ACADEMIC REFERENCING GUIDE

By

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THE HARVAD REFERENCING SYSTEM

1.0 Introduction:

**Academic referencing** is a system of acknowledging sources used in coming up with an essay, assignment or thesis. In writing assignments or essays at university, references may be from work presented in various sources such as published books, journals, newspaper articles, government reports to mention but a few. In some cases referencing is generally thought of as ‘citation’ which is the practice of referring to work of other authors in the text of your own assignment (ARU, 2008). **Citations** as it were require references within and at the end of the written assignment. Citations made within the body of one’s assignment is basically known as **in-text referencing** which normally have partial details about a **source** such as author’s surname, year of publication and page number in the case of direct quotations. **End-text** is citation of a source by providing the full details of a source namely author’s name and initials; year of publication, source title (with editions or volumes and numbers to those applicable); publisher and place of publication (in most cases page numbers may not be shown); additional information may be included such as dates (in the case of newspapers or online articles) web addresses and so on. The end-text thus constitutes a **reference list** also includes important details such as the title and publisher. A **bibliography** lists relevant items used in the preparation of the assignment but not necessarily cited in the body of the text.

Academic referencing is vital in **academic writing** or in writing for **academic purposes**. Wringe (1989) pointed out that,

> A simple prose or essay riddled with mistakes is clearly an educational achievement of no value and its producer unequivally labeled as unsuitable for academic study (Wringe, p42).

As such, students undertaking studies in various disciplines at university are expected to master without excuse academic referencing. Academic referencing should also be viewed as part of the **academic communicative culture**. Lecturers and students mostly use the written code as the medium of instruction and learning hence Van Dyke et al (2009) reminds us that,

> étudents are largely evaluated on their written work, an ability to write well plays an important role in a student’s overall success in his or her academic work (Van Dyke et al, p5).
Students should therefore consider that writing skills are critical in their learning and mastering referencing is an example of these writing skills. Weideman (2003) considers writing as critical especially in the mass educational settings such as the university. The reason is that it is the most important communication channel open between lecturers and their students; from which students have the only opportunity to make an impression of fledging academic competence or the converse (Weideman, 2003:163 in Van Dyke et at, 2009:6). Citations and referencing should thus be done accurately in adherence to a recommended referencing system for this is part of sound academic practice and a skill that should be mastered (ARU, 2008). Below are some of the reasons why a student is expected to cite or make references.

1.1 Reasons for Academic Referencing

- To give credit to the concepts and ideas of other authors and/or scholars as published.
- To provide the reader (often the marker/examiner of the assignment) with evidence of the breadth and depth of your wide reading.
- To enable those who read your work to locate the cited references easily
- To authenticate your work as your own produced and conclusions made based on seriously informed perspectives.
- To avoid plagiarism.¹

There are various systems of academic referencing some of which are the Chicago, MLA², Cambridge, APA³. In this Guide however our focus is the Harvard Reference System (henceforth HRS). Students should note that this referencing system is the one recommended in the Communication Skills Centre for the CS101: Basic Communication Skills and CS102 Extended Communication Skills and any other related modules in the centre. An effort should be made however to find out what other departments at university recommend which are of interest to students. One important point students should note is that the Harvard Referencing System is not the sole system recommended at MSU. Infact the many there are referencing systems the more they are open for use at the institution but various departments for various

¹ This is a very serious academic offense and draws serious consequences for it is nothing but academic theft.
² Modern Languages Association.
³ American Psychological Association.
reasons (over and above ones cited above) do recommend certain systems over the others thus an effort should be made to master available systems so as to adjust to the demands of any given module one will be undertaking.

The HRS like all other systems is characterized by internal variations mostly realized in punctuation for example some scholars would opt for ‘According to Skinner (2010, p45)’ instead of ‘According to Skinner (2010:54)’. The variation lies in the way information if shown in the bracket. In the first instance year of publication and page number are separated by a comma and the abbreviated page number as [p] or [pg] where in the second instance they are simply separated by a [:]. Differences to this aspect do bring about referencing variations. One however is expected to follow one variation in other words consistence is expected throughout one’s writing. One major advantage of the HRS is that sources are readily identifiable in the text while the complexities associated with footnotes and endnotes (such as in the Chicago, Cambridge) are largely avoidable (Gregor, 1987:6).

1.2 GENERAL HRS STIPULATIONS

In the Harvard method the source cited or referred to within the body of the assignment (in-text referencing) is identified by incorporating (in that order);

- Author’s name (surnames or second names)
- The publishing date
- Page references i.e. page number(s)

Usually this is done or placed (at an appropriate place in the text) at the end of a sentence, in round brackets, before punctuation. When the name of the author is part of the sentence only year of publication and page references are indicated in brackets e.g. ...but this has been the conventional way of academic writing (Saidi, 2010:56). These references are shortened by using a comma to separate name(s) from year of publication and page reference and the two (year and page number(s) are further separated using a colon. The same principle applies for sources co-authored by two or more people e.g (Saidi and Mugomba, 2010:90) or (Saidi, Mugomba and Jhamba, 2010:123). For sources with three or more authors however, *et al* [meaning: *and other authors*] is mostly used regardless occurrence.

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4 Emphasis mine.
2.0 REFERENCING IN-TEXTUALLY using the HRS

In the Harvard Referencing System (HRS) or a referencing style known as the HARVARD style is usually referred to as the name date referencing system or style. In this style, method or system the author's surname and year of publication are cited in the text, e.g. (Moyo, 2004) and a reference list (of these citations) is included at the end of the assignment in alphabetical order by author. References to sources may be cited in the text in different ways depending on the nature of the sentence/paragraph that is being written (ARU, 2008) as well as points or ideas being emphasized.

2.1 Author’s name cited in the text

During the course of the writing process when making reference to an author's work in the body of the text, author’s (s) name is followed by the year of publication of their work, and page reference, in brackets (parentheses) and forms part of the sentence. This principle applies to sources used in citation where author’s name (surname) and the year of publication is known. Thus students are advised to always check for these and record during their research or reading. Most books published by a single author, two or more authors, edited books, journal articles, some newspaper articles will always carry author’s names. Newspaper reports, Organizational reports and so on may not have obvious names but publication dates and years of publication will always be present. One would need to be creative in the construction of sentences that are supposed to carry citations from such reports where the actual mention of the author of the document may be crucial for example In its Cholera Red-point Report of (2008), Oxfarm GB noted that one in every three people in Midlands were at risk detailed acknowledgement of the report would then be provided in the reference list.

The following are typical examples of in-text referencing:
Example 1: In-text referencing for direct citations/quotations and paraphrases.

A: A source by a single author:

i. Cormack (1994:32-33) states that when writing for a professional readership, writers invariably make reference to already published works.

ii. This view has been supported by Cormack (1994) who is of the view that generally when writing for a professional publication; it is good practice to make reference to other relevant published work.

iii. Generally, when writing for a professional publication, it is good practice to make reference to other relevant published work (Cormack, 1994).

iv. Wringe (1989:42) pointed out that, A simple prose or essay riddled with mistakes is clearly an educational achievement of no value and its producer unequivically labeled as unsuitable for academic study.

v. Wringe pointed out that, A simple prose or essay riddled with mistakes is clearly an educational achievement of no value and its producer unequivically labeled as unsuitable for academic study (Wringe, 1989:42).

vi. An essay characterized by too many mistakes is of no value and its writer is deemed not ready for academic study (Wringe, 1989).

Item (iv) and (v) in all cases points to **indention** a system unique to direct quotations/citations. If a sentence being directly quoted is too long or sentences are more than three and generally making the ultimate quotation rather long then indention is used. When indenting equally weighed space is left out on both sides leaving the quoted/citation standing visible like a poem stanza at the middle. A line should be skipped before the indented quotation and another soon after. Notice too that quotation marks [“”] are not used to enclose the text as shown in (i) and the surname of the author and page references are put in parentheses (brackets).

2.2 Author’s name not cited directly in the text

In the event of a reference made to a work or piece of research without mentioning the author in the text; in other words if in the construction of a sentence in which reference is made without directly stating the author who presented those words, expression, ideas, points then both the
author’s name and publication year are placed at the relevant point in the sentence or at the end of the sentence in question (in brackets or parenthesis thus:

<table>
<thead>
<tr>
<th>Reference made in which author’s points, ideas, or words are presented without mention of author’s name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. Making reference to published work appears to be characteristic of writing for a professional audience (Cormack, 1994).</td>
</tr>
<tr>
<td>If the author’s name is James Robert Jones, you would use the surname Jones and the date to cite in the text and the two (surname and year of publication) should always be placed at an appropriate place within the sentence and it is the nature of the sentence which determines this. Compare (i) above and (ii) below;</td>
</tr>
<tr>
<td>ii. e.g. There is some evidence (Jones, 1992) that these figures are incorrect.</td>
</tr>
<tr>
<td>And</td>
</tr>
<tr>
<td>If the author’s name is part of the statement, put only the year in brackets:</td>
</tr>
<tr>
<td>iii. e.g. Jones (1992) has provided evidence that these figures are incorrect.</td>
</tr>
<tr>
<td>If there are two authors, give both:</td>
</tr>
<tr>
<td>iv. e.g. It is claimed that government in the information age will work better and cost less (Bellamy and Taylor, 1998: 41).</td>
</tr>
<tr>
<td>Note: All direct quotations require inclusion of page number (s) and if there are more than two authors being referred to, cite only the first followed by et al. (which means and others) but in the reference list all names should be indicated:</td>
</tr>
<tr>
<td>v. e.g. Adoptive parents were coping better with the physical demands of parenthood and found family life more enjoyable (Levy, et al. 1991).</td>
</tr>
<tr>
<td>If an author has published more documents in the same year and these documents or sources have been used in the essay, distinguish between them by adding letters:</td>
</tr>
<tr>
<td>vi. e.g. In recent studies by Sandara (2010a, 2010b, 2010c)</td>
</tr>
</tbody>
</table>
2.3 Sources and How they Should be referenced:

**More than one author cited in the text**

Where reference is made to more than one author in a sentence, and they are referred to directly, they are both cited:

1. Jones (1946) and Smith (1948) have both shown…

**More than one author not cited directly in the text**

These are listed at the relevant point in the sentence or at the end of the sentence, putting the author’s name, followed by the date of publication and separated by a semi-colon and within brackets:

2. Further research in the late nineties (Jones, 1996; Smith, 1998) led to major developments to writing for academic purposes…

**Two authors for the same work**

If a source is co-authored they should both be noted in the text:

3. Pfukwa and Saidi (2010) in their recent research paper found that...
4. with regard to PREP and the role of libraries, Crane and Urquhart (1994) suggested…

or indirectly or by paraphrase,[if assignment is to be presented as typed use an ampersand (&) otherwise write and normally]

5. During the mid nineties research undertaken in Gumbo (Slater & Jones, 1996) showed that…
6. Earlier research (White and Brown, 2006) demonstrated that the presence of certain chemicals would lead to…

**More than two authors for a work**

Where there are several authors (more than two), only the first author should be used, followed by *et al.* meaning and others:

7. Green, et al. (2005) found that the majority of…

or indirectly:

8. Recent research has found that the majority of (Naidoo, et al., 2005)

**No date**
In the event of a source lacking year of publication after all avenues available have been exhausted in searching for that date the abbreviation n.d. is used as the last resort to denote this:

**ix.** Mutema (n.d.) has written and demonstrated

or indirectly:

**x.** In her earlier research (Mutema, n.d.) demonstrated that

*N.B:* *Every effort should be made to establish the year of publication if you intend to use this work as supporting evidence in an academic submission.*

**Page numbers**

Inclusion of page number(s) or page references will help readers trace your sources. This is particularly important for quotations and for paraphrasing specific paragraphs in the texts:

**xi.** Mariko (2000:124)

or indirectly:

**xii.** (Mawire, 2008:24-36)

**Several works by one author in different years**

If more than one publication from an author illustrates the same point and the works are published in different years, then the references should be cited in chronological order (i.e. earliest first):

**xiii.** as suggested by Njanji (2009; 2007)

or indirectly:

**xiv.** (Njanji, 2009; 2007; 2003)é

**Several works by one author in the same year**

If you are quoting several works published by the same author in the same year, they should be differentiated by adding a lower case letter after the year of publication for each item:

**xv.** Earlier research by Naidoo (2001a) found thaté but later research suggested again by Naidoo (2001b) thaté

If several works published in the same year are referred to on a single occasion é or an author has made the same point in several publications they can all be referred to by using lower case
letters (as above):

xvi. Nemapare (2003a, b) has stated on more than one occasion that É

**Quoting portions of published text**

If you want to include text from a published work in your essay then the sentence(s) must be included within quotation marks, and may be introduced by such phrases as:

the author states that É É .. É or the author writes that É É .. É

In order for a reader to trace the quoted section it is good practice to give the number of the page where the quotation was found. The quotation should also be emphasized (especially if it runs to several lines) by indenting it and using quotation marks. This clearly identifies it as the work of someone else: (ARU, 2008)

xvii. On the topic of professional writing and referencing Cormack (1994, p.32) states:

'When writing for a professional readership, writers invariably make reference to already published works'.

### 2.4 Additional Situations

i. **Chapter authors in edited works**

References to the work of an author that appears as a chapter, or part of a larger work, that is edited by someone else, should be cited within your text using the name of the contributory author and not the editor of the whole volume:

* e.g. In his work on health information, Gijima (2007) states É

**In the reference list at the end of your document details of both the chapter author and the editor of the entire work should be provided:**

ii. **Corporate authors**

If the work is by a recognized organization and has no personal author and these usually is the case with Government publications, reports or NGO publications and reports, University publications etc. Such sources are usually cited under the body that commissioned it. This applies to publications by associations, companies, government departments etc. such as Department of the Environment or Reserve Bank of Zimbabwe. It is acceptable to use standard
abbreviations for these bodies, e.g. RBZ, in your text, providing that the full name is given at the first citing with the abbreviation in brackets:

- e.g. 1st citation: Reserve Bank of Zimbabwe (RBZ) (2008)
- e.g. 2nd citation: RBZ (2008)

Note that the full name is the preferred format in the reference list. Some reports are written by specially convened groups or committees and can be cited by the name of the committee:

- e.g. Women and Lobby Group (2009)
- e.g. The Sandura Commission (2002)

iii. **No author**

If the author cannot be identified use *Anonymous* or *Anon.* and the title of the work and date of publication. However every effort should be made to establish the authorship if you intend to use this work as supporting evidence in an academic submission:

- e.g. *Academic Skills* (Anon., 1999)

*Secondary sources (second-hand references)*

While you are consulting an original work, you may come across a summary of another author's work, which you would like to make reference to in your own document. This is called secondary referencing:

- e.g. direct reference: Research recently carried out by Pfukwa (2005 cited in Matandare, 2009:142) found that…

In this example, Pfukwa is the work, which you wish to refer to, but have not read directly for yourself. Matandare is the secondary source, where you found the summary of Pfukwa’s work.

- e.g. Or indirectly: (Pfukwa, 2005 cited in Matandare, 2009:142)

In the example below White is the primary or original source and Black is the secondary source. It is important to realize that Black may have taken White’s ideas forward, and altered their
original meaning. It is recommended that where possible, you read the original source for yourself rather than rely on someone else’s interpretation of a work.

White, (1990) as cited in Black (1994), suggests that...

The reference list at the end of your document should only contain works that you have read.

Tables and diagrams

When reproducing selected data from a diagram or table, or copying the entire table or diagram, a reference must be made to the source.

a) A reference within the text to a table taken from e.g. a book should include the author and page (Saidi, 2010:33) to enable the reader to identify the data. If the source of the data is not the author’s own, but obtained from another source, it becomes a secondary reference and needs to be cited as such: (United Nations, 1975 cited in Saidi, 2010:33)

If the table is reproduced in its entirety, place the citation as a footnote. Be particularly careful to note the original source of data, as well as the authorship of the document. Full details should be included in the reference list.

In the following example, suppose a table is reproduced from page 267, of a book written by Robert Shoko which is the 4th edition and published by Mambo Press of Gweru, Zimbabwe in 2005. The title of the book being Managing Media in Zimbabwe.

If you wish to reproduce the table in your own work ñ replicate the table.

e.g.

| Television Ownership in Zimbabwe (Percentage of Households) |
|-----------------|-------|------|------|------|------|
| %    |      |      |      |      |      |
| 1980 | 30   | 48   | 60   | 68   | 80   |

Source: National Statistics Office, 2002*
And add a Footnote ‘i’ at the bottom of the page in your own work acknowledging the source of the reproduced table.

e.g * National Statistics Office 2002 cited in Shoko (2005:14)

If you wish to quote from a table in the above source in your essay:

e.g ...historical figures demonstrate that eighty percent of households had televisions in Zimbabwe by the 2000 (National Statistics Office 2002 cited in Shoko, 2005:14).

And in the reference list full details for Shoko’s book should be provided as


3.0 Compiling a Reference List using the HRS

3.1 Guidelines, Layout & Punctuation

The purpose of a reference list is to authenticate one’s work as well as enable sources to be easily traced by another reader. Different types of publication require different amounts of information but there are certain common elements such as authorship, year of publication and title which are a must in a reference list. The HRS lays down standards for the order and content of information in the reference. Some variations (as noted above) of layout are acceptable provided that they are used consistently. All sources should be listed alphabetically by author or authorship, regardless of the format, i.e. whether books, websites or journal articles etc. Recent ways of source layout disbands the separate arranging of sources by headings such as BOOKS, ARTICLES, JOURNALS as previously done in the late eighties as shown by Gegor (1987). Where there are several works from one author or source they should be listed together but in date order with the earliest work listed first. The following are the basic layout and content stipulations:

- A reference list should be on a fresh page
- Sources to be arranged by alphabetical order (by surnames of the authors or authorship)
- Nothing should be written below authors’ names and year of publication. If information overlaps it should come below the first letter of the book title (see e.g. on item (i) below).
- Author (s) names (second names or surnames)
- Year of publication
Title(s) including subtitles and book editions
City of publication
Publisher
Volume and numbers

3.2 Books

Use the title page, not the book cover, for the reference details. The required elements for a book reference are:

i. Author, Initials. (Year) Title of book, Place of publication: Publisher.


NB:

Author: Surname with capital first letter and followed by a comma.
Initials: In capitals with full-stop after each and comma after full-stop of last initial.
Year: Publication year (not printing or impression) followed by full-stop.
Title: Full title of book/thesis/dissertation with capitalization of first word and proper nouns only. Followed by a comma or colon where there is a sub-title.
Edition: Only include this if not first edition and as appearing on the book (numbering or in letters) followed by comma.
Place of publication: Town or city followed by colon. Country names are not to be used
Publisher: Company name followed by full-stop.

3.2.1 Books with two, three or four authors

For books with two, three or four authors of equal status the names should all be included in the order they appear in the source. Use an ampersand (& when typing otherwise ’and’) to link the last two multiple authors.

The required elements for a reference are:

ii. Authors, Initials. (Year) Title of book, Place: Publisher.


3.3 Edited Books

iii. Editor (s) surname(s), initials. (ed.) or (eds.) Title, Place: Publisher.


### 3.4 Chapters of edited books

**iv.** For chapters of edited books the required elements for a reference are:

Chapter author(s) surname(s) and initials. (Year of chapter) *Title of Chapter* followed by *not* bracketed, Book editor(s) initials and surnames with ed. or eds. after the last name (Year of book) *Title of book*, Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.


### 3.5 One author multiple works

**i.** Where there are several works by one author and published in the same year they should be differentiated by adding a lower case letter after the year of publication.

**NB:** This must also be consistent with the citations in the text.

*e.g.* Author, Initial. (Year followed by small case letter e.g. a) *Title*, Place: Publisher.

*e.g.* Soros, G. (1966a) *The Road to Serfdom*, Chicago: Chicago University Press.


➢ The same principle also applies if there are several authors with the same names of publication.
3.6 Books which have been translated

i. For works which have been translated the reference should include details of the translator, the suggested elements for such references are:

Author, Initial. (Year) Title of book. Translated from (language) by (name of translator)
Place of publication: Publisher.

For major works of historic significance, the date of the original work, may be included along with the date of the translation.


3.7 Electronic [online] Sources

i. Author, Initial(s). (Year) ‘Title of work’ Available at: web address (Accessed on D/Mon/Yr)

3.8 Journal articles and newspapers

Journal articles

For journal articles the required elements for a references are:

i. Author, Initials. (Year) Title of article. Full Title of Journal, Volume number (Issue/Part number), Page numbers.


NB:
Author: Surname with capital first letter and followed by comma.
Initials: In capitals with full-stop after each.
Year: Publication year in brackets.
Title: Full title of article in quotation marks and NOT underlined.
Sub-title: Follows a colon at end of full title, no capitalization unless proper nouns.
Followed by comma.
Journal title: Full title of journal with capitalization of key words.
Followed by comma.
Volume number:
Issue/Part number: In brackets, followed by comma.
REFERENCES


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