



JCD & MS REFERENCING STYLE GUIDE



Introduction: The basics of Harvard referencing

Welcome to the inaugural edition of the *JCD&MS Referencing Style Guide*, which aims to provide contributors with referencing procedures to be followed in preparing submissions for the Journal. The Guide is based upon version 1 of the *LCC Referencing Style Guide*, but some differences exist; so be certain to follow the specific guidelines for JCD&MS. Examples given in this guide follow the **Harvard style of referencing**

What is referencing?

Referencing is the process of acknowledging the sources you have used in researching and writing-up submissions. It allows the reader to access your source documents as quickly and easily as possible in order to verify, if necessary, the validity of your arguments and the evidence upon which they are based. You identify these sources by citing them in the text (called **citations** or **in-text citations**) and referencing them at the end of your assignment (called the **reference list**).

Why should you reference?

There are several reasons why it is essential to reference your work:

- To avoid **plagiarism** by acknowledging all the sources you have used. Plagiarism is the term used to describe taking other peoples' ideas or writing and using them as your own.
- To allow the reader to locate cited references easily and thus evaluate your interpretation of those ideas. Anyone reading your work can follow up references or check whether you have understood the authors' views/perspectives and the works you have cited.
- To show the reader that you have selected relevant and reliable sources of information..
- To show that you have read widely in your subject area.
- To support an argument, to make a claim or to provide evidence.



Plagiarism

LCC defines plagiarism as “*The unacknowledged use of someone’s work. This includes material or ideas from any (published or unpublished) sources, whether print, Internet-based or audio-visual*”.

Using the words or ideas of others without referencing your source would be classified as plagiarism and is a very serious academic offence. It is regarded as stealing intellectual property.

Stages in referencing

Two stages must be completed in the Harvard System of Referencing process.

1. Referencing sources in the text of your work (**citations**)
2. Providing detailed information about the citations used in a reference list at the end of your work (**‘the reference list’**).



When undertaking research on a particular subject, be certain to record all of the required details of the **sources** that you find interesting or relevant in the early stages of your research. Don’t wait until the work has been completed to compile reference list material.

Citations within the text

Citations within the text provide brief acknowledgements of particular sources that have been consulted in the research process. For example, if using a direct quotation or referring to a specific idea or assertion made by an author, then you need to let the reader know where you found this information by providing the author’s surname, the year and the page number (for book sources). The page number is important, as one of the main functions of referencing is to enable the reader to find the information quickly and to verify the conclusions that have been drawn.

If you are not referring to a specific idea or assertion, but are referring to work by an author in its entirety or to a more general agreement you only need to include the author’s surname and the year, for example, (surname, year). However, if two different authors have the same surname, then initials would be required.

Paraphrasing or citing a specific idea

...Research has shown a direct relationship between crime and tourist numbers to a destination (Pizam, 2012: 34).



If you have named the author in the flow of your text, you only need to provide the year and page number (if applicable).

Paraphrasing or citing a specific idea

...Pizam's research has shown a direct relationship between crime and tourist numbers to a destination (2012: 34)....



Paraphrasing the concepts and ideas obtained from sources in your work and crediting them in citations constitutes good practice and is preferred over an abundance of direct quotations.

Citing a short quotation

...whilst it is possible that "mental health issues affect young people from dysfunctional backgrounds, it has a profound effect on an individual's social relationship" (Heath, 2012: 4).

Citing a long quotation

The methodology required for a thorough literature review requires an understanding of a number of different sources:

...it is important to be familiar with the *tertiary sources*, which will help you to identify the *secondary sources* (such as bibliographies, indexes and abstracts), which will then lead you to the primary sources for your review (Saunders, 2016: 27).



There is no need to use quotation marks for long citations. Instead, start a new line and indent the quotation (for quotations longer than 3 sentences).



If you are citing more than one source, you can separate them with a semi-colon.

Citing more than one source

...there are many factors that affect tourist numbers to a destination. Smith (2015: 84) has suggested that value for money is the main factor; others believe a more complex relationship exists (Pizam, 2010; Walters & Brice, 2012).

Reference list or Bibliography?

- **A Reference list** is a list of all sources that have been cited in your work.
- **A Bibliography** provides a list of everything that you have cited and everything that you have consulted to improve your understanding of the topic.
- Sources must be listed in alphabetical order by the author's surname or the name of the creator/company in all Reference Lists and Bibliographies. .



Remember to collect the complete reference details for any citation used in the process of writing your work, whether it is a book, journal, website, newspaper article, conference or another source. Don't wait until the last minute to compile the reference list.



Essential Components of a Reference

Author	An individual or organisation responsible for creating the source.
Year of Publication	The year the source was published, for example, the edition year or the copyright © date on a website.
Title of article/chapter	If referring to a section or chapter of a larger work, then the title of the section or the chapter should be provided..
Publication title	The name of the source: for example, book title or journal name.
Place of publication	Location listed on the source: for example the location (address) of the publisher. This should be a town or city, but not a country. Use the first place listed.
Publisher	Normally a company that has produced the information and made it publicly available.
Edition or volume information	Indicates that the source is either part of a series or has replaced an earlier version. For example, a second edition of a book is an update to the first which may include more or different information than the earlier version. In a similar way, journals are published in a number of issues a year.
Pagination	If you are referring to something within a larger work, then the first and last page of that section should be included: for example, chapter pages within a book.
URL or web address	If something has been accessed from the Internet, then the full web address for that information must be included. In most cases, the you can copy and paste details from your browser bar, into your reference.

What do you do if publication details are not given?

Occasionally, you will come across documents that lack basic details. In these cases it is necessary to indicate to the reader that these are not available. A series of abbreviations can be used and are generally accepted for this purpose.

Missing publication	Abbreviation
Author not given	use [Anon.]
no date	use [n.d.]
no place [sine loco]	use [s.l.]
no publisher [sine nomine]	use [s.n.]
not known	use [n.k.]

Examples of sources (citations and referencing) using the Harvard style

1. Books (including eBooks)

1.1 Printed books

There are two different types of printed books that you may want to reference:

- i. Books with all of the chapters written by the same author (or authors);
- ii. Books with an editor (or editors), with chapters written by different authors.

Referencing format for books if all chapters are written by the same author(s)

- Author(s)/Editor(s) (if no authors are credited with separate chapters)
- Year of publication (in round brackets)
- Title (in italics)
- Edition (edition numbers are only included when the book is not the first edition)
- Place of publication: publisher

Examples

1.1.1 Book with one author

Jones, P. (2016), *Internet Marketing*. Oxford: Butterworth-Heinemann.

1.1.2 Book with two or more authors

Kotler, P., Armstrong, G., Wong, V. and Saunders, T. (2015), *Principles of Marketing*. 15th ed. New Jersey: Prentice-Hall.

1.1.3 Books only with an Editor(s) listed

Groonroos, R. (2016). (Ed.), *Services Marketing*. 3rd ed. Oxford: Oxford University Press.

Referencing format for books with an editor, if chapters are written by different author(s):

- Author(s) of the chapter
- Year of publication (in round brackets)
- Title of the chapter (in single quotation marks)
- Name of Editor
- Title of the Book (in Italics)
- Place of publication: publisher
- Page numbers of the chapter

Examples:

1.1.4 Parker, R. (2015). 'Management of the problem', In: Butcher, D. (Ed), *The Definitive Guide to Management*. London: Butterworth-Heinemann, pp. 23-25.



TIP

A secondary reference is when you refer to someone's work that has been cited in another source, but you have not read the original work. Secondary sources must then be cited. Example: Morganthau (1955:4) took the position that man was driven by the lust for power. (Baylis & Smith, 2001:147)

1.2 eBooks

The content of an eBook is identical to the content of a print book with the same author, title, and publication date; but includes details about the URL and when it was accessed.

Reference order:

- author/s (surname/s, initials)
- year (in round brackets)
- title (in italics)
- name of e-book collection in italics (e.g. *Netlibrary*)
- [online]
- Available at: URL (for e-Books)
- (Accessed: date, month, year) (for e-Books)

In-text citations

Examples (for both printed and eBooks)

Books with one author:

- According to Bell (2015: 23), the most important component of research is...

Books with two or three authors

- Goldsmith and Barrett (2014: 114) suggested that...

Books with three or more authors

- This was supported by Young *et al.* (2015: 74)....

TIP

et al. is from the Latin abbreviation for *et* ("and") and *alii* ("others"). It should be used when you are citing the work of three or more authors. Usually all authors are listed in the first citation and then *et al.* thereafter. The term 'et al.' should be written in italics and followed by a full-stop. In reference lists or bibliographies, all authors should be listed.



2 Journal articles

Reference order:

- Author
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of journal (in italics)
- Volume, issue, page numbers
- Available at: URL or VLE (for e-journals)
- (Accessed: date) (for e-journals)

2.1 Articles in Print

Example

Holt, D. (2016), 'Branding in the age of social media', *Harvard Business Review*, 94(3): 11- 23.

2.2 E-journal articles

Example

Holt, D. (2016), 'Branding in the age of social media', *Harvard Business Review* [Online], 94(3): 11- 23. Available at: <http://library.beds.ac.ukv> [Accessed: 21st August, 2016].

3 Newspaper articles

Reference order:

- Author/byline
- Year of publication (in round brackets)
- Title of article (in single quotation marks)
- Title of newspaper (in italics – capitalise first letter of each word in title, except for linking words such as and, of, the, for)
- Edition if required (in round brackets)
- Day of month
- Page reference (for printed version)

3.1 Articles in print

Examples

In-text citation

Financial incentives were offered to scientists.... (Mansell & Bloom, 2015).

Reference list

Mansell, W. and Bloom, A. (2015), '£10,000 carrot to tempt science experts', *The Guardian*, 20 June, p. 5.



3.2 Online version of a newspaper (without pagination)

Examples

In-text citation

South Africa miners' strike affects global economy (Roberts, 2016).

Reference list

Roberts, P. (2016), 'South African mining companies seek resolution with striking miners', *Independent* [Online], 10 May. Available at http://www.independent.co.uk/world/2016/may/07/southafricanstrikes_draft_resolution_90_days [Accessed: 7 September, 2016].

4 Conferences

4.1 Full conference proceedings

Reference order:

- Author/editor
- Year of publication (in round brackets)
- Title of conference: subtitle (in italics)
- Location and date of conference
- Place of publication: publisher

Examples

In-text citation

The conference (Institute for Small Business Affairs, 2016)....

Reference list

Institute for Small Business Affairs. (2016), *Small firms: Adding the spark: The 23rd ISBA National small firm, policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs.

4.2 Individual conference papers

Reference order:

- Author of paper
- Year of publication (in round brackets)
- Title of paper (in single quotation marks)
- Title of conference, including subtitle (in italics)
- Place of publication: publisher
- Page references for the paper



Examples

In-text citation

Cook (2016) highlighted examples....

Reference list

Cook, P. (2016). 'Developing franchised businesses in East London', *Small firms: Adding the spark: The 23rd ISBA national small firms, policy and research conference*. Robert Gordon University, Aberdeen, 15-17 November. Leeds: Institute for Small Business Affairs, pp. 127-136.

Five Tips for referencing your work effectively

1. Read the *JCD&MS Referencing Style Guide* before starting to write your submission. Submissions with incorrect referencing styles will be returned to contributors for amendment.
2. Maintain an accurate record of all potentially useful sources as you find them. This will save you time and reduce frustration in final submission preparations.
3. Identify the type of source you are referencing and then check the *JCD&MS Referencing Style Guide* for basic examples. Referencing systems such as those used for personal interviews can be quite complicated; so do make use of more detailed guidelines in such cases.
4. Plan how you intend to balance the use of direct quotations, paraphrasing and summarizing in the early stages of your work.
5. Do not underestimate the importance of referencing. Proof-read citations and reference lists in advance of submitting your work to *JCD&MS*. Ensure that all citations set out in the text have full details provided in the reference list. Read the final version through several times to check for accuracy, addressing anomalies and amending entries as required.



Bibliography

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