The ability to cite references correctly is an important part of every student’s stock-in-trade. Correct citation should be a standard technique used automatically in the preparation and presentation of essays, seminar papers, dissertations, research project reports and theses. It is in the interests of both the writer and the readers of such pieces of work that references should be cited correctly, systematically and in full, so that they form a useful integral part of the work as a whole.

For student work in the School of Geography we use the Harvard referencing system. Here the authors' names and dates are given in parentheses in the body of the text, e.g. (Postlethwaite, 1934), and the references listed alphabetically in full at the end of the paper. References in the text to specific pages are needed in the case of quotations (e.g. Roberts, 1967, pp. 21-22). Where reference is made to more than one publication by the same author(s) in a single year, items should be differentiated by using the letters a, b, c, etc. (e.g. Gregory, 1979a; Walker, 1974c).

This document provides a brief guide to citation using the Harvard system. It seeks to describe the principles involved in referencing different sorts of works (books, journal articles, web pages) and to give illustrative examples of such references. The precise form of punctuation for referencing, such as whether or not to place dates in brackets, tends to differ by publisher. The best strategy is simply to adopt one form of accepted punctuation and to consistently apply it. Have a look at a contemporary journal article or book chapter for guidance.


A. CITATIONS IN THE TEXT

When citing a work in the text of an essay or project, the basic principle is to give the name of the author(s) and year of publication. You should then list the full references of cited works at the end of your assignment in alphabetical order by author.

- Larsen (1995) observed that…

When directly quoting from a source, ensure that quotation marks are used and the relevant page numbers are given.

- Larsen (1995, p. 25) observed that “the sample sizes were not…”

When a work has no author (including legal materials) or the author is anonymous, cite the first few words of the reference list entry (usually the title) and the year. Use italics for the title as follows:

- This was apparently not the case in seventeenth-century England (On travelling to London 1683).

- or: On travelling to London (1683) reveals that this was not true.
How to deal with multiple authors

When a work by two authors is cited, the in-text reference should take the form:

- Larsen and Green (1987) were able to demonstrate that ....
- Some researchers are sceptical of these accounts (e.g. Larsen and Green, 1987)

For a work that has three or more authors, only the surname of the first listed author is used, followed by the expression 'et al.' (or 'and others'). For example, a work by Larsen, Green and Gonzales is cited as:

- Larsen et al. (1987) have found....
- ....is the best example (Larsen et al. 1987).

Citing a web site

To cite a Web page within the text of an assignment, you can either give the address of the site in brackets (eg http://www.apa.org) or reference it as a footnote or endnote. To cite a particular document from a web site you must follow the author/date format. In both cases an entry will also be required in the final reference list; details of how to do this are given below.

B. CREATING A REFERENCE LIST

A list of references contains details only of those works cited in the text. If relevant sources that are not cited in the text are included, the list is called a bibliography. The reference list should be arranged alphabetically by the first author. Where an item has no author it is cited by its title, and positioned in the reference list or bibliography in sequence by the first significant word of the title.

Different forms of published work – books, journals, edited collections and so forth – are referenced in slightly different ways. The main cases that you will encounter in your postgraduate degree are set out below along with illustrative examples.

Over time you may notice that publishers punctuate the information required in references in various ways. Some enclose publication dates in brackets, for example, whilst others do not. Some give the place of publication before the publisher; others do the opposite. The details of these variations in ‘house styles’ are not really significant; the important thing is that your own style is internally consistent. Note that for handwritten work, italicisation is generally rendered by underlining the relevant text.

i. Articles/chapters in a book

Bibliographic details are arranged in the sequence:

author of chapter
year of publication
chapter title (in italics or underlined)
editor(s) of book
title of book
publisher
place of publication
article or chapter pages


ii. Books

Bibliographic details are arranged in the sequence:

author/editor(s)  year of publication  title of book (in italics or underlined)  edition of book (if not the first)  publisher  place of publication

• **Book with a single author**

• **Book with 2 authors**

• **Book with 3 or more authors**

• **Book with no author (note edition)**

iii. Government and Parliamentary Publications

• **Act of Parliament**
  Copyright Act 1968 (Cwth), ss.1-3

• **Government Report:**

iv. Journal Articles

Bibliographic details are arranged in the sequence:

author of journal article  year of publication  article title (usually in single quotes)  title of journal (in italics or underlined)  volume of journal  issue number of journal  article pages

• **Journal article**
• **Journal Article (no author):**

• **Newspaper article**
  Legge, K. 1987, 'Labor to cost the "Keating Factor"', Times on Sunday, 1 February, p. 2.

• **More than one item by the same author published in the same year**

C. **EXAMPLES OF ELECTRONIC REFERENCES:**

i. **World Wide Web**

• **World Wide Web material**

• **World Wide Web page (no author)**

• **World Wide Web page (no publication date)**

ii. **Electronic Mail**

• **E-mail (Personal)**
  Corliss, B. 1999, News from Seattle, E-mail to X.Li, [Online], 13 Jan., Available: E-mail: xli@uvmvm.uvm.edu [accessed 1999, January 15].

• **Discussion List**
  Berkowitz, P. 1995, April 3, 'Sussy's gravestone'. Mark Twain Forum [Online]. Available E-mail: TWAIN-L@yorkvm1.bitnet [accessed 1995, April 3]

Note: The examples above have been adapted to the Harvard format from:

A SHORT DISCUSSION OF PLAGIARISM: UNACCEPTABLE AND ACCEPTABLE PARAPHRASES

[The text below is drawn verbatim from: http://www.indiana.edu/~wts/wts/plagiarism.html#original. The spelling has been anglicised in places as appropriate and some adjustments have been made to formatting. Accessed 26 September 2002]

Here is an ORIGINAL text from page 1 of *Lizzie Borden: A Case Book of Family and Crime in the 1890s* by Williams et al (1980).

- The rise of industry, the growth of cities, and the expansion of the population were the three great developments of late nineteenth century American history. As new, larger, steam-powered factories became a feature of the American landscape in the East, they transformed farm hands into industrial labourers, and provided jobs for a rising tide of immigrants. With industry came urbanisation the growth of large cities (like Fall River, Massachusetts, where the Bordens lived) which became the centres of production as well as of commerce and trade.

Here is an UNACCEPTABLE paraphrase that is plagiarism:

- The increase of industry, the growth of cities, and the explosion of the population were three large factors of nineteenth century America. As steam-driven companies became more visible in the eastern part of the country, they changed farm hands into factory workers and provided jobs for the large wave of immigrants. With industry came the growth of large cities like Fall River where the Bordens lived which turned into centres of commerce and trade as well as production.

What makes this passage plagiarism?

The preceding passage is considered plagiarism for two reasons:

- the writer has only changed around a few words and phrases, or changed the order of the original's sentences.
- the writer has failed to cite a source for any of the ideas or facts.

If you do either or both of these things, you are plagiarising.

NOTE: This paragraph is also problematic because it changes the sense of several sentences (for example, “steam-driven companies” in sentence two misses the original's emphasis on factories).

Here's an ACCEPTABLE paraphrase:

- Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. Steam-powered production had shifted labour from agriculture to manufacturing, and as immigrants arrived in the US, they found work in these new factories. As a result, populations grew, and large urban areas arose. Fall River was one of these manufacturing and commercial centres (Williams et al, 1980).

Why is this passage acceptable?

This is acceptable paraphrasing because the writer:

- accurately relays the information in the original
- uses her own words.
- lets her reader know the source of her information.

Here's an example of quotation and paraphrase used together, which is also ACCEPTABLE:

- Fall River, where the Borden family lived, was typical of northeastern industrial cities of the nineteenth century. As steam-powered production shifted labour from agriculture to manufacturing, the demand for workers "transformed farm hands into factory workers," and created jobs for immigrants. In turn, growing populations increased the size of urban areas. Fall River was one of these manufacturing hubs that were also "centres of commerce and trade" (Williams, 1980, p.1)

Why is this passage acceptable?
This is acceptable paraphrasing because the writer:

- records the information in the original passage accurately.
- gives credit for the ideas in this passage.
- indicated which part is taken directly from her source by putting the passage in quotation marks and citing the page number.

Note that if the writer had used these phrases or sentences in her own paper without putting quotation marks around them, she would be PLAGIARIZING. Using another person's phrases or sentences without putting quotation marks around them is considered plagiarism even if the writer cites in her own text the source of the phrases or sentences she has quoted.

Plagiarism and the World Wide Web

The World Wide Web has become a more popular source of information for student papers, and many questions have arisen about how to avoid plagiarising these sources. In most cases, the same rules apply as to a printed source: when a writer must refer to ideas or quote from a WWW site, she must cite that source.

If a writer wants to use visual information from a WWW site, many of the same rules apply. Copying visual information or graphics from a WWW site (or from a printed source) is very similar to quoting information, and the source of the visual information or graphic must be cited. These rules also apply to other uses of textual or visual information from WWW sites; for example, if a student is constructing a web page as a class project, and copies graphics or visual information from other sites, she must also provide information about the source of this information. In this case, it might be a good idea to obtain permission from the WWW site's owner before using the graphics.

Strategies for Avoiding Plagiarism

1. Put in quotations everything that comes directly from the text especially when taking notes.
2. Paraphrase, but be sure you are not just rearranging or replacing a few words.

   Instead, read over what you want to paraphrase carefully; cover up the text with your hand, or close the text so you can't see any of it (and so aren't tempted to use the text as a "guide"). Write out the idea in your own words without looking.

3. Check your paraphrase against the original text to be sure you have not accidentally used the same phrases or words, and that the information is accurate.

Terms You Need to Know (or What is Common Knowledge?)

a) Common knowledge: facts that can be found in numerous places and are likely to be known by a lot of people.

   Example: John F. Kennedy was elected President of the United States in 1960.

   This is generally known information. You do not need to document this fact.

However, you must document facts that are not generally known and ideas that interpret facts.

   Example: According the American Family Leave Coalition's new book, Family Issues and Congress, President Bush's relationship with Congress has hindered family leave legislation (Smith, 2002).

   The idea that "Bush's relationship with Congress has hindered family leave legislation" is not a fact but an interpretation; consequently, you need to cite your source.

b) Quotation: using someone's words. When you quote, place the passage you are using in quotation marks, and document the source according to a standard documentation style.

   Example: According to Peter S. Pritchard in USA Today, "Public schools need reform but they're irreplaceable in teaching all the nation's young" (Wilson, 1994, p. 32).

c) Paraphrase: using someone's ideas, but putting them in your own words. This is probably the skill you will use most when incorporating sources into your writing. Although you use your own words to paraphrase, you must still acknowledge the source of the information.

Further Information on Plagiarism for Students:
The websites below offer useful discussion regarding plagiarism for students. It is recommended that you direct your supervision students to at least one of these. The first in particular is useful, and has an interesting plagiarism test for students to complete.

http://ec.hku.hk/plagiarism/introduction.htm
http://www.writing.nwu.edu/tips/plag.html
http://www.northwestern.edu/uacc/plagiar.html

[web-links valid as of September 2003]