**Introduction**

‘Quote, Unquote’ contains detailed information and advice about using the Harvard style of referencing at Leeds Beckett University (for details see the Further help section on p.5). This short guide focuses on examples.

During your studies you will need to show your knowledge of other people’s work or ideas. These may be obtained from many types of sources such as books, journal articles, websites etc. However, it is important that you do not pass off other people’s work as your own. If you do, it is regarded as plagiarism or cheating. When you use (quote, paraphrase or summarise) information from any source, you must both cite and reference it to:

- acknowledge the work of other writers and researchers
- refer to established experts to give your work authority
- enable your tutor or others to trace your sources easily
- avoid accusations of plagiarism.

There are a number of referencing systems in use, but at Leeds Beckett we recommend the author-date or ‘Harvard’ style.

There are two stages to referencing sources for a piece of academic work using the Harvard system:

- **Note:** There are variations in referencing practice across different subjects and courses.
  
  **Check course documentation or any guidance you are given.**

1. Refer to the source in your text (the *citation*).
2. Give full details of the source in your bibliography or list of references at the end of your work (the *reference*).
Citing within your text

The author-date or Harvard system of referencing does not require any numbering or footnotes on each page. In most cases, you simply insert the author’s name and the date of publication in brackets. Quotations or specific information also require page numbers. This is called the citation. It acts as a signpost to your reader who can then locate the full reference, describing the source you have cited, in the alphabetical list of references or bibliography at the end of your document.

Workers in teams tend to adopt particular roles (Belbin, 1996).

Author is a company or organisation (corporate author)

An organisation such as a company, university or government department can be the author of a publication. Just cite them in your text as you would a person.

One or two authors of the same work

Give the names of the authors, connected with the word ‘and’ or an ampersand sign (‘&’), and the year of publication.

Shields and Taylor (2004) discuss the various uses of the apostrophe.

Or

This manual attempted a definitive ruling on the uses of the apostrophe (Shields and Taylor, 2004).

Three or more authors of the same work

In the case of three or more authors, the first author (from the title page) is followed by ‘and others’ or ‘et al’.

Johnson and others (2008) highlighted some potential problems with user generated content.

If there is no author

If you can’t establish the author(s) of a work, use the title instead.

It has been stated that the disease occurs more frequently in men (Preventing coronary heart disease, 2003).
Secondary referencing (Source is cited within another source)
For sources that you have not actually seen but which are referred to in another work, cite both the original source and the secondary source where you read it.

Smith (2004, quoted in Jones, 2007, p.63) provides a useful viewpoint on different research philosophies when he tells us that, “Whichever philosophical position is taken, it is crucial to have a good understanding of our own assumptions and prejudices”.

Quotations
If you are directly quoting the author’s own words in your writing you should enclose these in quotation marks and give the author, date and page number(s) that the quotation was taken from, in brackets. If you leave out some words, you can use three dots (ellipsis). For example:

“They are like ‘craft’ skills…the methodical, co-ordinated approach of an old fashioned furniture maker” (Northedge, 1993, p.18).

There is a need to create “stopping off” places in the learning process or what Kornbluh and Green refer to as “professional encapsulations” (1989, p.78).

Examples of references for different types of sources
This list shows how a bibliography or list of references is usually presented when using the Harvard or author-date system. Each source is listed only once, regardless of how many times it has been mentioned (cited) in the essay or assignment. The sources are listed in alphabetical author order (or title where there is no author). For more detail, or examples of other types of sources, please see the full version of ‘Quote, unquote’.

<table>
<thead>
<tr>
<th>Type</th>
<th>Details</th>
</tr>
</thead>
</table>
Further help

For further explanation and details please refer to:
The printed version of ‘Quote, Unquote’ is available to purchase in the Library or University shops.

Library staff are always happy to help with any queries you may have.

- **Phone Us** (0113) 812 1000 - you can also get 24/7 IT support on this number

- **Email Us** or **Chat with Us** - via the Library website library.leedsbeckett.ac.uk

- **Visit Us** - come to the Help and Information Points for Library account and borrower enquiries, IT support and help with research or finding information

Feedback

Does this document tell you what you want to know? Please tell us what you think by filling in a What’s Your View? card available from each Library or the Library website. Please include details of the document title.