowledgement
• Never copy and paste anything from the Internet without also copying the URL where you found it, so that you can provide a full citation for this source
• Do not intentionally commit plagiarism
• Train yourself to think independently and critically
CLARIFICATION OF CONCEPTS

Citation:
A line that identifies the source of a statement and occurs in the body of a paper, also called an in text citation

Format:
(Author(s), publication year: pages)
(Palmer, 2010:12)
CLARIFICATION OF CONCEPTS

List of references:
Alphabetically lists all references cited in the text of a paper at the end of a paper. This means that all items listed in the list of references must be cited within the text.

Bibliography:
Is far more comprehensive as it is an alphabetical list of all materials consulted in addition to those cited in the text

• http://www.apastyle.org/faq.html
CLARIFICATION OF CONCEPTS

Quotations:

• When you quote the exact words of an author, always do the following:
  - Use inverted commas (" " ) directly before and after the quoted text
  - Acknowledge the source of the quotation in line with the referencing method prescribed by your department or subject field
  - Treat a translated quotation in the same way.
CLARIFICATION OF CONCEPTS

Paraphrasing:
• This is when you make use of someone else’s ideas, but put them into your own words, and according to your personal style of writing
• Generally, it is better to paraphrase than to quote
CLARIFICATION OF CONCEPTS

• The following needs to be remembered when paraphrasing:
  ➢ Ensure that you formulate others’ ideas in such a way that it blends in nicely with your own writing style
  ➢ Do not misrepresent the other person’s ideas in order to suit your purposes
  ➢ As with quotations, acknowledge the source of your ideas using the prescribed referencing method

Source: http://www.unisa.ac.za/contents/library/docs/Plagiarism.pdf
HARVARD REFERENCE STYLE

• Unisa uses the Harvard Augmented Reference Style
• It is the prerogative of the promotor/supervisor to prescribe the style to be used
• Always first clear it with your promotor
• This presentation is based on the *Bibliographic Style & reference techniques* by Marlene Burger
CONSISTENCY

• Please note that there are many variations on the Harvard theme

• Learn as much as possible about the correct method of referencing (as specified by your lecturer or supervisor), and apply it consistently in your work
HARVARD AUGMENTED REFERENCING STYLE

Harvard Referencing System (Journal Article)

- In text:
  Author’s surname, Year, Page number if required.

- E.g. (Guthrie, Petty & Ricceri, 2006, p. 256)

- Reference list:
  Author’s surname, First initial (Year) ‘Title of article’, Name of Journal, volume, number, range of pages.

GENERAL PRINCIPLES

• Unknown date of publication:
  ➢ An abbreviation of the Latin expression sine anno (without year) is used in square brackets:

GENERAL PRINCIPLES

• Unknown place of publication:
  ➢ An abbreviation of the Latin expression sine loco (without place) is used in square brackets


Note: The “S” of both sine anno and sine loco is capitalized because it introduces a new element in the bibliography

In the text reference it is written with a small letter:
…in that regard (Jones [sa]: 10)
The citation order, capitalization and punctuation are as follows:


CITING A REFERENCE IN THE BODY OF THE RESEARCH

If the author’s name occurs naturally in the sentence, just add the year in brackets:

Palmer (1998) describes how services marketing works in practice.
CITING A REFERENCE IN THE BODY OF THE RESEARCH

Otherwise, put both the name and the year in brackets at the end of the sentence:

…describes how services marketing works in practice (Palmer, 1998)
CITING A REFERENCE IN THE BODY OF THE RESEARCH

• If you quote directly from Palmer’s book, place the quotation in inverted commas, followed by the reference to Palmer with the relevant page numbers:

... describes how services marketing works in practice (Palmer, 1998: 23-24)
TWO AUTHORS - In text citation

Both names are mentioned in this case:

(Dent and Jones, 1994).

When quoting directly from the book, include the page numbers:

(Dent and Jones, 1994: 12).
THREE OR MORE AUTHORS

If there are three authors, they are cited as follows:

First author’s Surname, Initials. Second Author’s Surname, Initials. & Third Author’s Surname, Initials. Year of publication. *Title of book.* (in italics) Edition. Place of publication: Publisher
THREE OR MORE AUTHORS (Method 1)

• Note the use of the **ampersand (&)** between the names of the **second** and **third** authors.

THREE OR MORE AUTHORS
(Method 2)

Note the use of *et al.* (in italics) after the name of the first author

THREE OR MORE AUTHORS – In text citation

In the reference list, **all three names** are mentioned the **first time** you cite them:

(Cooper, Codd & Smith, 1998).

For subsequent citations, use the name of the first author only followed by *et al.*:

(Cooper *et al.*, 1998).

Note that the *et al.* is in italics.
THREE OR MORE AUTHORS – In text citation

If you quote directly from the book, include the page numbers:

(Cooper et al., 1998: 43-44)

The same principle applies to four or more authors
EDITED BOOKS


Note: If an author has more than one initial to put a full stop after each initial
When a book is a compilation of individual chapters by different authors, or a collection of conference papers, you will cite an individual chapter or paper as follows:

Author’s Surname, Initials. Date of publication. ‘Title of chapter or paper’. In: Editor’s surname, initials. (ed). *Title of book.* (in italics). Place of publication: Publisher: Page numbers of the individual article.
Note: The title of the chapter or paper is in single quotation marks.

INDIVIDUAL CHAPTERS IN EDITED BOOKS: In text citation

(Palmer, 1999).

When quoting directly, add the page number:

(Palmer, 1999: 13).
ELECTRONIC PUBLICATIONS

• Bibliographic principles are the same as for printed sources
• Only difference – indicate the web address
• No full stop at the end of the web address
• Good practice to indicate the date you accessed the source at the end in square brackets
ELECTRONIC PUBLICATIONS

• Web address preceded by
  ➢ Available
  ➢ Available from:
  ➢ Available:
• The <> are often used before and after the web address
INTERNET SOURCES

The citation order is as follows:

Author’s/ Editor’s Surname. Initials. Year. (Or, [Sa] if date of publication is not given in the source). *Title* (in italics) [online]. Place of publication: Publisher (publisher or, the organisation responsible for maintaining the site on the Internet). Available from: <URL> [Accessed Date] (This is the date on which you viewed or downloaded the document)
If no date is given it is cited as follows:

INTERNET SOURCES- In text citation

Refer to it as (Smith, 1999).

If you quote directly from the text, add a page number:

(Smith, 1999: 3).
INTERNET SOURCES- In text citation

If there is no page number, use inverted commas at the beginning and end of the quote and cite (Smith, 1999).

If no date is given, it is cited (Smith, [Sa]).

If information is not credited with a specific author, ascribe authorship to the smallest identifiable organisational unit.
ELECTRONIC JOURNALS (ONLINE)

Author’s Surname, Initials. Year. ‘Title of article’, Journal title, (in italics) [type of medium], volume (issue number), pagination if given or any other indicator of length. Available at: Supplier/Database Name and Number/Identifier Number, Item or Accession Number [Date accessed]
ELECTRONIC JOURNALS (ONLINE)

• The **title of the article** is written in normal type and has single quotation marks around it.
• All the significant words in the **title of the magazine/journal** have an initial capital letter and are written in italics.
• If you cannot find a volume or issue number give the date of publication (month or season) e.g. Spring.
ELECTRONIC JOURNALS (ONLINE)

- Always remember to include the Retrieved date (date the article was viewed or printed or saved)
- Include the name of the database in which the article was found
ELECTRONIC JOURNALS (ONLINE)

Author’s Surname, Initials. Year. ‘Title of article’, Journal name, (in italics) [online]. Volume(issue): page numbers. Location within host. Available from: <URL> [Date accessed]
Dissertations and theses are unpublished works and so they are treated slightly differently.

Author’s Surname, Initials. Year of completion. Title. Degree. Name of Institution, Place.

Note: As this is an unpublished work, the title will not be italicised.
When a publication is not the work of an individual author or of authors working collectively, but issues from an organization, an association, a government, or any official body, then the position of author is attributed to that corporate body.

A work for which a single corporate body is responsible, is entered under the name of the body as follows:
The Body Responsible for the Document. Date. 

*Title.* *(in italics).* Place of publication: Publisher. If the corporate body is both the author and publisher of the document, it is named twice.

---

CONFERENCES

- Conference entered under the official name of the conference
- Initial letters of all significant words are capitalized
- If the official name can’t be determined enter the work under the title or the editor
Alternatively:

CONFERENCE PAPERS

Surname of Author of the paper, Initials. Year of publication. ‘Title of paper’. In: Editor’s Surname, Initials. (ed). *Title of conference and subtitle, including location and date of conference (in italics)*. Publisher: Pagination.

Note: The title of the paper is in quotation marks and the title of the full conference proceedings is in italics.
It is easiest to cite reference material by title:

*Title* (in italics). Year. Place of publication: Publisher.


REFERENCE MATERIAL

• Or, cite the reference works under the name of the editor:

Editor’s Surname, Initials. ed. Year. Title. (in italics). Place of Publication: Publisher.

REFERENCE MATERIAL

Alternatively cite the reference under the name of the author who wrote the contribution to the reference work:

Author’s Surname, Initials. Date. ‘Title of contribution’. In: Editor’s Surname, Initials. (ed/s). *Title of reference work*. (in italics). Place of publication: Publisher. Page numbers of individual contribution.

REFERENCE MATERIAL- In text citation

This will depend on which of the three options you have selected. Therefore:


• Under title: (Concise Oxford dictionary of current English, 1995)

• Under editor: (Warner, 1996)

• Under author of contribution: (Heller, 1996)
If you make use of a quotation, add the page numbers in the following way(s):

- Under editor: (Warner, 1996: 2541)
- Under author of contribution: (Heller, 1996: 2541)
GOVERNMENT PUBLICATIONS

- Includes all documentation published in the government and provincial gazettes, annual reports of various government departments and bodies and parliamentary debates.
Name of country, state or province. The name of the legislative body, court, executive department, bureau, council, commission or committee. If supplied, the name of the relevant sections, office, etc, Year of publication. *Title.* (in italics). Report number (where applicable). Further particulars to be mentioned will depend on the nature of the source. Place of publication: Publisher.

- Entry element of government departments is also the name of the country
- Date follows after the complete hierarchy of the corporate body
- Supply the number of the publication, if it has one
(South Africa. Central Statistical Service, 1996.).

If quoting from the text, add the page numbers:

GOVERNMENT PUBLICATIONS (Examples)


GOVERNMENT PUBLICATIONS (Examples)


NEWSPAPER ARTICLES

If the author is identifiable:

Author’s Surname, Initials. Year. ‘Title of the article’, *Name of the newspaper* (in italics). Date of issue: Page number(s).

Note that the title of the article or news item must be placed in quotation marks.

Jones, D. 2001. ‘Asmal says life-skills education will be enforced in every school’, *Business Day*. 22 August: 4
NEWSPAPER ARTICLES – In text citation

(Jones, 2001).

If quoting directly, add the page number:

(Jones, 2001: 4)
Opec countries agree to keep oil output steady. 2001. Business Day, 27 September: 8
(Opec countries agree to keep oil output steady, 2001).

If you quote from the article, include the page number:

(Opec countries agree to keep oil output steady, 2001: 9).
If neither the name of the author nor the headline of the report is given, make an entry under the name of the newspaper:

*Name of newspaper.* (in italics). Year. Date: Page number.

NEWSPAPER ARTICLES – In text citation

(Business Day, 2001)

If you quote from the text, add the page number:

OTHER RESOURCES: More Examples
OTHER SOURCES

• The collective name *electronic resources* is used to refer to the Internet
• This includes web sites, e-mail, e-journals, e-books, e-newspapers, virtual conference papers, CD-ROMs, sound recordings, motion pictures, television broadcasts, video recordings, computer programs
OTHER SOURCES

• The principles already discussed in the preceding sections are applicable to these formats as well
• The concept author is replaced by terms such as producer, photographer etc
• For internet resources the URL is included
• The following sources are less frequently used but included for the sake of completeness
RECORDER OF A SPEECH- ONLINE

Family name, INITIAL(S) (of the speaker). Year of speech. Title of speech. [Online]. Date of speech, location of speech. [Date accessed]. Available from: URL


http://www.youtube.com/watch?v=NHuDLM-xiBo
Individual programme

*Title*. Year. Transmitting organisation/channel. Date and time of transmission.


TV PROGRAM

Episode in a series:

*Series title, number and title of episode* (if applicable). Year. Transmitting organisation/channel. Date and time of transmission.

*Desperate housewives, Episode 16, Crime doesn't pay.* 2009. Channel 4. 8 April, 22.00.
http://www.youtube.com/watch?v=ddO9idmax0o
CD-ROM

Author name. Date. Title of CD-ROM. [CD-ROM]. Place: Producer.

SECONDARY REFERENCING

• Where possible you should aim to reference from the original source.
• However, sometimes you may need to cite an author whose work you have not personally read, but whose work is presented or summarised by the author of a publication you have consulted.

This can be shown as follows:

Rondinelli (1983), cited in Potts (2002:37), describes the stages of a project...
SECONDARY REFERENCING

Alternatively:

A process project might consist of a number of stages including experimentation and production (Rondinelli 1983, cited in Potts, 2002: 37)

In your references you should list the source you have actually read, i.e. Potts.
The College practice is that the draft dissertation is subjected to the software before final submission.

Please ask your study supervisor about “Turnitin” plagiarism detection software available from Unisa’s College of Graduate Studies.
Thank you