

FOCUS ON...

Harvard Referencing Guide

Why do I need to reference?

It is standard practice at third-level to include references in all assignments. References establish the credibility and authority of your ideas and arguments. They also demonstrate that you have spent time locating, reading and analysing material. By referencing the work of others you are also protecting yourself from the possibility of plagiarism.

The easiest way to decide if you have to reference something is to ask yourself '**is this point common knowledge or not?**' A statement such as *Ireland is in Europe* is common knowledge, so there is no need to reference this. Everything that you take from other sources – books, journals, websites, newspapers – that is not common knowledge does need to be referenced. **If you use somebody else's words or ideas you must acknowledge the fact.**

Plagiarism is defined as passing off somebody's work or ideas as your own. These may be in print or electronic format and in all cases giving credit to the original authors by citing and referencing your sources is the only way to use other people's work without plagiarising.

How do I reference using the Harvard Style?

Citations – A citation is a reference located in the main body of text that provides sufficient information to acknowledge the use of an authors work. Any information you derive from an external source of information - quotes, paraphrases, data, statistics, images, etc.- must be cited

There are two main types of citations:

1. Direct quote

Put the quote in quotation marks. In brackets, list the surname of the author, the date of publication and the page number that it appeared on.

Example:

It is mentioned that 'the essential ingredient in securing the leadership position is getting into the mind first. The essential ingredient in keeping that position is reinforcing the original concept' (Ries and Trout, 2001, p. 47).

2. Paraphrase

You do not copy the original source word for word; instead you capture its meaning using your own words. It is not a direct quote, so there is no need to include quotation marks. List the name(s) of the authors, date of publication and page number.

Example:

Ries and Trout (2001, p. 10) put forward the idea that being better than your competitor is not enough. You need to get your product to the market first in order to establish leadership.

If there are more than three authors, you use *et al.*, meaning 'and others'

Example: (Murphy et al., 2013, p. 10)

Note: When using direct or indirect quotations, it is entirely your decision whether to position the in-text citation at the start or end of the sentence, just be consistent throughout and ensure that the use of the citation does not disrupt the logical flow of your writing.

What is a bibliography?

A bibliography is an alphabetical listing, by author, of all the sources that you have used within the text of your work. This allows the reader to find the sources if necessary.

Note: Only include sources actually used; if you did not cite it in your work then it does not belong in your bibliography!

Depending on the source used, there are certain requirements to follow when constructing the bibliography. The following are most common:

Book

- Author
- Year of publication (in round brackets)
- *Title of book in italics*
- Place of publication: publisher.

Collins, J. (2001) *Good to great*. London: Random House Press

Book chapter

- Author of chapter section
- Year of publication (in round brackets)
- Chapter title in single quotation marks
- 'in' plus author/editor of book.
- *Title of book in italics*.
- Place of publication: publisher,
- Page numbers of the chapter.

Hackman, J.R. (2010) 'What is this thing called leadership?' in Nohria, N. and Khurana, R. (eds) *Handbook of leadership theory and practice*. Boston: Harvard Business Press, pp. 107-116.

Journal article

- Author
- Year of publication (in round brackets)
- Article title in single quotation marks
- *Journal title in italics*
- Volume(Issue)
- Page numbers

Porter, M. (2008) 'The five competitive forces that shape strategy', *Harvard Business Review*, 86(1), pp. 78-93.

Website

- Name of author or organisation
- Date that site was published/latest updated (in round brackets)
- *Title of internet site in italics*.
- Available at: URL
- (Accessed: date).

Benincasa, R. (2012) *6 leadership styles and when you should use them*. Available at: <http://www.fastcompany.com/1838481/6-leadership-styles-and-when-you-should-use-them> (Accessed: 17 June 2013).

Example of good referencing

Leadership has been defined in a number of ways, such as the 'ability to guide followers toward shared goals' (Bryman, 1992, p. 23), as a 'process of identifying a group goal and corresponding strategy, and influencing others to direct their efforts voluntarily in pursuit of it' (Paglis, L.L. and Green, S.G., 2002, p. 216) and as a 'way of communicating to people their worth and potential so clearly that they are inspired to see it in themselves' (Covey, 2007).

Bibliography:

Bryman, A. (1992). *Charisma and leadership in organizations*. London: Sage.

Covey, S. (2007) *The leader formula: the 4 things that make a good leader*. Available at: <http://www.stephencovey.com/blog/?p=6> (Accessed: 21 March 2013).

Paglis, L.L. and Green, S.G. (2002) 'Leadership self-efficacy and managers' motivation for leading change', *Journal of Organizational Behavior*, 23(2), pp. 215-235.

Please note: All of the information contained in this guide is taken from the following book: Pears, R. and Shields, G. (2010) *Cite them right: the essential referencing guide*. 8th ed. Basingstoke: Palgrave Macmillan.

Copies of the above publication are available in the library.

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