

A GUIDE TO REFERENCING

Whenever you cite the work of others it is important to make available sufficient information to allow the reader/examiner to look up such work for herself/himself. Two main systems of citation are in use. The 'author/date' system is often referred to as the 'Harvard System'; the second may be referred to as the 'numeric system'. It should be noted that the 'Harvard System' is the one usually found in social science and science texts and manuscripts. In practice we encourage you to learn and use the Harvard System for referencing as part of the course work submitted within the Institute of Criminology, though you will find some brief notes on the numeric system at the end of this information sheet. The following examples are for the more common types of referencing you will encounter. The Modern Humanities Research Association (MHRA) (1996) *Style Book* (5th edn, edited by Derek Brown *et al.*), provides information on referencing. The volume on *Reading, Writing and Reasoning* (1990) by Gavin Fairbairn and Christopher Winch (Buckingham: Open University Press), may also be useful.

THE HARVARD SYSTEM

1. Periodicals

(a) *Single-author publications*

Henderson, L.N. (1985) 'The wrongs of victims' rights?', *Stanford Law Review* 38, pp. 937-1021

In text, use the following each time the work is cited: (Henderson, 1985)

(b) *Two-author publications*

Hawkins, J.D. and Wies, J.G. (1985) 'The social development model: an integrated approach to delinquency prevention', *Journal of Primary Prevention* 6 (2), pp.73-97

In text, use the following each time the work is cited: (Hawkins and Weis 1985)

(c) *Multiple- author publications*

Lang, A.R., Goeckner, D.J., Adesso, V.J. and Marlatt, G.A. (1975) 'Effects of alcohol on aggression in male social drinkers', *Journal of Abnormal Psychology* 84 (5), pp. 509-518

In text, use the following the first time the work is cited: (Lang, Goeckner, Adesso and Marlatt, 1975), and every time *after* this first citation as: (Lang *et al.*, 1975)

2. Journal articles in press

Corcoran, D.L. and Williamson, E.M. (in press) 'Unlearning learned helplessness', *Journal of Personality and Social Psychology*

In text, use the following each time the work is cited: Corcoran and Williamson, in press)

3. Magazine articles

Reid, B. (1993) 'Looking into a child's future', *Time*, 20 September, pp. 34-40.

In text, use the following each time the work is cited: (*Time*, 20 September, 1993)

4. Newspaper article, no author

Jail terms vary for bank robbers (1992, 7 November), *The Guardian*, p.3.

- In text, use the following each time the work is cited: For example ('Jail Terms', 1992) or (*Guardian*, 7.11.92)

NB: Where there are two or more publications by the same author with the same date, lower add lower-case letters in the order in which you cite them, to distinguish between them, e.g. (Bloggs 1987a), or (Bloggs 1987b). In the bibliography these labels (1987a, 1987b, etc) are inserted after the author's name for each entry so that they may be distinguished.

5. Books

(a) *Reference to a single-author book*

Essed, P. (1991) *Understanding Everyday Racism*, London: Sage.

In text, use the following each time the work is cited: (Essed, 1991)

(b) *Reference to a two-author book, revised/second edition*

Downes, D. and Rock, P. (1995) *Understanding Deviance* (2nd edn) Oxford: Clarendon Press.

In text, use the following each time the work is cited: (Downes and Rock, 1995)

(c) *Reference to a chapter in an edited book*

Ford, D.A. and Regoli, M.J. (1993) 'The criminal prosecution of wife assaulters: process problems, and effects', in N.Z. Hilton (ed.), *Legal Responses to Wife Assault – Current Trends and Evaluation*, California: Sage (pp. 127-164).

In text, use the following each time the work is cited: (Ford and Regoli, 1993)

NB: Where there are two or more publications by the same author with the same date, add lower-case letters in the order in which you cite them, to distinguish between them, e.g. (Bloggs 1987a), or (Bloggs 1987b). In the bibliography these labels (1987a, 1987b, etc) are inserted after the author's name for each entry so that they may be distinguished.

CITING INTERNET SOURCES

A system for citing Internet references has not yet been agreed upon. The recommendations below are taken from *A Guide to Citing Internet Sources*, which can be viewed at

www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html

The recommended format for citing Internet sources is to use the document's URL (Internet address). In the citation, the URL should be split at the end of a line only *after* a forward slash in the address. No other punctuation should be added, nor should the case of any characters in the address be changed.

Individual works

Author/editor (Year) *Title* [online], [edition]. Place of publication: Publisher (if ascertainable). Available from: [URL] [accessed date].

Example:

Holland, M. (2004), *Harvard System* [online]. Poole: Bournemouth University. Available from: http://www.bournemouth.ac.uk/academic_services/documents/Library/Citing_References.pdf [Accessed 28 October 2004]

The term 'online' in brackets indicates the type of medium, and is used for all Internet sources.

The term 'publisher' is used to cover both the traditional publisher of printed sources, and organisations responsible for maintaining sites on the Internet, such as universities.

Much information is put on the Internet without citing a specific author. In such cases, you should ascribe authorship to the smallest identifiable organisational unit (similar to the standard method for citing works produced by a corporate body).

In the (Year) entry, write 'no date' when the electronic publication date is not available.

The [accessed date] entry is particularly important; it is the date that you viewed the document. Documents on the internet are frequently modified or removed and inclusion of this date helps to verify your reference.

CITING ELECTRONIC JOURNALS

Electronic journal articles are referenced according to the same principles as printed materials, whilst identifying them as electronic sources.

Author's/Editor (Year) 'Title'. *Journal Title* [online], volume (issue). Available from: URL [Accessed Date].

Example:

Dodge, K. A. and Rabiner, D. L. (2004) 'Returning to Roots: On Social Information Processing and Moral Development', *Child Development* [online], 75 (4), pp.1003-1008. Available from: <http://www.swetswise.com/eAccess/viewToc.do?titleID=40577&yevoID=1317251> [Accessed 28 October 2004]

In text, use the following each time the work is cited: (Dodge and Rabiner, 2004)

For detailed information on citing these and other types of electronic sources, please see *A Guide to Citing Internet Sources*, at www.bournemouth.ac.uk/library/using/guide_to_citing_internet_sourc.html