### Books

**Author** *(Year)* *Title*. *Edition*. *Place & publisher.*


### Chapter of an edited book

**Author** *(Year)* ‘*Title of the chapter*’, in **Author/editor of the book** *Title of the book*. *Edition*. *Place & publisher*, *Page Numbers*.


### Journal article

**Author** *(Year)* ‘*Title of article*’, *Title of Journal*, *Issue details*, *Page number(s)*.


### Online resources

You can find different types of information on the internet such as Government papers, reports and images. You should always reference according to the *type of information* first and then the fact that you have found it online. Give the URL and date accessed instead of the publisher details.

**Author or organisation** *(Year last updated)* *Title of site or page*. *Available at*: URL *(Accessed: date)*.


**NB.** If there is no author put the title first; only if there is no title, use the URL, but if this is the case, is it a good quality source?

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**A very quick guide to referencing**

This leaflet is intended as a very quick guide to Harvard style referencing. For more information and examples see:


An electronic version of *Cite them right*, along with other referencing help, can be found via [skills@cumbria](https://my.cumbria.ac.uk/Student-Life/Learning/Resources/referencing-and-avoiding-plagiarism/).

There is an additional guide to Referencing legal sources on the [Referencing page](https://my.cumbria.ac.uk/Student-Life/Learning/Resources/referencing-and-avoiding-plagiarism/).

Most subjects use the *Harvard* referencing style described in this leaflet but some subjects use other styles also covered in *Cite them right*. For example Psychologists use APA and Law students use OSCOLA. Check your Subject pages and the skills@cumbria Referencing webpages for more details and guides to these styles.

[skills@cumbria.ac.uk](mailto: skills@cumbria.ac.uk)
What is referencing?
You need to acknowledge other people’s ideas and reference the sources that you have used in your assignments. This is done in two parts:
- a brief **citation** which appears within the text which refers to the full **reference** listed at the end of your work.

Citation
Always includes the author’s **surname** and the **year** of publication. Include page numbers only for quotations or specific paraphrases, not for summaries (see p.10 in *Cite Them Right*).

- Cottrell (2019) argues that....
- Recent practice (Rix, 2015) suggests ...
- Use et al. for four or more authors. (Wiscombe et al., 2017).

Short quotes are included in the text in speech marks and with the page number, eg Jenkins (2016, p. 325) states that “quotation...” Longer quotes are included as a separate, indented paragraph, **without** quotation marks, with the citation at the end.

**NB:** It is better to paraphrase rather than quote, as it demonstrates your understanding; you still need a citation.

Reference list
References of everything cited in the text are listed at the end in alphabetical order, by author’s surname (or title if no author). **Don’t** separate out by format.

**NB** A bibliography includes additional works read, but not cited. Generally you are required to provide a reference list.

### How to compile your references

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Information correct at time of printing August 2019