



Fairfield School of Business

Harvard Referencing Guide

Updated 8th September 2015

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Introduction

Getting good marks for your assignment is dependent on many factors; one of them is accurately referencing the information sources that you have consulted. To get full marks for referencing at FSB, you need to follow the Harvard referencing style which is a widely accepted referencing system in higher education.

The Basics

Why should I reference?

- to demonstrate to your lecturer that you have conducted thorough research for your assignment
- to provide your lecturer with the details of the sources that you have used so that they can follow up your research if they want to
- to avoid facing academic penalties for plagiarism

What are the penalties for plagiarising at FSB?

- 0 marks for your assignment
- a fee of £30 is charged for assignment resubmission
- The highest possible mark for resubmitted work is a pass

How can I avoid plagiarism?

- by appropriately acknowledging in your assignment text when you have referred to materials or ideas taken from other authors
- by including a reference list at the back of your assignment with all the sources you have referred to in your work
- by not copying other's work and claiming it as your own

How should I reference?

There are two parts of referencing:

1. Citing a source in your assignment text.
2. Writing a reference list which details all the sources you have cited from.

Referencing: Part 1 – Citation

The first part of referencing is when you refer to (cite) someone else's work in your assignment. Your citation(s) should include:

The author or editor's surname

- If there are up to 3 authors you should include each author's surname.
- If there are more than 3 authors you only need to put in the first author's surname followed by 'et al'.
- If there is no named author you can use a corporate/organisation author name (this is often the case for websites).
- If there is neither a named or corporate author you can use 'Anon' as the author's name.

The year of publication

- You can find the publication date of a book in the first few pages.
- For a website, the publication date is usually at the top of the page or if there is no date use the copyright year at the bottom of the page.
- If you cannot find a publication date for a source put in the initials n.d which stands for 'no date'.

When you are citing another author's work you might be:

a) Paraphrasing

Restating information taken from someone else's work in your own words.

Examples of paraphrasing

According to Holbeche (2009) developing a strong employee brand is a key component to attracting prospective job candidates.

A market forecast is an assessment of the how environmental factors will impact on the demand for a business' services and products (BPP Learning Media, 2010).

b) Quoting

Quoting is when you include the exact words from another author in your own writing. To accurately quote you need to enclose the word in quotation marks, and if it is from a book mention the page number the quote comes from.

Quoting written work

- Double quotation marks are used.
- The page number needs to be included if it comes from a book, newspaper article etc (not if it's taken from a website).

Example:

'A written marketing plan is the backdrop against which operational decisions are taken' (McDonald & Wilson, 2011, p.30).

Quoting from direct speech

- Double quotation marks are used.
- No page number is mentioned.

Example:

"One of the tests of leadership is the ability to recognize a problem before it becomes an emergency" (Glasgow, 1993).

Including tables/diagrams/illustrations

The author's name and the year of publication need to go underneath any borrowed tables/diagrams/illustrations included in your assignment.

Referencing: Part 2 – The Reference list

The reference list comes at the end of your assignment and should be:

- listed in alphabetical order of author/editor
- formatted in the Harvard referencing style

Formatting your reference list Harvard style

Printed Book

Author/Editor (if there is no named authors include a corporate author/publisher)
Year of publication (this should be in brackets)
Title (this should be in italics)
Edition (if not the first edition)

Place of publication (if there is more than one place listed, use the first named)
Publisher

Example:

BPP Learning Media (2010) *Marketing and promotion*. United Kingdom: BPP Learning Media.

Online/Electronic Book

Author/Editor (if there is no named authors include a corporate author/publisher)
Year of publication (this should be in brackets)
Title (this should be in italics)
Edition (if not the first edition)
Online [should be in square brackets]
Place of publication (if there is more than one place listed, use the first named)
Publisher
Available from: URL
Date of access [this should be in brackets]

Example:

Emerson, R. (2009) *Business Law*, 5th edition. [Online] New York: Barons Education. Available from: <http://books.google.co.uk/books?id=60TRO4E3o7YC&printsec> [Accessed 18th June, 2010].

Chapter of an Edited Book

Author of the chapter
Year of publication (this should be in brackets)
Title of chapter followed by In:
Editor (always put (ed.) after the name)
Title (this should be in italics)
Series title and number (if part of a series)
Edition (if not the first edition)
Place of publication (if there is more than one place listed, use the first named)
Publisher
Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Example:

Newell, S. (2005) Recruitment and selection. In: Bach, S. (ed.) *Managing Human Resources*, 4th edition. Massachusetts, USA: Blackwell publishing, pp. 115-148.

Journal Article: Print

Author
Year of publication (this should be in brackets)

Title of journal article
Title of journal (this should be in italics)
Volume number
Issue number
Page numbers of the article (do not use 'p'.
before the page numbers)

Example:

Poria, Y., Reichel, A. & Brandt, Y. (2011)
Dimensions of hotel experience of people with
disabilities: an exploratory study. *International
Journal of Contemporary Hospitality Management* 23
(5), 571-591.

Journal Article: Online/Electronic

Author
Year of publication (this should be in brackets)
Title of journal article
Title of journal (this should be in italics)
Online [this should be in square brackets]
Volume number
Issue number (in brackets)
Page numbers of the article (do not use 'p'.
before the page numbers)
Available from: URL
Date of access [this should be in square brackets]

Example:

Tan-Solano, M. & Kleiner, B. H. (2001) Effects of
telecommuting on organisational behaviour.
Management Research News, 24 (3), 72-78.
Available from:
<http://www.emeraldinsight.com/journals.htm?issn=0140-9174&volume.html> [Accessed 17th
November, 2011].

Newspaper article

Author
Year of Publication (this should be in brackets)
Title of article
Full Title of Newspaper (this should be in italics)
Day and month of publication
Page numbers

Example:

Masters, B. & Goff, S. (2011) Bankers accused of
dishonest lobbying. *The Financial Times*, 23
November, p.1.

Newspaper article: online

Author (if the article has no author, use the name
of the newspaper)
(Day, month and year of publication)
Title of article
Title of newspaper (this should be in italics)
Online [this should be in square brackets]
Page numbers of the article if given (use 'p.'
before a single page number and 'pp.' where
there are multiple pages)
Available from: URL
Date of access [this should be in square brackets]

Example:

Peacock, L. (24 November 2011) Thomas Cook
faces restructuring as advisers are called in. *The
Telegraph* [Online]. Available from:
<http://www.telegraph.co.uk/finance/newsbysect or/retailandconsumer/leisure/8911030/Thomas-Cook-faces-restructuring-as-advisers-called-in.html> [Accessed 23rd November, 2011].

Web Page/Website

Author/Editor (use the corporate author if no
individual author or editor is named)
Year of publication (this should be in brackets if
available; if there is no date, use the abbreviation
n.d.)
Title (this should be in italics)
[Online]
Available from: URL
Date of access [this should be in square brackets]

Example:

Larson, A. (2010) *Contract law – an introduction*
[Online]. Available from:
http://www.expertlaw.com/library/business/contract_law.html [Accessed 23rd November, 2011].

CD Rom

Author/Editor (use the corporate author if no
individual author or editor is named)
Year of publication (this should be in brackets)
CD-ROM title (this should be in italics)
CD-ROM [this should be in square brackets]
Place of publication
Publisher

Example:

Encyclopaedia Britannica, (2003). *Britannica 2003*. [CD-ROM] Chicago, Encyclopaedia Britannica.

Report

Author/Editor (if it is an editor always put (ed.) after the name)
Year of publication (this should be in brackets)
Title (this should be in italics)
Name of organisation
Report number: followed by the number of the report (if part of a report series)

Example:

Jones, P. (2010) *Business regeneration report*. RM Business solutions. Report number: 63.

Lecture

Name of lecturer
Year of lecture (this should be in brackets)
Title of lecture (this should be in italics)
Lecture [this should be in square brackets]
Title of unit/degree course (if appropriate)
Name of institution or location
Date of lecture (day month)

Example:

Owen, J. (2011) *Defences in tort* [Lecture]. London School of Science & Technology, 12th September.

Conference proceeding/paper

Author (use a corporate author if there is no named author)
Year of publication (this should be in brackets)
Title of conference paper (this should be in italics)
Place of publication
Publisher
Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Example:

Shulver, M. & Lawrie, G. (2007) *2GC Conference paper – The balanced scorecard and the business*. Berkshire, UK: 2GC Active Management publication, pp.1-13.

Act of parliament

Name of Act: Name of sovereign (this should be in italics)
Chapter number (this should be in italics)
Year of publication
Place of publication
Publisher

Example:

Contracts (Applicable Law) Act: Elizabeth II (1990). London: HMSO.

DVD/video recording

Title (this should be in italics)
Year of production (this should be in brackets)
DVD [this should be in square brackets]
Place of production or origin (if available)
Name of production company/maker

Example:

We fly 247: Everything a developer needs to know about building applications with visual studio 2005 beta 2 (2005) [DVD]. USA: Microsoft Corporation.

Radio programme / broadcast

Title of episode (if part of a series)
Year of broadcast (this should be in brackets)
Title of programme / broadcast (this should be in italics)
Name of broadcaster
Day and month of broadcast

Example:

Innovation and growth (2011)
Business daily, BBC Radio. 24th November.

Bibliography

There may be resources which you have read for your work but not cited in your assignment. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author/editor and laid out in the same way as items in your reference list. If you can cite from every work you read, you will only need a reference list. Submitting a bibliography with your assignment at FSB is optional. It is only compulsory for you to include accurate citations in your assignment and a reference list.

Example - Reference List

References

- Baron, D. P. (2008) *Business and the organisation*. Chester: Pearson.
- BPP Learning Media (2010) *Marketing and promotion*. United Kingdom: BPP Learning Media
- Emerson, R. (2009) *Business Law*, 5th edition. [Online] New York: Barons Education. Available from: <http://books.google.co.uk/books?id=60TRO4E3o7YC&printsec> [Accessed 18th June 2010].
- Encyclopaedia Britannica, (2003). *Britannica 2003*. [CD-ROM] Chicago: Encyclopaedia Britannica.
- Innovation and growth (2011) *Business daily*, BBC Radio. 24th November.
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- Masters, B. & Goff, S. (2011) Bankers accused of dishonest lobbying. *The Financial Times*, 23 November, p.1.
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- Owen, J. (2011) *Defences in tort* [Lecture]. London School of Science & Technology, 12th September.
- Peacock, L. (24 November 2011) Thomas Cook faces restructuring as advisers are called in. *The Telegraph* [Online]. Available from: <http://www.telegraph.co.uk/finance/newsbysector/retailandconsumer/leisure/8911030/Thomas-Cook-faces-restructuring-as-advisers-called-in.html> [Accessed 23rd November, 2014].
- Poria, Y., Reichel, A. & Brandt, Y. (2011) Dimensions of hotel experience of people with disabilities: an exploratory study. *International Journal of Contemporary Hospitality Management* 23 (5), 571-591.
- Shulver, M. & Lawrie, G. (2007) *2GC Conference paper – The balanced scorecard and the business*. Berkshire, UK: 2GC Active Management publication, pp.1-13.
- Tan-Solano, M. & Kleiner, B. H. (2001) Effects of telecommuting on organisational behaviour. *Management Research News*, 24 (3), 72-78. Available from: <http://www.emeraldinsight.com/journals.htm?issn=0140-9174&volume.html> [Accessed 17th November 2011].
- We fly 247: Everything a developer needs to know about building applications with visual studio 2005 beta 2* (2005) [DVD]. USA: Microsoft Corporation.