Whether you are writing an undergraduate essay, a final year project report or a PhD thesis, you need to be aware of how to cite the sources of information you use correctly, both in your text and in your reference list or bibliography.

- A Citation is the recognition (in your text) of your use of the work of others.
- A Reference includes the publication details of the piece of work and is listed in your bibliography.
- A Reference List or List of References contains the references cited in your piece of work and goes at the end of your project, essay or thesis.
- A Bibliography contains references to all the material you read in preparation for your piece of work, whether you cited them in the text or not. It goes at the end of your project, essay or thesis.

However, you will often hear these last two terms used interchangeably. It is usual in the Harvard style to include only the material you have cited in your piece of work - if you are unsure about what to include, ask your lecturer.

Citing your references correctly ensures that you give proper recognition to the originator of the quote or piece of research and also enables other interested people to find that work. It also helps you to avoid plagiarism.

This guide covers the Harvard system of referencing (also known as the author/date system) which is used mainly in the sciences and social sciences. There are many variations on Harvard style – the best advice is to be consistent throughout your work.

Refer to the list of books at the end of this guide for more information on this and other referencing styles.

**Citing references in your writing**

When you refer to another person’s ideas or words in your work, you must cite your source. At an appropriate point in your text, include the author’s surname and the year of publication in round brackets. See example 1 overleaf.

Alternatively, you may want to include the author’s name in your sentence, in this case just include the year of publication in brackets. See example 2 overleaf.
Example 1:
The honeybee is thought to be native to Africa, western Asia, and southeast Europe (Michener, 1974), although its association with man is so ancient that it is hard to be certain of its origins.

Example 2:
However, Donovan (1980) described M. rotundata as being polylectic in New Zealand.

More than one paper by the same author
If you have more than one paper by the same author in the same year, identify them by a letter after the year e.g. (1999a),(1999b) etc. and use the same convention in your bibliography/list of references. See example 3 below.

Example 3:
It has certainly been domesticated for at least 4000 years (Crane, 1990a), and has been introduced to almost every country in the world (Crane, 1990b).

Multiple authors
If there are two authors use both their names. See example 4 below.

Example 4:
Major events in this range expansion include its introduction to North America in about 1620 (Buchmann and Nabhan, 1996).

If there are more than two authors, use the name of the first author and then “et al.” (an abbreviation for a Latin phrase meaning “and others”). See Example 5 below.

Example 5:
… and by 1994 had spread to Argentina (Abrahamovich et al., 2001).

Multiple works
To cite more than one work at the same time, list them in alphabetical order by the first author with semi-colons between. See example 6 below.

Example 6:
… has since spread out to occupy a substantial portion of the island (Buttermore, 1997; Hingston et al, 2002; Stout and Goulson, 2000)
**Direct quotation**
A direct quotation from a source should **always** include the page number. See example 7 below.

**Example 7:**
Goulson (2003, p25) states that “Bees are generally regarded as beneficial insects for their role in pollination”

**Compiling your bibliography/reference list**
There is a slight difference between a bibliography and a list of references:
- A bibliography includes everything you have read when preparing for that piece of work, even if you didn’t actually cite it.
- A list of references includes everything that you have cited in your text.

However, you will hear the two terms used interchangeably. If you are unsure about what to include, ask your lecturer.

References should be arranged in **alphabetical order by the family name of the first author**. You should have the following information about each one:

**Multiple authors** – if there are more than three authors, use the name of the first author followed by et al. e.g. Benson, C. J. et al.

**Books**
1. Author or editor. First names can be in full or just the initials e.g. Jones, Edward Neville or Jones, E.N. For editors, type (ed.) or (eds.) after the name(s)
2. Year of publication in round brackets
3. Title and sub-title (if any) in italics, in bold or underlined
4. Series or volume number (if any)
5. Edition (unless it is the first edition) Abbreviate to ed. e.g. 2nd ed.
6. Place of publication followed by a colon
7. Publisher
8. ISBN (optional)

**Examples of a book reference:**

**Journal articles**
To cite a journal article, you will need to give the following information:

1. Author(s) name(s)
2. Year of publication (in brackets)
3. Title of article
4. Journal title (in full, no abbreviation. In italics, in bold or underlined)
5. Volume Number (abbreviated to vol.)
6. Issue/part number in brackets (if known)
7. Page numbers (first and last – sometimes denoted by pp)

**Examples of journal article reference:**

More than three authors:

**Chapter in an edited book**
As well as the details of the book (see above) and its editor(s), you will also need the title and author of the chapter you referred to, and the page numbers that it covers.

**Example of a chapter in an edited book:**

**Paper in a conference proceedings**
To cite a paper from a conference proceedings you will need:

1. The contributing author’s surname and initial(s)
2. Year of publication
3. Title of the contribution
4. Surname and initial(s) of the editor of the conference proceedings
5. Title of Conference Proceedings (in italics)
6. Date and Place of the conference
7. Place of publication
8. Publisher
9. Page numbers of contribution

**Example of a conference proceedings reference:**
Web sites

Web sites are often difficult to reference as some of the information you need may not be visible on the page. To cite a web resource you will need as many of the following as possible:

1. Author/editor/institution
2. Year of creation or last update
3. Title of page or web site
4. URL
5. Date you accessed it

Example of a web site reference:
NHS Brent Sickle Cell and Thalassaemia Centre (2007) Community Health Care Nurses Introduction to Sickle Cell & Thalassaemia.

Further information on citing your references

These books, plus others, are available in Birkbeck Library:

- Lipson, C., 2006. Cite right: A quick guide to citation styles - MLA, APA, Chicago, the sciences, professions, and more. Chicago; London: University of Chicago Press. 808.027 LIP
- Pears, R and Shields, G. (2010) Cite them right: referencing made easy 808.027 PEA
- Williams, K and Carroll, J. (2009) Referencing and understanding plagiarism 808.02 WIL

Software to help you create bibliographies

The College has a licence for a bibliographic software package called EndNote. This package can help you store and organise your references and will also add the references to your text and create a bibliography in whichever style you choose. It is available online (free to Birkbeck students) and as a paid for desktop version with more functionality. For more information on EndNote, see http://www.bbk.ac.uk/lib/elib/endnote

Some alternative packages are Zotero and Mendeley.

February 2014