



Learn. To Change.

**ACE Workshop:**

# **Solent Harvard Referencing**

**Please note: these workshops are interactive!**

Message the lecturer if you are unable to unmute your microphone during the session.

**Session will start at: 00:00**

## Solent Harvard Referencing: Workshop Content

List five reasons why referencing is required at university

Name the two components of a reference, describing where they are provided in assignments

Produce accurate in-text citations and reference list entries using the Solent Harvard Referencing Guide

**By the end of the lesson you will be able to:**

Reference academic sources correctly following the Solent Harvard Referencing Guide.

## Why is Referencing Important?



Citing sources is a **requirement** of your programme.



Correct referencing and presentation may comprise **up to 10% of your final grade**.



Referencing affords your work **academic credibility**, evidencing your findings and recommendations for practice.



Citing sources **contextualises your arguments**, demonstrating the breadth and depth of your research.



Referencing helps to **prevent accusations of plagiarism**, allowing others to locate your sources.

# Your Referencing Guide

Using the link provided, download the [Solent Harvard Referencing Guide](#) from the Apprentice Learner's Portal.

## The Academic Community of Excellence (ACE) team

The Academic Community of Excellence (ACE) team provide guidance for **degree apprentices** alongside regular classes on topics such as academic style, critical analysis, relating theory to practice, research skills, reflective writing, referencing, and much more.

We assist learners in three main ways:

1. Academic skills resources for self-study, available here on the Learner Portal.
2. Workshops to practise and develop academic skills - [book your place here](#)
3. One-to-one tutorials to discuss your assignments - [book one here](#)

[ACE workshops schedule July – September 2024](#)



# Solent Harvard Referencing

Task

**1**

Which types of source do you need to reference?

**2**

Where do you provide references in an assignment?

# Solent Harvard Referencing

1

Which types of source do you need to reference?

Answer

You should provide a reference **whenever you include an idea or piece of information from another source**, including:

Books

Journal  
Articles

Conference  
Papers

Videos

Government  
Reports

Websites

## Solent Harvard Referencing

Answer

2

Where do you provide references in an assignment?

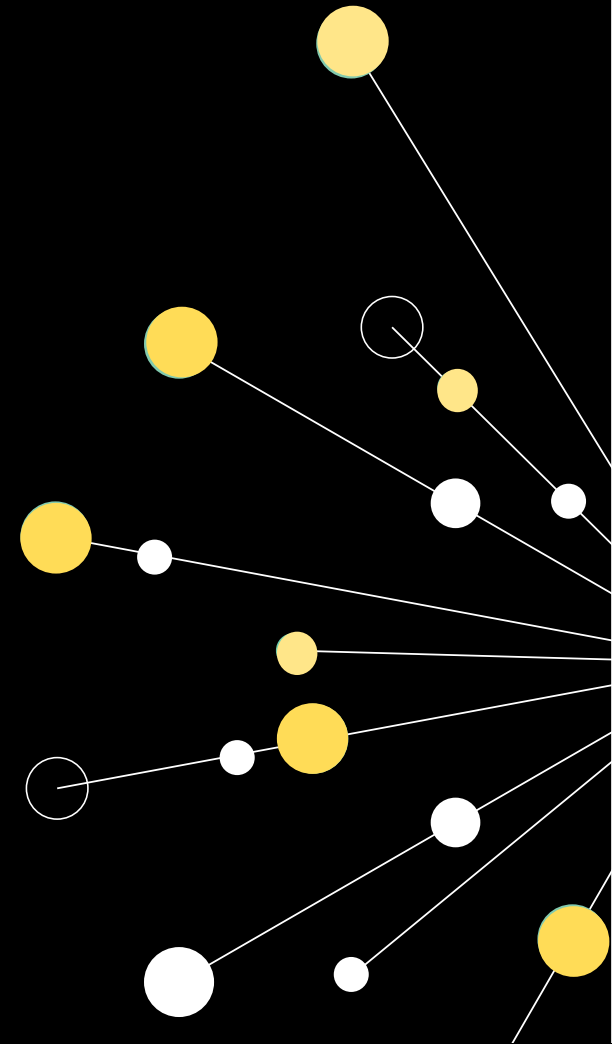
1. In the **main body** of the assignment

In-text citations appear next to the idea or piece of information you have included from another source (within the same sentence).

2. At the **end of the assignment**

Your reference list provides the full publication details of the sources cited in the assignment.

# In-Text Citations





## Do you need to cite...



If you are paraphrasing a source?

## Do you need to cite...



If you are presenting findings from your own survey, questionnaire, or interviews?

## Do you need to cite...



If you have used an image from a website?

## Do you need to cite...



If you include a commonly known fact?

## Do you need to cite...



If you incorporate an idea shared by your lecturer in class?

## Do you need to cite...



If you are paraphrasing a source?



If you are presenting findings from your own survey, questionnaire, or interviews?



If you have used an image from a website?



If you include a commonly known fact?



If you incorporate an idea shared by your lecturer in class?

## What is an In-Text Citation?

An in-text citation is a **short acknowledgement included whenever you quote or take information from a source** in academic writing. It gives enough information to uniquely identify the source in your reference list.

There are two types of in-text citation: **non-integral** and **integral**.

## Non-Integral Citations

Non-integral citations are 'not integral' to the sentence. They are also known as 'research prominent' citations as they place more emphasis on the idea being expressed as opposed to the author. The **author's name and the date of publication appear in brackets at the end** of the quotation, paraphrase, or summary:

The ways in which leaders and specialists work together are of crucial importance in appreciating strategy as a whole **(Whittington 1996)**.

Author

Date

**Note:** Throughout today's workshop, example in-text citations will be highlighted in bold. However, please **do not** bold in-text citations in your assignments!



## Integral Citations

Integral citations are 'integral' to the sentence. They are also known as 'author prominent' citations as **the name of the cited author is a grammatical component of the sentence**. The author's name is therefore followed by the date of publication in brackets:

Author

Date

According to **Whittington (1996)**, the ways in which leaders and specialists work together are of crucial importance in appreciating strategy as a whole.

Task

When citing a print source, what else should be included?

## Print Sources

Answer

If you are citing a printed resource, you will also need to **include a page number**:

### Non-Integral

Digital communication has enhanced the capacity of people to connect across cultures but replicating the human connection felt in physical interactions remains an industry-wide challenge **(Smith 2024, p.12)**.

### Integral

According to **Sarker (2023, p.1474)**, machine learning can deliver a much-improved and more robust cyber security solution through judiciously analysing data.

## Complete the Non-Integral Citation for this Book

### Task

Author	Neil Salkind
Title of Book	<i>Exploring Research</i>
Publisher	Pearson
Publication Date	6 <sup>th</sup> December 2021
Edition	10 <sup>th</sup>

## Complete the Non-Integral Citation for this Book

Author	Neil Salkind
Title of Book	<i>Exploring Research</i>
Publisher	Pearson
Publication Date	6 <sup>th</sup> December 2021
Edition	10 <sup>th</sup>
Non-Integral Citation	(Salkind 2021) or (Salkind 2021, p.xx)



Answer

## In-Text Citations

Regardless of the source type, the format of your in-text citation will generally be:

**(Surname Year) or (Organisation Year)**

Task

Can you think of any exceptions to this rule?

## Exceptions to the Rule: Four or More Authors

In-text citations for sources with four or more authors are formatted differently. This journal article, for example, has seven authors:

### Researchers' experience with project management in health and medical research: Results from a post-project review

[Janet M Payne](#) , [Kathryn E France](#), [Nadine Henley](#), [Heather A D'Antoine](#), [Anne E Bartu](#), [Elizabeth J Elliott](#) & [Carol Bower](#)

Utilising a range of appropriate project management techniques may benefit the scientific outcomes of health and medical research projects (**Payne et al. 2011**).

First Author

*et al.*

Date

## Exceptions to the Rule: Multiple Citations

When referencing multiple sources which explore the same ideas, arguments, or theoretical viewpoints, place the citations **in order of publication date** (earliest to latest), separating them with semi-colons:

Many studies have demonstrated at least a 40% rate of co-occurrence, as well as a shared genetic basis for dyslexia and ADHD (**August and Garfinkel 1990; Dykman and Ackerman 1991; Gilger *et al.* 1992; Wilcutt, Pennington and Oslon 2007; Gagliano and Curatolo 2010**).

Each source should have its own, individual reference list entry!

## Exceptions to the Rule: Identical Authors and Dates

When citing different sources with identical authors and publication dates, these are **differentiated by adding a letter beside the year**, following the order in which these sources first appear in your assignment:

This advance in computing technology is considered revolutionary (**BBC News 2023a**) and emerges alongside recent developments in fields such as artificial intelligence (**BBC News 2023b**).

These letters should also appear in the corresponding reference list entry!



## Exceptions to the Rule: Acts of Parliament

In-text citations for Acts of Parliament are also formatted differently:

Schedule 29 of the ***Coronavirus Act 2020*** offered protection to residential tenants.

The name of the Act must be in italics

No brackets are required around the date of publication

## Exceptions to the Rule: Secondary Citations

It is always preferable to engage with original texts as far as possible. Occasionally, however, this may not be possible, and you will need to **indicate that you engaged with an original source through an intermediate text**. This is known as secondary referencing:

Recent studies have considered the impact of organisational culture on leadership style (**Giberson *et al.* cited in Singh 2022, p.3**).

Original Source

Intermediate Text

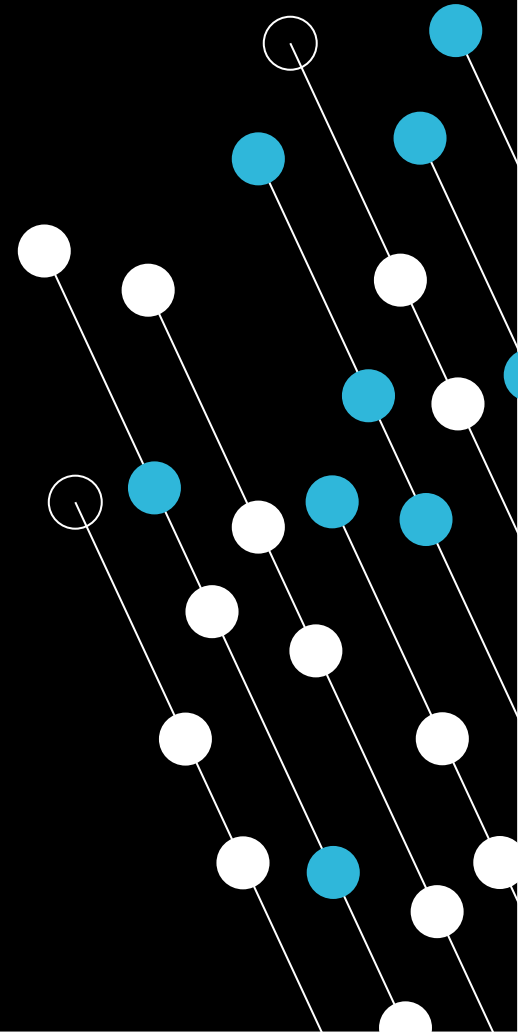
Task

Which source should appear in your reference list?

## To Summarise...

- 1 In-text citations generally include the **author's surname** and **date** of publication. Check the guide for exceptions to this rule!
- 2 A **page number** is required if you are citing a print resource.
- 3 The author's name and date of publication should **match your corresponding reference list entry**.

# Reference List Entries



## True or False?



Your reference list should be presented in alphabetical order, according to the author's surname / corporate author's name.

## True or False?



You should include sources you have read to build your understanding but have not directly cited in the main body.

## True or False?



Different source types (e.g. books, journal articles) are referenced using the same format.

## True or False?



For online sources, you should include the full URL as well as the date you last viewed the webpage.



## True or False?



You should avoid using automatic reference generators.

## Example Reference List

### References

DUBRIN, A., 2012. *Management essentials*. 9<sup>th</sup> ed. London: Cengage Learning

LOFGREN, J., 2020. *The Approachable Leader: Adapting Your Style To Work For Your Employees* [viewed 9 September 2024]. Available from: <https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees>

PORTER, M., 2008. The five competitive forces that shape strategy. *Harvard Business Review*, 86(1), 25-40

VERGIDIS, K., A. TIWARI and B. MAJEED, 2008. Business process analysis and optimization: beyond reengineering. *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), 69–82



**Begins directly beneath your assignment** with the title 'References' or 'Reference list'



For online sources, provide the **full URL**, including **the date you last viewed the source**.



**Different sources** (e.g. books, journal articles) **are referenced differently**.



It must be in **alphabetical order**, with **clear spaces** between each entry.

## Tips!



Your reference list should include only the sources cited in the main body of your assignment.



Include only the first initial of a named author.



If there is no named author, use the name of the organisation.



Be consistent with formatting e.g. font, size, italics.



Reference as you write – do not leave it until the last minute!



Find a safe and convenient way to store your sources (e.g. in an Excel spreadsheet or tab on OneNote) so you can refer back to them.

## Referencing Different Source Types

**A**

LO, C., 2023. What is the impact of Chat GPT in education? A rapid review of the literature. *Education Sciences*, 13(4), 4-10

**B**

WEEKES, A., 2023. *Building a collaborative culture: best practices for project managers* [viewed 8 September 2024]. Available from: <https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/>

**Task**

What types of sources are these?

## Journal Article

**A**

LO, C., 2023. What is the impact of Chat GPT in education? A rapid review of the literature. *Education Sciences*, 13(4), 4-10

### Journal Article Citation Order:

**Answer**

Individual **author** (surname followed by initial of first name) or corporate author

**Year** of publication

**Title of article**

**Title of journal** in italics (capitalise first letter of each word in title, except for linking words such as 'and' or 'the')

**Issue information** - that is, the volume (unbracketed) and part / number (in round brackets)

**Pages**

## Website

**B**

WEEKES, A., 2023. *Building a collaborative culture: best practices for project managers* [viewed 8 September 2024]. Available from: <https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/>

### Website Citation Order:

**Answer**

Individual **author** (surname followed by initial of first name) or corporate author

**Year** the webpage published / last updated

**Title of webpage** (in italics)

**Last viewed** (in square brackets)

Available from: **URL**

## No Publication Date

**B**

WEEKES, A., 2023. *Building a collaborative culture: best practices for project managers* [viewed 8 September 2024]. Available from: <https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/>

**Task**

What would you do if there was no publication date?

## No Publication Date

**B**

WEEKES, A., n.d. *Building a collaborative culture: best practices for project managers* [viewed 8 September 2024]. Available from: <https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/>

**Answer**

Locate the publication's copyright date or use n.d.



## Complete the Reference List Entry for this Book

Author	Neil Salkind
Title of Book	<i>Exploring Research</i>
Publisher	Pearson
Publication Date	6 <sup>th</sup> December 2021
Edition	10 <sup>th</sup>

Task

How will you find the **place of publication** if it is not given?

## Complete the Reference List Entry for this Book

**Answer**

Author	Neil Salkind
Title of Book	<i>Exploring Research</i>
Publisher	Pearson
Publication Date	6 <sup>th</sup> December 2021
Edition	10 <sup>th</sup>
Reference List Entry	SALKIND, N., 2021. <i>Exploring Research</i> . 10 <sup>th</sup> ed. London: Pearson.

To find the place of publication, **Google the publishing company!**

## Conference Paper – Spot the Errors!

### Task

Use your referencing guide to identify the 3 errors in this reference list entry:

AVRIN, G. *et al*, 2022. Standardisation of Artificial Intelligence: Making a “New World” Brave, with Support of Human Requirements in a Machine Intelligence Environment. In: J. UHOMOIBHI *et al.*, eds. Twenty Seventh International Conference on Software Process Improvement Research, Education, and Training, INSPIRE 2022, June 14-16, 2022, remote. Northern Ireland: Ulster University

## Conference Paper – Spot the Errors!

Full stop is required after '*et al*',  
i.e. *et al.*

Answer

AVRIN, G. *et al*, 2022. Standardisation of Artificial Intelligence: Making a “New World” Brave, with Support of Human Requirements in a Machine Intelligence Environment. In: J. UHOMOIBHI *et al.*, eds. Twenty Seventh International Conference on Software Process Improvement Research, Education, and Training, INSPIRE 2022, June 14-16, 2022, remote. Northern Ireland: Ulster University

Title, date, and location of the conference should be in **italics**.

Page range is required.

## Conference Paper – Corrected Example

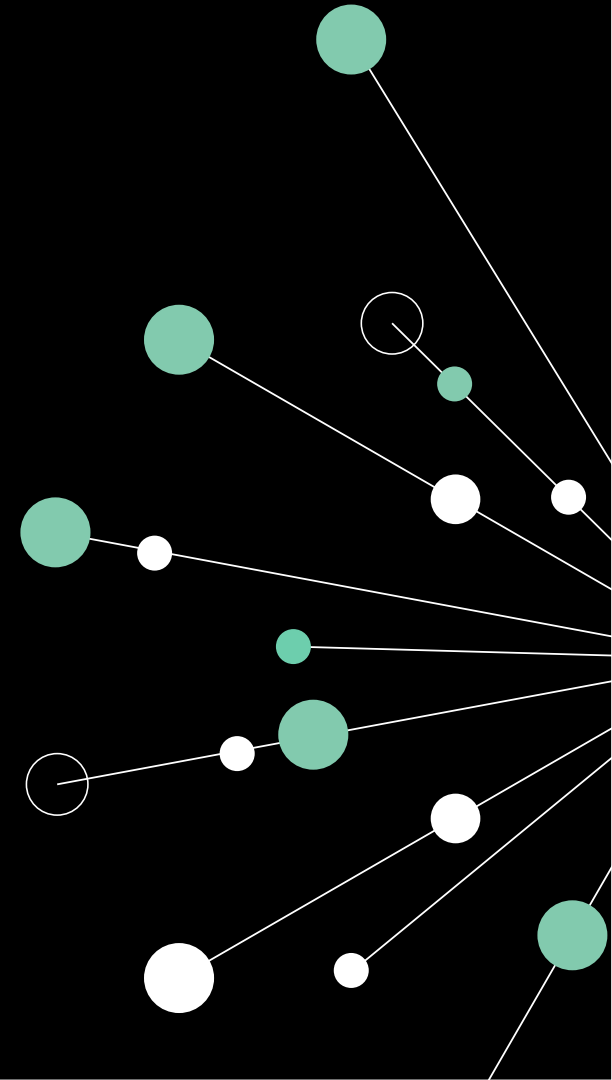
Answer

AVRIN, G. *et al.*, 2022. Standardisation of Artificial Intelligence: Making a “New World” Brave, with Support of Human Requirements in a Machine Intelligence Environment. In: J. UHOMOIBHI *et al.*, eds. *Twenty Seventh International Conference on Software Process Improvement Research, Education, and Training, INSPIRE 2022, June 14-16, 2022, Remote*. Northern Ireland: Ulster University, pp.237-252

## To Summarise...

- **Avoid plagiarism** by referencing correctly
- Remember to include the two types of reference: an **in-text citation** within the main body, and a **reference list entry** at the end of your assignment
- Always check your references against the **official guide**

# Review



## Solent Harvard Referencing - Review



A reference is provided in two places in your assignment.



## Solent Harvard Referencing - Review



You always need a page number for in-text citations.

## Solent Harvard Referencing - Review



Reference list entries are formatted differently for different types of sources.

## Solent Harvard Referencing - Review



You should always use online referencing tools.



## Additional Resources

For further information, see the [Solent Library Page](#) which includes example references for different source types, more exceptions to the rule, and useful abbreviations.



## ACE Feedback

Thank you for attending this ACE workshop.  
We would be grateful if you could take 2 minutes to  
complete our **feedback form**.

## Do you require further academic support?

Look on the  
ACE Page for  
resources

Check out our  
upcoming  
workshops

Book a 1-2-1  
tutorial



**Any questions?**