

Quick start guide to academic referencing

This quick start guide introduces academic referencing and explains how to cite and reference some of the most commonly encountered source types using the Harvard referencing style which is followed at Henley Business School.

Why reference?

Referencing is an important part of academic writing. By referencing other people's work you acknowledge their contribution to your own thinking and demonstrate your awareness and engagement with existing literature in your topic area. Failure to reference correctly can be seen as poor academic practice or even plagiarism, which is the attempt to pass off another's work as your own. Either can lead to disciplinary action that may result in the loss of marks, including a mark of zero, or even disqualification from the University.

What needs to be referenced?

Essentially you should reference any material drawn from other sources, such as:

- direct quotations from another source
- paraphrased text based on someone else's work
- theories/ideas/interpretations from someone else's work
- data/information/statistics from other sources

The Harvard style

The Harvard style is known as an 'author–date' system because reference to another author's work is made by citing the author's surname and the date the work was published. Like other referencing systems, it provides rules on how to cite the work of others in your own text and how to format a reference list showing the sources you have used.

Cite them right

There is no single authority which oversees or defines the Harvard referencing system. As a consequence, there are many versions with slight variations currently in use.

Perhaps the most detailed and authoritative guide to this system is *Cite them right: the essential referencing guide* by Richard Pears and Graham Shields. In this quick guide and its more detailed companion document, *Referencing in the Harvard style*, Henley Business School follows the approach to Harvard referencing set out by Pears and Shields.

Reference copies of the 12th edition of *Cite them right: the essential referencing guide* published in 2022 are held by Henley Business School Library at both Greenlands and Whiteknights campuses.

Further guidance is also available through the *Cite them right* website which is accessible via this link: <https://www.citethemrightonline.com>

You will need to enter your University username and password to sign in. The *Cite them right* website also looks at other referencing systems so you will need to select 'Harvard' when invited to do so.

Citing the work of others in your text

There are two ways of citing the work of others in your text. Here are examples of both:

Studies using mixed-methods research are likely to prove more challenging than those restricted to single methods (Yin, 2018).

Or:

Yin (2018) acknowledges that studies using mixed-methods research are likely to prove more challenging than those restricted to single methods.

In the first example, the work (Yin, 2018) is cited in support of the claim. The name and date are both enclosed in brackets. In the second example, the author Yin is identified as acknowledging the claim. He is the subject of the sentence and only the date is enclosed in brackets. Both methods can be used in a given text.

If your citation refers to a complete work or to ideas that run through an entire work as above, the citation only requires the author and date details.

However, if you are quoting directly or using ideas from a specific page or pages of a work, you should include the page number in your citations. Insert the abbreviation p. (for a single page) or pp. (for a range of pages) before the relevant page number(s).

Short direct quotations (up to two or three lines) should be enclosed in quotation marks (either single or double but please remember to be consistent) and included in the body of your text. For example:

Many properties engaged in leisure activities 'operate in monopolistic or unique circumstances where there are few direct comparisons available' (Scarrett and Osborn, 2014, p. 156).

Or:

Scarrett and Osborn (2014, p. 156) argue that many properties engaged in leisure activities 'operate in monopolistic or unique circumstances where there are few direct comparisons available'.

Longer quotations should be entered as a separate paragraph and indented from the main text.

Citing works with more than one author

When a source has up to three authors, the in-text citation should provide all surnames in full, e.g. (Bell, Harley and Bryman, 2022). When there are four or more, the first author's surname is cited in full and the other authors' surnames are replaced by '*et al.*' (meaning 'and others'), e.g. (Crane *et al.*, 2019). Please note that Henley Business School requires all the authors' names to be provided in the reference list.

Citing several sources in one place

If citing more than one work in the same place, the references should be listed in chronological order, separated by a semi-colon (;), with the earliest publication coming first, e.g. (Finkler *et al.*, 2013; Brealey, Myers and Allen, 2017; Mihaylov and Zurbruegg, 2020).

Citing a source cited by someone else

You should always try to read original (or primary) sources if possible but if you cannot do so and still want to refer to a source cited by another writer (the secondary source), use the phrase 'quoted in' or 'cited in', depending on whether the author of the secondary source is directly quoting or summarising from the primary source. This should be followed by the details of the text where you found the reference. In the example below you wish to refer to a work by Ellikson which has been cited in a book by Rajan:

(Ellikson, 1991, cited in Rajan, 2020, p. 10)

Or:

According to Ellikson (1991, cited in Rajan, 2020, p. 10)...

In the reference list only provide details of the secondary source, Rajan's book, not the publication by Ellikson if you have not read Ellikson's original.

For more details on how to cite sources in your text, see the guide *Referencing in the Harvard style*, accessible via Henley Business School Library Online, and also consult the *Cite them right* website at <https://www.citethemrightonline.com>

The reference list

The reference list collects together all the works that you have cited in your text. It is usually placed at the end of the main body of an academic assignment, before any appendices. In the Harvard style, all of the references appear in a single list, organised alphabetically by the lead author's surname, for example:

Brealey, R.A., Myers, S.C. and Allen, F. (2017) *Principles of corporate finance*. 12th edn. New York, NY: McGraw Hill.

Finkler, S.A., Purtell, R.M., Calabrese, T.D. and Smith, D.L. (2013) *Financial management for public, health, and not-for-profit organizations*. Hemel Hempstead: Prentice-Hall International.

Hillier, D., Clacher, I., Ross, S., Westerfield, R. and Jordan, B. (2017) *Fundamentals of corporate finance*. 3rd edn. London: McGraw-Hill.

Klein, E. (2016) *Corporate governance: principles, practices and challenges*. Hauppauge, NY: Nova Science Publishers.

Mihaylov, G. and Zurbrugg, R. (2020) 'The relationship between financial risk management and succession planning in family businesses', *International Journal of Managerial Finance*, 17(3), pp. 438-454.

Naciti, V., Cesaroni, F., Pulejo, L. (2022) 'Corporate governance and sustainability: a review of the existing literature', *Journal of Management and Governance*, 26(1), pp. 55-74.

Padgett, C. (2011) *Corporate governance: theory and practice*. Basingstoke: Palgrave Macmillan.

If an author or editor has more than one publication cited in the document, these should be listed in the reference list in date order, with the earliest publication coming first. If an author has issued more than one publication in the same year, add a, b, c, etc. after the date (e.g. Passmore, 2021a, 2021b, etc.) according to the order they appear in your text and then list them in that order in the reference list.

Note the following:

- your reference list should contain only the sources you have cited in your text

- regardless of the number of times you have cited a source, it only appears once in the reference list

For more details on creating your reference list see the guide *Referencing in the Harvard style*, accessible via Henley Business School Library Online, and also consult the *Cite them right* website at <https://www.citethemrightonline.com>

Examples of common citing/referencing conventions using the Harvard style

In your work you will almost certainly be citing and referencing different types of source material such as books and journal articles. Below are examples of how to cite and reference some familiar types of source material. For more examples and other source types see the guide *Referencing in the Harvard style*, accessible via Henley Business School Library Online, and also consult the *Cite them right* website at <https://www.citethemrightonline.com>

Books (printed)

In your reference list, only the initial letter of a book's title should be capitalised except for proper nouns. The title should also appear in italics.

In-text citation	In reference list
(Surname, year)	Surname, initials (year of publication) <i>Title: subtitle</i> . Edition number. Place of publication: publisher.
(Brann, 2022)	Brann, A. (2022) <i>Neuroscience for coaches: how coaches and managers can use the latest insights to benefit clients and teams</i> . 3rd edn. London: Kogan Page.

Books (online and ebooks)

Ebooks that are facsimiles of paper editions can be referenced as printed books if all details are available. For example:

In-text citation	In reference list
(Saunders, Lewis and Thornhill, 2019)	Saunders, M., Lewis, P. and Thornhill, A. (2019) <i>Research methods for business students</i> . 8th edn. Harlow: Pearson Education.

If the book is only available online it can be referenced in a similar way to a webpage as shown below:

In-text citation	In reference list
(Marshall, 1920)	Marshall, A. (1920) <i>Principles of economics</i> . 8th edn. Available at: https://www.econlib.org/library/Marshall/marP.html (Accessed: 17 August 2022).

When making direct quotations, use the section or chapter heading in citations if the ebook does not have page numbers.

Edited book

For an edited book, the term (ed.) or (eds) appears after the last editor's name in the reference list. It is not included in the in-text citation. For example:

In-text citation	In reference list
(Obholzer and Roberts, 2019)	Obholzer, A. and Roberts, V.Z. (eds) (2019) <i>The unconscious at work: a Tavistock approach to making sense of organizational life</i> . 2nd edn. Abingdon: Routledge.

Chapter in an edited book

If citing a particular chapter in an edited book please adopt the following approach:

In-text citation	In reference list
(Müller, 2012)	Müller, R. (2012) 'Project governance', in P.W. Morris, J.K. Pinto and J. Söderlund (eds) <i>The Oxford handbook of project management</i> . Oxford: Oxford University Press, pp. 297–320.

Note that, in contrast to the author of the specified chapter, the book editors' names appear with their initials first followed by their surnames.

Journal articles (printed)

If citing a journal article:

In-text citation	In reference list
(Surname(s), year)	Author surname(s), initials (year of publication) 'Article title', <i>Journal Title</i> , volume(issue number), page range for whole article.
(Williams and Dolkas, 2022)	Williams, J. C. and Dolkas, J. (2022) 'Data-driven diversity', <i>Harvard Business Review</i> , 100(2), pp. 74-83.

Only the first word of the title of the article has an initial capital except for proper nouns. Initial capital letters are used in the journal title for any nouns, verbs, adjectives and adverbs.

Articles in electronic journals

Where you have downloaded a pdf of an article from a journal that exists in hard copy you should enter the citation and reference in the same style as for a print journal article.

Some journals, however, are solely available via the web. When referencing an article from an ejournal that is only available online you should include the URL (Uniform Resource Locator) and the date you accessed the source, adopting the following format:

In-text citation	In reference list
(Cassar, Bezzina and Fabri, 2022)	Cassar, V., Bezzina, F. and Fabri, S. (2022) 'A fuzzy-set approach to re-exploring work-related stress-outcome relationships: implications for research methods, theory and practice', <i>Electronic Journal of Business Research Methods</i> , 20(2), pp. 63-74. Available at: https://academic-publishing.org/index.php/ejbrm/article/view/2207 (Accessed: 4 August 2022).

Other online sources

Treat online information in much the same way as printed sources. If no author is given, use the publishing organisation. In the reference list, it is important to give the date the information was accessed as well as its location on the web by including its URL since documents and site addresses change frequently. For example:

In-text citation	In reference list
(Surname(s)/publishing organisation, year)	Author/organisation (year of publication) <i>Title</i> . Available at: URL of site (Accessed: date).
(British Broadcasting Corporation, 2022)	British Broadcasting Corporation (2022) <i>Andrew Bailey on Bank of England interest rate rise warning</i> . Available at: https://www.bbc.co.uk/news/av/uk-politics-62428168 (Accessed: 18 August 2022).

Reports from government and other organisations

Reports issued by governments, commercial organisations and other institutions often do not have an identifiable author. In such cases, reference the publishing institution as the author. For example:

In-text citation	In reference list
(Tesco, 2022)	Tesco (2022) <i>Serving our customers, communities and planet a little better every day: annual report and financial statements 2022</i> . Available at: https://www.tescopl.com/media/759057/tesco-annual-report-2022.pdf (Accessed: 25 July 2022).

Summary of key source types

Source type	In-text citation	In reference list
Book (single author)	(Hodge, 2016)	Hodge, I. (2016) <i>The governance of the countryside: property, planning and policy</i> . Cambridge: Cambridge University Press.
Book (two authors)	(Arnold and Lewis, 2019)	Arnold, G. and Lewis, D.S. (2019) <i>Corporate financial management</i> . 6th edn. Harlow: Pearson.
Book (three authors)	(Bell, Harley and Bryman, 2022)	Bell, E., Harley, B. and Bryman, A. (2022) <i>Business research methods</i> . 6th edn. Oxford: Oxford University Press.
Book (four or more authors)	(Crane <i>et al.</i> , 2019)	Crane, A., Matten, D., Glozer, S. and Spence, L.J. (2019) <i>Business ethics: managing corporate citizenship and sustainability in the age of globalization</i> . 5th edn. Oxford: Oxford University Press.
Book (same author/editor, same year)	(Passmore, 2021a), (Passmore, 2021b)	Passmore, J. (ed.) (2021a) <i>Excellence in coaching theory, tools and techniques to achieve outstanding coaching performance</i> . 4th edn. London: Kogan Page. Passmore, J. (ed.) (2021b) <i>The coaches' handbook: the complete practitioner guide for professional coaches</i> . Abingdon: Routledge.
Edited book	(Obholzer and Roberts, 2019)	Obholzer, A. and Roberts, V.Z. (eds) (2019) <i>The unconscious at work: a Tavistock approach to making sense of organizational life</i> . 2nd edn. Abingdon: Routledge.
Ebook	(Saunders, Lewis, and Thornhill, 2019)	Saunders, M., Lewis, P. and Thornhill, A. (2019) <i>Research methods for business students</i> . 8th edn. Harlow: Pearson Education.
Chapter in edited book	(Müller, 2012)	Müller, R. (2012) 'Project governance', in P.W. Morris, J.K. Pinto and J. Söderlund (eds) <i>The Oxford handbook of project management</i> . Oxford: Oxford University Press, pp. 297–320.
Book (online)	(Marshall, 1920)	Marshall, A. (1920) <i>Principles of economics</i> . 8th edn. Available at: https://www.econlib.org/library/Marshall/marP.html (Accessed: 17 August 2022).
Book (2nd or later edition)	(Jobber and Ellis-Chadwick, 2020)	Jobber, D. and Ellis-Chadwick, F. (2020) <i>Principles and practice of marketing</i> . 9th edn. London: McGraw-Hill Education.
Journal article (print)	(Williams and Dolkas, 2022)	Williams, J. C. and Dolkas, J. (2022) 'Data-driven diversity', <i>Harvard Business Review</i> , 100(2), pp. 74-83.
Journal article (online – URL)	(Cassar, Bezzina and Fabri, 2022)	Cassar, V., Bezzina, F. and Fabri, S. (2022) 'A fuzzy-set approach to re-exploring work-related stress-outcome relationships: implications for research methods, theory and practice', <i>Electronic Journal of Business Research Methods</i> , 20(2), pp. 63-74. Available at: https://academic-publishing.org/index.php/ejbrm/article/view/2207 (Accessed: 4 August 2022).

Government publication (online)	(Department for Education, 2022)	Department for Education (2022) <i>Widening participation in higher education: 2022</i> . Available at: https://www.gov.uk/government/statistics/widening-participation-in-higher-education-2022 (Accessed: 4 August 2022).
Company report (online)	(Tesco, 2022)	Tesco (2022) <i>Serving our customers, communities and planet a little better every day: annual report and financial statements 2022</i> . Available at: https://www.tescopl.com/media/759057/tesco-annual-report-2022.pdf (Accessed: 25 July 2022).

For more details please see the guide *Referencing in the Harvard style*, accessible via Henley Business School Library Online, and also consult the *Cite them right* website at <https://www.citethemrightonline.com>