

**Harvard Referencing Examples – the library Harvard Referencing Guide does change slightly – so if there are differences, that guide takes priority.**

**Harvard Referencing** – some guidelines (you wouldn't normally put these in Bold But I have done this here to highlight the references).

**Referencing within an essay**

- This is acknowledging the work of others in your writing so that you cannot be accused of plagiarism. You should include a citation (i.e. surname and date) whenever you quote directly, and whenever you use another person's ideas or theory.
- For example, **Mitra and Wolfe (2012)** note that it is difficult for older female newsreaders to find work in television.
- If you are quoting, you need to give the page number as well. For example.... **Mitra and Wolfe (2012: p.96)** maintain that 'Whilst there is pressure on men regarding looks, there is more diversity for male presenters.'
- If there are two authors you always give both names e.g. **Branston and Stafford (2010)** argue that prosumers is used to describe consumers and users in relation to new media.
- If there are four or more authors, the latest library guide allows you to use et al. instead of citing all the names. For example, **Mitra et al. (2010)** note that videos can enable students to learn more deeply and reflectively.
- The library guide also allows you to use et al. for four or more authors in the reference list which should be in alphabetical order by surname.

**Reference List (sometimes called bibliography) at the end of an essay Example**

Branston, G. and Stafford, R. (2010) *The Media Student's Book*. Oxon, Routledge.

Mitra, B. et al. (2010) The use of video to enable deep learning, *Research in Post-Compulsory Education*, 15(4), 405-414.

Mitra, B. and Wolfe, C. (2012) Newsreaders as Eye Candy. *Journal of the Association for Journalism Education*, 1(1), pp.92-99.

- This is how you **reference a chapter in an edited book** in the list of references at the end.

Buckler, L. and Hobbs, S. (2009) University life: the student perspective In Doughty, R. and Shaw, D. (eds.) *Film the essential Study Guide*. Abingdon, Routledge.

- This is how you would reference a **website** in the list of references at the end

Central Intelligence Agency (2011) *The World Factbook: East & Southeast Asia-China*.

[Online] Available from: [www.cia.gov/library/publications/the-world-factbook/geos/ch.html](http://www.cia.gov/library/publications/the-world-factbook/geos/ch.html) [Date Accessed 7th April 2011].

### **Study skills and Harvard referencing guides**

Help about essay writing can be found at:-

- Study skills advice sheets can be found at <http://www.worcester.ac.uk/studyskills/index.htm>
- As well as the study skills guides that are available, there are workshops that you can attend. Information is available from <http://www.worcester.ac.uk/studyskills/625.htm>
- UW Harvard Referencing Guide <http://libguides.worc.ac.uk/guides/study-skills/referencing>