Harvard Referencing – 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**


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


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

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](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](http://www.worcester.ac.uk/studyskills/625.htm)

- UW Harvard Referencing Guide [http://libguides.worc.ac.uk/guides/study-skills/referencing](http://libguides.worc.ac.uk/guides/study-skills/referencing)