

MAPS College Harvard Referencing Guideline

Purpose

The purpose of this guide is to provide MAPS College students with a clear and comprehensive resource for properly referencing academic work using the Harvard referencing style. By following this guide, students will:

- Understand the importance of referencing and academic integrity.
- Learn how to correctly cite various sources, including books, journal articles, websites, and personal communications.
- Avoid common mistakes that may lead to plagiarism or incorrect citations.
- Gain knowledge on the proper formatting of in-text citations and reference lists.
- Utilize referencing tools and best practices to enhance the quality and credibility of their research work.

1. Introduction to Referencing

Referencing is essential in academic writing as it:

- Shows adherence to academic standards
- Acknowledges the work of other scholars
- Provides evidence of research
- Validates sources
- Enhances credibility

Failure to reference correctly may lead to academic misconduct or plagiarism.

2. Forms of Plagiarism

Plagiarism is using any published or unpublished work without proper acknowledgment. Key types include:

- Copying exact words without citation
- Paraphrasing without referencing
- Using secondary sources without proper citation
- Failing to acknowledge images, videos, or personal communications

3. Harvard Referencing Style Overview

The Harvard system is an author-date referencing style comprising:

1. **In-text citations** – brief citations within the text
2. **Reference list** – full details of sources at the end of the document

4. In-text Citations

Two common ways to cite sources:

1. **Author prominent citation:** The author's name appears naturally in the sentence.
 - Example: Smith (2010) argues that effective communication is essential.
2. **Information prominent citation:** The citation appears in parentheses.
 - Example: Effective communication is essential (Smith, 2010).

5. Quoting and Paraphrasing

When writing about existing ideas or findings, you should ensure references are included. You should also either paraphrase the ideas and findings of others, or include a limited number of direct quotations.

a) **Direct Quotations**

- Short quote (<40 words): Include within the sentence with quotation marks and page number.
 - Example: Orwell (1945, p. 23) states that “all animals are equal”.
- Long quote (>40 words): Indent the quote without quotation marks but still include page number.
 - Example: Orwell (1945, p. 45) argues: The ruling elite will always manipulate the working class through propaganda, ensuring compliance and subservience.

b) **Paraphrasing**

Rewriting ideas in your own words requires citation.

- Example: Research suggests that political systems influence economic growth (Jones, 2015).

c) **Common Knowledge**

Facts that are widely known do not require citation.

- Example: The Eiffel Tower is in Paris.

d) **Secondary Sources**

If quoting a source cited in another work:

- Example: (Smith, 1995, cited in Jones, 2000, p. 75)

6. Reference List Formatting

Each reference should include all necessary details. Examples:

a) Books

Single Author:

- In-text: (Zirpoli, 2008)
- Reference: Zirpoli, T.J. (2008). *Behavior Management: Applications for Teachers* (5th edn). Upper Saddle River: Pearson.

Two to Three Authors:

- In-text: (Cox and Gould, 1998)
- Reference: Cox, R.C., and Gould, M.H. (1998). *Civil Engineering Heritage: Ireland*. London: Thomas Telford.

Four or More Authors:

- In-text: (Barrett et al., 2012)
- Reference: Barrett, J.M., et al. (2012). *How to Cite References in Harvard Style*. Christchurch: University of Canterbury Library.

Edited Book Chapter:

- In-text: (Smith, 2006)
- Reference: Smith, M.L. (2006). Multiple methodology in education research. In Green, J.L., Camilli, G., and Elmore, P.B. (eds.), *Handbook of Complementary Methods in Education Research*, pp. 457-475. Mahwah: Lawrence Erlbaum Associates.

Electronic Books:

- In-text: (Meadows, 2003)
- Reference: Meadows, S. (2003). *Understanding Child Development*. [e-book]. London: Pearson Press.

b) Journal Articles

Print Version:

- In-text: (Hollick, 2008)
- Reference: Hollick, H. (2008). Learning without limits. *Child Education*, 85(3), pp. 15-16.

Electronic Version with DOI:

- In-text: (Beaudoin, Knuth, and Benner, 2008)
- Reference: Beaudoin, K.M., Knuth, R., and Benner, G.J. (2008). Social validation of services for youth with emotional and behavioral disorders. *International Journal of Special Education*, 23(1), pp. 1-7. Available at DOI: 10.1080/1756354.2008.

c) Websites

Named Author:

- In-text: (Lane, 2003)
- Reference: Lane, C. (2003). *The Future of Professionalised Work: UK and Germany Compared*. Available at: <http://www.agf.org.uk/pubs/pdfs/1232web.pdf> [Accessed: 3 Dec. 2004].

No Named Author:

- In-text: (European Commission, 2014)
- Reference: European Commission. (2014). *Eurostat – Structural Indicators*. Available at: <http://epp.eurpstat/iuhib8932469> [Accessed: 5 Mar. 2015].

d) Personal Communications

Personal emails, letters, and interviews should be cited only in-text.

- In-text: (Smith, 2016)
- No reference list entry required.

7. Additional Resources for Students

a) Citation Generators & Tools

Students can use citation tools such as:

- **CiteThisForMe**
- **Zotero**
- **Mendeley**

These tools can help automate referencing, but students must ensure accuracy.

b) Common Referencing Mistakes

- Forgetting to include page numbers for direct quotes.
- Citing URLs without an access date.
- Incorrect author formatting.

c) FAQs on Referencing

- **What if there is no author?** Use the title in place of the author's name.
- **How do I cite multiple authors?** Use "et al." for four or more authors.
- **What if a website has no publication date?** Use "n.d." for "no date".

8. Subject-Specific Examples

a) Business Example

- (Porter, 1998)
- Porter, M.E. (1998). *Competitive Strategy: Techniques for Analyzing Industries and Competitors*. New York: Free Press.

b) Science Example

- (Hawking, 1988)
- Hawking, S. (1988). *A Brief History of Time*. London: Bantam Books.

9. Conclusion

Following MAPS College's Harvard Referencing Guide ensures academic integrity, acknowledges contributions, and enhances the quality of research work. Proper referencing reflects attention to detail and a commitment to scholarly excellence.

Revision History: -

END