# DEPARTMENT OF POLITICS AND INTERNATIONAL RELATIONS

# Guide to Referencing and Using the Harvard System

**What is referencing and when should I reference?**

Good referencing is an essential part of academic scholarship. Mastering it is important for the development of your academic training and research skills.  Referencing has four functions:

1.  To let the reader/marker know where you got your information from
2.  To acknowledge that a fact or idea is not your own and has been taken from someone else's work
3.  To indicate to your course tutor which sources you have been reading on the course
4.  To support specific facts or claims which you make in your text.

It follows that when writing an essay, you need to provide a reference when:

I.    You use someone else's idea
II.   You report specific factual information (e.g. statistics)
III.  You quote a source.

Bad referencing is often indicative of poor writing.  It may also lead to accusations of plagiarism (see below).


**How do I reference using the Harvard system?**

Students should follow the same Harvard system of referencing that is required by the journal *Political Studies*. If you adhere closely to the following guidelines, you cannot go wrong.  If you are unsure about how to reference, look at a recent article in *Political Studies* and/or ask your tutor.

The first component of the system is that the author's or authors' last name(s) and date of publication are given at the reference point in the main text, enclosed in brackets and separated by a comma:

(Halperin and Heath, 2012)

If an author has more than one cited publication for this year, add a, b, c, etc. to the date.

Denote pages by p. (singular) and pp. (plural):

(Chadwick, 2011a, pp. 3-4)

Where two or more works are referenced at the same time they are enclosed within the same brackets and separated by a semi-colon:

(Gallagher, 2015; Nettelfield, 2014, p. 24)


The second component of the Harvard system is a single complete list of references given at the end of the article. This list should be arranged in alphabetical order by the (first) author's surname.  It should **NOT** be divided by types of source i.e. books, articles and so on. The reference list must contain all literature cited in the main text and any occasional notes; it may not contain a reference unless the work has been explicitly cited.

The format of each reference starts with the last name of the author, followed by their initials, a full stop and then the date of publication in brackets. The entry then continues with different formats for books, chapters in edited books and journal articles as follows:

### Books (authored and edited)

Halperin, S. and Heath, O. (2012) *Political Research: Methods and Practical Skills*. Oxford: Oxford University Press.

Chadwick, A. (2013) *The Hybrid Media System: Politics and Power*. Oxford: Oxford University Press.

Gallagher, J. (ed.) (2015) *Images of Africa: Creation, Negotiation and Subversion*. Manchester: Manchester University Press.

Allen, N. and Bartle, J. (eds.) (2011) *Britain at the Polls 2015*. London: Sage.

### Chapters in edited books

Bacon, M. (2011) 'Richard Rorty: Liberalism, Irony, and Social Hope', in C. Zuckert (ed.), *Political Philosophy in the Twentieth Century: Authors and Arguments*. Cambridge: Cambridge University Press, pp. 198-212.

Heath, O. (2011) 'The Great Divide: Voters, Parties, MPs and Expenses', in N. Allen and J. Bartle (eds.), *Britain at the Polls 2010*. London: Sage, pp. 120-146.

Benedetto, G. and Varela, D. (2014) 'Great Britain', in N. Conti (ed.), *Party Attitudes towards the EU in the Member States*. Abingdon: Routledge, pp. 59-78.

### Journal articles

Bentley, M. (2014) 'Strategic Taboos: Chemical Weapons and US Foreign Policy', *International Affairs*, 90 (5), 1033-1048.

Miskimmon, A. and Hertner, I. (2015) 'Germany's Strategic Narrative of the Eurozone Crisis', *German Politics and Society*, 33 (1-2), 42-57.

Stegmaier, M., Lewis-Beck, M. S. and Smets, K. (2013) 'Standing for Parliament: Do Black, Asian, and Minority Ethnic Candidates Pay Extra?', *Parliamentary Affairs*, 66 (2), 268-285.

### Paper presented

Allen, N. (2013) 'Citizens' Expectations and Evaluations of Political Conduct in France, Germany and the United Kingdom'. Paper presented at PSA Annual Conference, Cardiff, 27 March.

### Electronic [online-only] journal articles

Aslan, B. (2015) 'The Mobilization Process of Syria's Activists: The Symbiotic Relationship Between the Use of Information and Communication Technologies and the Political Culture', International Journal of Communication [online], 9, 1-19. Available from: http://ijoc.org/index.php/ijoc/article/view/3527/1436 [Accessed 14 September 2015].

### Web page

Conservative Party (2015) *The Conservative Party Manifesto 2015* [online]. The Conservative Party. Available from: https://s3-eu-west-1.amazonaws.com/manifesto2015/ConservativeManifesto2015.pdf [Accessed 14 September 2015].

Orchard, R. (2015) *Three Political Veterans Predict the 2015 UK Election* [online]. BBC News. Available from: http://www.bbc.co.uk/news/uk-politics-31066643 [Accessed 14 September 2015].

**NB** The author of a web page can be an individual or a corporate body. The publisher is the organisation responsible for maintaining the website.

### Newspapers

Rawnsley, A. (2015) 'Party Manifestos: Furtive Silences that Speak More Eloquently than Flowery Words', *The Observer*, 12 April.

Never use Latin referencing expressions such as op cit, loc cit, ibid, and avoid any abbreviation terms. In circumstances where one or a few texts are referred to many times, it may be acceptable to introduce an acronym into Harvard referencing as a shortcut, so long as it is explained clearly on first use. For instance, John Locke's *Two Treatise of Government* might be abbreviated to TTG. If in doubt, check with your tutor.


## Plagiarism: what is it?

'Plagiarism' means the presentation of another person's work in any quantity without adequately identifying it and citing its source in a way which is consistent with good scholarly practice in the discipline and commensurate with the level of professional conduct

expected from the student. The source which is plagiarised may take any form (including words, graphs and images, musical texts, data, source code, ideas or judgements) and may exist in any published or unpublished medium, including the internet.  Self-plagiarism is a form of plagiarism and is considered as serious as all other forms.

Plagiarism may occur in any piece of work presented by a student, including examination scripts, although standards for citation of sources may vary dependent on the method of assessment.

Identifying plagiarism is a matter of expert academic judgement, based on a comparison across the student's work and on knowledge of sources, practices and expectations for professional conduct in the discipline. Therefore it is possible to determine that an offence has occurred from an assessment of the student's work alone, without reference to further evidence.