Malta Business School
Notes for Academic Referencing

This document provides you with information regarding the process of referencing sources of evidence, information and data in academic writing. You should read this document prior to commencing any writing of your work. It provides guidance in the use of the Harvard style referencing system, used by Malta Business School in academic writing.

1. Why is referencing used in academic work?

An important element of academic writing is the development of an evidence-based argument. In developing your ideas and argument regarding a topic, you should be drawing upon the existing body of knowledge in the subject and making reference to the existing theories, models and ideas or sources of information. Whenever you draw upon the thinking of others, or use a quote or extract from someone else's work you must reference this clearly both within the text of your work, as well as in a reference list at the end of your work.

It is important to clearly and accurately reference your work for the following reasons:
- To enable the reader to trace your source material, and allow him/her to evaluate your interpretation of those ideas
- To illustrate your ability to investigate a topic
- To show you can use other people's work to illustrate a point or support an argument
- To show evidence of the breadth and depth of your research
- **To avoid plagiarism, by acknowledging other people's thoughts, ideas, theories, data or writings.**

2. What needs to be referenced?

You should always provide references in the following cases:
- Direct quotations from another source
- Paraphrased text that you have rewritten and synthesised but is based on someone else's work. Whenever the ideas, concepts, thoughts or information are not your own original work, you must provide the original source reference
- Data or information derived from other studies
- Statistical information
- Theories and ideas derived from other authors
- Interpretations of events or evidence derived from other sources
- Facts that are not common knowledge and that must be supported by evidence.

3. What is a referencing system?

Making a reference to the work of other people in your own text is called 'citing'. In addition you must provide a list of all authors cited in the form of a reference list at the end of your piece of written work. This is a full list of all the sources you have cited in your work. Set these out in alphabetical order according to authors' surnames (or title, if no author can be identified). In addition to your reference list you may provide a short bibliography. A bibliography is a list of all materials consulted in your research but not necessarily cited in your text. It represents the full library of sources used to prepare your final work. It provides a full list of all the sources you have consulted but to which you have not directly referred in your work. Set these out in the same way as your list of references. A bibliography can appear at the end of your work if you feel that it is relevant to show sources you consulted during the preparation of your work.

4. The Harvard System

There are more than one system that provide conventions for the citing and referencing of the work of others within your own material. **Malta Business School uses the Harvard system for listing reference details in all research work, publications, dissertations and assignments.**

This system is also sometimes called the 'author–date' method because the main means of indicating a reference to someone else's work in the text is to insert the author's surname and the date of publication in brackets. The full details are then collected together at the end of the text and placed in the reference list. A reference list is arranged alphabetically by first author regardless of type of material (i.e. there is no need to separate out the list into books, journals, etc.).

This document describes the Harvard system, which you should follow in the preparation of your work.

5. The Harvard system: citing references

When conducting your literature review you should keep an accurate record of every source you use in preparing your work. You should catalogue or organise a system for capturing the following information: *author(s), date, title, place of publication and publisher.* If you take notes from your sources, keep a record of the page number as well as the source. Whenever you quote directly from a reference source you must provide the page number in your citation. Bibliographic software such as *Endnotes* or *Biblioscape* are available that enable the researcher to catalogue reference material.

5.1 Citing in text

When writing your work always be alert to when you are drawing on the work of others either directly or indirectly, rather than your own thinking. You must be aware that to present the ideas or thoughts of another author as your own is a form of plagiarism. In your text whenever you are referring to the work of others you must cite the original work. There are two conventions that you may following in terms of writing your text when citing authors. Below are examples:

'The resource-based view of strategy has been developed into a knowledge-based view of the firm (Grant, 1996)'
OR
'Grant (1996) led the way in extending the resource-based view of the firm into a knowledge-based view of the firm.'

In the first example the author citation is provided as the evidence to support the statement. In the second example the author is being identified or named as developing the idea. Both approaches are acceptable within a piece of text.

5.2 Citing one author

When making a citation, you must include the author's last name, the date and, if relevant, the page number (e.g. Brown, 2001:132). You must add the page number to the citation whenever directly quoting from the paper, but you do not need to include the page number in the reference list. Where you are citing an author of a particular chapter within an edited book containing several authors, you should cite the author in the text citation. In the reference list you should list the author alphabetically (rather than the editor).

5.3 Citing two or three authors

In the text you must cite two authors as (Tortora and Grabowski, 2000) and three authors as (Payne, Greer and Corbin, 1988). Three authors may be cited as follows.

5.4 Citing three or more authors

In text you should use the following: (Atkinson et al, 2000). Within the reference list you should list all the authors' names.

5.5 Same author(s) same year but different works

In the text this should be cited as: (Hayes, 1993a) (Hayes, 1993b).

5.6 Citing dates of publications

The date of publication always comes after the author's name (or title if no author) for all references. If there is no date given use (n.d.). If the date is uncertain include either a question mark e.g. (1976?) or use circa e.g. (ca. 2003).

The publication date should be the actual date of the edition and not the reprint date. The date is often to be found on the page after the title page, and it is often described as the copyright date. Where different editions of a book exist, include in the reference list the edition details after the title unless it is a first edition, which you do not need to state, e.g. 3rd edn.

You should always take the date of the latest edition mentioned on the imprints page, which gives the publishing details. Impressions and reprints signify the reprinting of a book because the previous print run has sold out. They should not be confused with new editions as the content is the same and page numbers have not changed. Therefore, there is no need to note impressions or reprints in your reference list, and the date you record should be the original publication date, not the reprint date.

Where you are referring to an original publication that is no longer available (e.g. The Communist Manifesto) you will be unable to provide the original source details. You should indicate this and make reference to other publications in which it is cited (see Citing secondary sources).

5.7 Citing several sources

If a number of different authors are essentially saying the same thing or agree on a particular issue, you can include all the different authors in one reference: e.g. *Research suggests that between 70–90% of change initiatives fail to achieve their objectives* (Strebel, 1996:140; Quirke, 2000:124; Senge et al., 2001:5–6).

When citing more than one reference in the same place in the text, the references are to be listed in chronological date order, i.e. earliest fi rst (e.g. Coulson-Thomas, 1997:143; Greenbaum et al., 1998; Quirke, 2000:3). You must then provide the fuller details of the citation in your reference list at the end of your work.

5.8 Citing secondary sources

You may on occasion read about the work of others, not in their original work but via another source such as a book or article. If you can't locate the original source but it is referred to in a book/article you have been using and you want to mention it, you should make this clear in your own text. You must use the phrases 'cited by' or 'cited in' followed by the details of the text where you found it. Below is an example: In text: (Drucker 1970, cited by Torrington and Hall, 1998:116) In reference list: Provide details of the Torrington and Hall book, not the publication by Drucker as you have not actually seen it.

5.9 Works with no author

Where you are citing material or information from a publication that does not provide the original author, you should list the publication e.g. (Business Week, March 2002). The citation should be listed in chronological order in the reference list by publication title.

5.10   Quotations

Direct quotations should be quoted word for word and, of course, accurately. A short quotation of less than 20 words, a single sentence or less than three lines, can be incorporated in the body of the text in single quotation marks.

'There are a number of practical steps you can take in order to study more effectively' (Barnes 1992:5)

OR

Barber (1995:3) states that 'correct referencing and adherence to style guidelines are important and inaccuracies can be problematic'.

Longer quotations are set out separately, indented from left and right margins and single spaced. You do not use quotation marks. Alternatively, it is suggested that if the quote exceeds 20 words it is best cited as a free-standing block of text enclosed within quotation marks. Start the quotation on a new line leaving one blank line before you begin it.

5.11   Additional conventions

Use ellipses (…) to indicate where you have omitted words from the quotation. Use square brackets [ ] to enclose words that you have added. A page number must always be given for a quotation or for figures, diagrams or similar taken from a source.

Book and journal titles: capital letters are used for the first letter of any nouns, verbs, adjectives and adverbs in a book title. The title may be underlined or in italics. Note the punctuation. If American spelling is used in a title, do not anglicise it in the reference list.

5.12   Abbreviations

It is advisable to use abbreviations sparingly but they may be useful for long, often repeated terms. However, bear in mind that repeated use of abbreviations can mar the readability of a piece of work. Other than in the reference list/bibliography, where abbreviations are not recommended, you need to decide whether to spell out a given word(s) each time or to spell it out initially and then abbreviate it thereafter. You should always use the expression in full, followed by the abbreviation, when first mentioning the term. For example:

Over the past decade official statistics (Department of Health, 2000) have recorded a massive rise in the number of managers employed in the National Health Service (NHS). In 1985, for example, only around 300 NHS personnel were employed as managers.

5.13   Order of references

Regardless of the source of your information, your list of references should be in alphabetical order according to the first author's surname.

5.14   Footnotes

Footnotes are used for additional, non-essential, information related to the matter being discussed. Footnotes can be used to briefly qualify broad statements in the text. This does not mean that you can simply cut from the text and paste into the footnotes. The basic rule is that you should be able to read the entire document without having to refer to the footnotes at all. If the text does not make sense without the footnotes, you are probably relying too much on your reader jumping from text to footnotes and back. You should use footnotes very sparingly.

5.15 Tables and figures

It is important to label tables and figures correctly. Tables should be given a brief, but clear, explanatory title, often placed above the table, and should be numbered. If the table has been taken from another publication you need to cite where you got it from underneath, e.g. Source: Shapter (1832). Illustrations other than tables are often called figures. Accordingly a figure may be a chart, graph, photograph, drawing or any other illustration. Figures should be numbered and be given a short explanatory title or caption, normally cited below the figure.

5.16 Series title

If a series is well known this should be included in brackets at the end of the reference, For example:
Finlay, L (1993) *Groupwork in Occupational Therapy*. London, UK: Chapman and Hall. (Therapy in Practice no .38)

5.17 Subtitle

If a subtitle helps describe a work, add it after the main title but preceded by a colon.

6. The Harvard system: referencing different types of material

Below is a guide to the way in which various types of material must be cited in your text and reference list. You must adhere to this system in the preparation of your work.

6.1   Journal articles
6.2   Books
6.3   Government publications
6.4   Reference books
6.5   Theses and dissertations
6.6   Information from the world wide web
6.7   Audio-visual resources
6.8   Newspaper and magazine articles

6.1 Journal articles

In text:
Single author: (Felix, 2000)
Two authors: (Punj and Staelin, 1983)
More than two authors: (Ratchford et al, 2001)

In references: surname, initials. (date) 'Article title', Journal title, Volume (part): pages.
Felix, E (2000) 'Creating radical change: producer choice at the BBC', *Journal of Change Management,* 1(1):5–21.

Note: The names of journals are italicised, or underlined, the same way as the names of books. The page numbers for the whole article are given after the issue details.

6.1.1 Conference papers

In text: (Barber, 1999)
In references: author (year of publication) title of contribution. In: editor of conference proceedings (if applicable), ed./eds. (if applicable) title of conference proceedings, place and date of conference. Place of publication: publisher, page numbers of contribution.
Barber, G (1999) Introducing evidence-based practice: at a distance. In: Building on the evidence: Proceedings of the Second Conference on Evidence-Based Practice, 16–17 April. Norwich, Norfolk Healthcare Trust

The whole conference proceedings would be cited as:
In text: (Conference on Evidence-Based Practice, 1999)
In references: Conference on Evidence-Based Practice (1999) Building on the evidence: Proceedings of the Second Conference on Evidence-Based Practice, 16–17 April. Norwich, Norfolk Healthcare Trust.

6.1.2   Working papers
In text: as for a journal citation e.g. (Rose, 2002)

In references: Rose, S (2002) *Determinants of Online Information Search Effort: A Proposed Model*. Henley Working Paper No: 0302. Henley Management College, UK.

6.1.3   Articles in electronic journals

Where you have downloaded a pdf file of a paper from a journal that exists in hard copy you should enter the citation and reference as in the above mentioned style. Some journals, however, are solely available via the web. e.g. FQS journal: http:www.qualitative-research.netfqsfqs-eng.htm. When referencing an article from an e-journal that is only available online you should aim to use the following format.

In text: (Breuer et al, 2003)

In references: Breuer, F, Reichertz, J and Roth, W-M (2003) Taboos of Thematization and Gate Keeping in the Social Sciences: Moderators' Comments. *Forum Qualitative Sozialforschung/Forum Qualitative Social Research* [online journal], 4 (2). Available at http://www.qualitative-research.net/fqs-texte/2-032-03breueretal-e.htm [Date of access: insert month, day, year]

6.2   Books
6.2.1   Books (single authors)
In text: (author's surname, date)
(Thompson, 2001)
OR
A study by Thompson (2001) indicated that....

Note: If quoting from a specific page you need to include the page number, e.g. (Thompson, 2001:355)

In references: surname, initials. (date) title: subtitle. (edition number.). Place of publication: publisher.
Thompson, J L (2001) *Strategic Management* (4th edn.). London, UK: Thomson Learning.

Note: You should distinguish the title of the book by underlining it or by using italics. Whichever type of formatting you use, be consistent i.e. use the same system throughout your entire list.

6.2.2   Books (two or three authors)
Both/all three authors' names are used in the text and in the references.
In text: (Cartwright and Cooper, 1996)

In references: Cartwright, S and Cooper, C L (1996) *Managing Mergers, Acquisitions and Strategic Alliances* (2nd edn.). Oxford, UK: Butterworth-Heinemann.

6.2.3 Books (four or more authors)

If there are four or more authors, the name of the first one followed by 'et al' is used in the text, but all names must be given in the references.

In text: (Micheli et al, 1984)

In references: Micheli, L, Cespedes, F V, Byker, D and Raymond, T J C (1984) *Managerial Communication*. US: Scott, Foresman and Company.

6.2.4 Books (same author(s), same year but different works)

In text: (Hayes, 1993a) (Hayes, 1993b)

In references:
Hayes, N (1993a) *A First Course in Psychology* (3rd edn.). Walton-on-Thames: Nelson.
Hayes, N (1993b) *Psychology: An Introduction* (2nd edn.). Harlow: Longman.

6.2.5 Books (same author(s), but two different years)

In text: (Quirke, 1996 and 2000)

In references: both books are cited separately in the usual format, most recent first.
Quirke, B (1996) *Communicating Corporate Change.* Maidenhead, UK: McGraw-Hill Publishing. Quirke, B (2000) *Making the Connection.* Aldershot, UK: Gower Publishing.

6.2.6 Books (editors)

In text: (Brown, 1993)

In reference list: Brown, L (ed.) (1993) *The New Shorter English Dictionary*. New York, US: Oxford University Press.

6.2.7 Books (no author or editor, anonymous works, or corporate author)

In text: (Blue Rubicon and Henley Management College, 2002) OR (Anon, 1999)

In references: Blue Rubicon and Henley Management College (2002) Employee Communications and Relationships Report 2002.

6.2.8 Books (chapter in a book)

In text: (Coulson-Thomas, 1997)

In references: Coulson-Thomas, C (1997) Strategic vision or strategic con?: Rhetoric or reality? In: Carnall, C A (ed.) (1997) *Strategic Change*. Oxford, UK: Butterworth- Heinemann.

Note: The chapter title may be put in single inverted commas; it is not underlined. Only the first word of the chapter/article title is in capitals, except for proper nouns. The book title may be underlined or put in italics.

6.3 Government publications

Many government reports and publications produced by organisations such as the United Nations and the Organisation of Economic Co-operation and Development (OECD) have no identifiable author. In these situations, reference the publisher as the author (the details of which are usually found on the inside cover), this is usually the agency or department producing the document.

Sometimes, government publications include a preferred way of being referenced, also located on the inside cover. However, the usual case is that few reference details are given.

For example, an OECD publication with no author would be referenced in the following way:

In text: (Organisation of Economic Co-operation and Development, 1998)
In references: Organisation of Economic Co-operation and Development (1998) Economic Indicators. Paris, Organisation of Economic Co-operation and Development.

Government departments produce many publications that are often published by the one publishing agency. In this case, always reference the department as the author, unless otherwise stated. For example:

In text: (Australia. Department of Industrial Relations, 1995)

In references: Department of Industrial Relations (1995) Best Practice is Action, Canberra: Australian Government Publishing Service.

Sometimes there may be no author or publisher listed. Your only option then is to reference the title of your information source along with the year it was published. For example:

In text: (Health Promotion Success Stories, 1998)

In references: Health Promotion Success Stories (1998) [no publication details given]

Note: If a reference is missing essential bibliographical material, it is acceptable to inform the reader of this. Publisher and date details are not provided in many reports.

6.4   Reference books
Familiar reference books can be referred to by their title if no editor or compiler can be found.

In text: (Social Services Yearbook, 1999)

In references: Social Services Yearbook (1999). London: Pitman

6.5   Theses and dissertations
You need to provide details of the level of degree etc., and awarding institution in the final reference list.

In text: (Drew, 1995)

In references: Drew, J M (1995) A comparison of individualised learning and traditional teaching used for a short course in word processing for occupational therapy students. MEd thesis, University of Exeter.

Note: If you have no publishing information, write 'mimeo'.

6.6   Information from the world wide web
Treat such information in much the same way as printed sources. It is important to give the date the information was retrieved from the internet since documents and site addresses frequently change.

In text: (Asif and Sargeant, 2000)

In references: Asif, S and Sargeant, A (2000) 'Modelling internal communications in the financial services sector', *European Journal of Marketing*, 34(3–4):299–317. Retrieved 19 June 2002 from: http://www.managers.org.uk (MICSearch database).

The general form of a citation for internet-based material using the Harvard system is as follows:
- Author/editor, year. Title [online]. (Edition). Place of publication: publisher (if ascertainable).
- Available from: URL [Accessed date]

For example:
Library Services, No date. A guide to Citing Internet Sources [online]. Bournemouth, Bournemouth University. Available from: http://www.bournemouth.ac.uk/using_the_library/html/guide_to_citing_internet_sourc.html [Accessed 15 June 2001]

Note:
- If no author is credited then ascribe authorship to the smallest identifiable unit within the publishing organisation.
- Some web pages include two dates, one for when the web page was established and another for when it was 'last modified' – always use the most recent date for your reference.
- If no date is given then write 'No date'.
- Include the word online in square brackets for **ALL** internet sources.
- The uniform resource locator (URL) of the page, sometimes known as its 'web address', is what you will normally see in the 'location bar' at the top of your screen when viewing the document with your browser.
- Do not change the case of the characters.
- Use the date that you accessed the information.

6.6.1   Downloaded articles
Many organisations allow you to download key documents such as reports and policies. In most cases these documents will come with information on author, date, title and publisher, and often include page numbers, and should therefore be referenced as a normal hard-copy document, along with the URL and the date accessed.

A publication cited by a key organisation, which you have only referred to via the internet would be cited as:

In text: (Synopsis Communication Consulting, 2002)

In references: Synopsis Communication Consulting (2002) 'Communicating Successfully in Uncertainty', Talking Business 2. Retrieved 27 September 2002 from: http://www.synopsis-communication.co.uk

6.6.2   Website
To cite a website in the text (but not a specific document) it is sufficient to give the URL address in the text. No entry is needed in the reference list.

In text: (www.mmc.com)

6.7   Audio-visual resources

Such resources are treated in the same manner as books but include the type of media (in brackets at the end of the final reference).

In text: (Channel Four, 1998)

In references: Channel Four (1998) Pennies from Bevan. London, UK: Channel Four, 20 November. (VHS video)

Note: It is important to cite the date that the programme was broadcast if known.

6.7.1   TV/radio programmes and films

The title, date and channel should be given wherever possible for TV/radio programmes.

In text: A programme on health choices discussed the ethical implications of resource allocation (BBC1, 27 June 1993).

In references: BBC1 (27 June 1993) Heart of the Matter – Health Choices.

Films should be listed alphabetically by title and should include the name of the director, date of release and production company. For example:

Alfie; Gilbert, Lewis; 1966, Paramount Pictures

Note: If there is more than one video in the series, state which volume you used.

6.7.2   CD Roms

In text: (Microsoft, 1998)

In references: Microsoft (1998) Encarta 98 Encyclopaedia. British edn. Wokingham, Microsoft. (Multi-media CD-ROM).

6.8   Newspaper and magazine articles

Articles from newspapers or magazines can be cited in the same format as for journals, though you do need to include the exact date of publication.

In text: If an author's name is mentioned: (Hilpern, 1999)

If no author's name is given then refer to publication only (The Guardian, 8 February 1999)

In references: Hilpern, K (1999) 'Change for the better', The Guardian, 8 February 1999.
OR
If you have quoted the name of the publication in the text, in the full reference, the name of the newspaper/magazine is included in its alphabetical place and appears as follows:
Guardian (8 February 1999)

Source used in the compilation of this document:

http://www.ex.ac.uk/Affi liate/stloyes/harv.htm
http://www.home.Plymouth.ac.uk/reference/referencing.html
http://www.marjon.ac.uk/library/books_journals/hardvard_referencing.asp
http://www.ex.ac.uk/Affi liate/stloyes/ugradres/style.htm
http://www.bsi-global.com