QA

Learn. To Change.

ACE Workshop:
QA 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

QA 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 QA Harvard Referencing Guide

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

Reference academic sources correctly following the QA 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 <u>QA Harvard Referencing Guide</u> 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

QA Harvard Referencing

Task

1   Which types of source do you need to reference?

2   Where do you provide references in an assignment?

QA Harvard Referencing

1 Which types of source do you need to reference?

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

QA Harvard Referencing

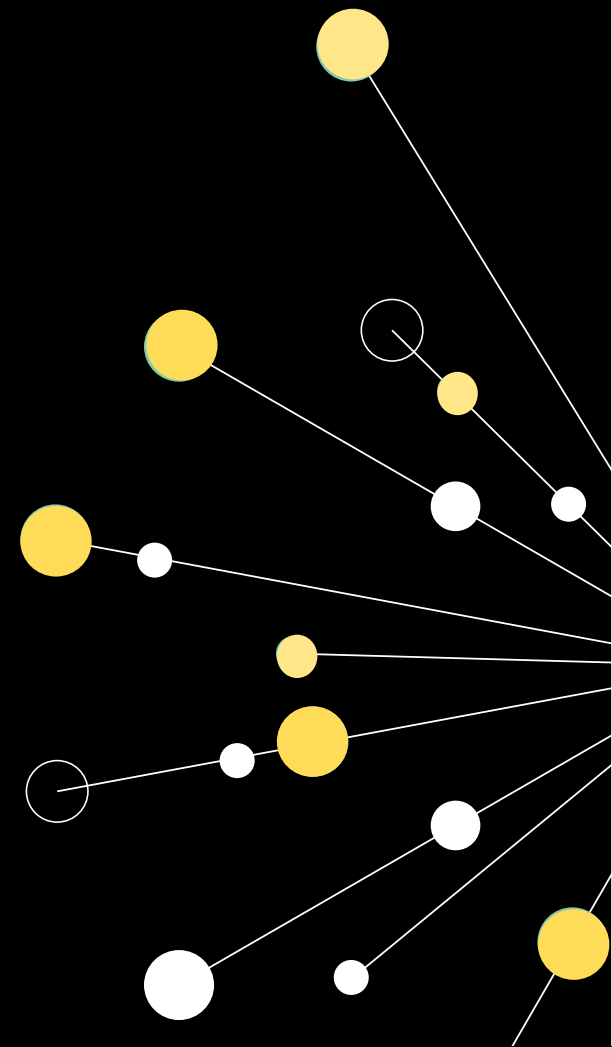**2** Where do you provide references in an assignment?

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 quoting directly, what else should be included?

Direct Quotations

Answer

When quoting directly, you also need to **include a page number** (if available):

Non-Integral

Machine learning technologies can be used to "intelligently analyse cybersecurity data and provide a dynamically upgraded and up-to-date security solution" **(Sarker, 2023, p. 1474).**

Integral

Sarker (2023, p. 1474) states that machine technologies can be used to "intelligently analyse cybersecurity data and provide a dynamically upgraded and up-to-date security solution".

Complete the Non-Integral Citation for this Book

Task

Author	Neil Salkind
Title of Book	*Exploring Research*
Publisher	Pearson
Publication Date	6th December 2021
Edition	10th

Complete the Non-Integral Citation for this Book

Answer

Author	Neil Salkind
Title of Book	*Exploring Research*
Publisher	Pearson
Publication Date	6th December 2021
Edition	10th

Non-Integral Citation	(Salkind, 2021) or (Salkind, 2021, p. xx)

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., 2009, cited in Singh, 2022, p. 3).**

Intermediate Text
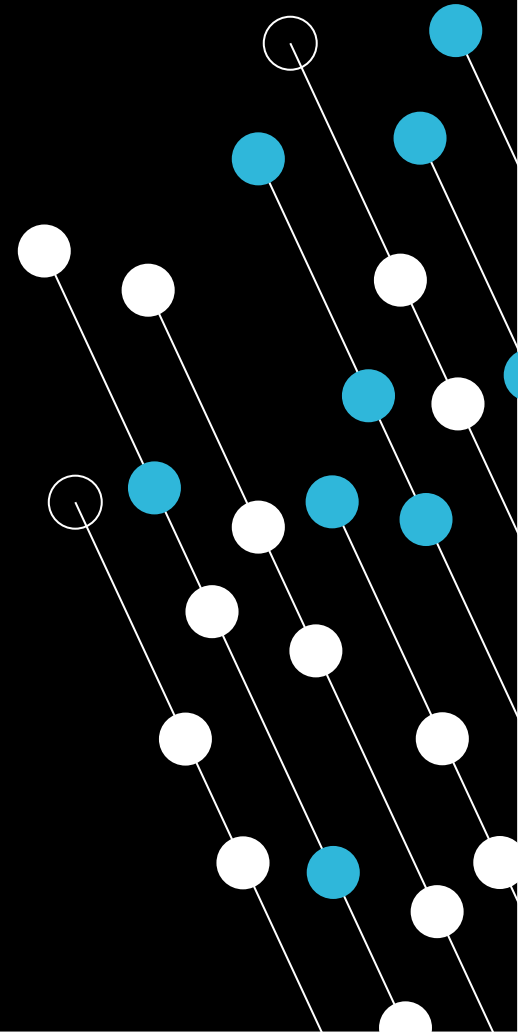
Original Source

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 have incorporated a **direct quote** or a **secondary citation**.

3 The author's name and date of publication should **match your corresponding reference list entry**.

(Pears and Shields, 2019)

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 accessed the webpage.

True or False?

You should avoid using automatic reference generators.

Example Reference List

References

DuBrin, A. (2012) *Management essentials*. 9th edn. Edited by J. Calhoun. London: Cengage Learning.

Lofgren, J. (2020) *The Approachable Leader: Adapting Your Style To Work For Your Employees*. Available at: https://www.forbes.com/sites/forbescoachescouncil/2020/10/15/the-approachable-leader-adapting-your-style-to-work-for-your-employees (Accessed: 9 September 2024).

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

Vergidis, K., Tiwari, A. and Majeed, B. (2008) 'Business process analysis and optimization: beyond reengineering', *IEEE Transactions on Systems, Man, and Cybernetics, Part C (Applications and Reviews)*, 38(1), pp. 69–82. Available at: https://doi.org/10.1109/TSMCC.2007.905812 (Accessed: 26 July 2024).

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

For online sources, provide the **full URL** and **the date you last accessed 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), pp. 4-10. Available at: https://doi.org/10.3390/educsci13040410 (Accessed: 21 July 2024).

B Weekes, A. (2023) *Building a collaborative culture: best practices for project managers*. Available at: https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/ (Accessed: 22 July 2024).

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), pp. 4-10. Available at: https://doi.org/10.3390/educsci13040410 (Accessed: 21 July 2024).

Journal Article Citation Order:	Answer
Individual **author** (surname followed by initial of first name) or corporate author	
Year of publication	
Title of article (in single quotation marks)	
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	
Available at: **DOI** or **URL**	
Accessed: date (in round brackets)	

Website

B	Weekes, A. (2023) *Building a collaborative culture: best practices for project managers*. Available at: https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/ (Accessed: 22 July 2024).

Website Citation Order: `Answer`

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

Year the webpage was published / last updated

Title of webpage (in italics)

Last viewed (in round brackets)

Accessed: **URL**

No Publication Date

B Weekes, A. (2023) *Building a collaborative culture: best practices for project managers*. Available at: https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/ (Accessed: 22 July 2024).

Task

What would you do if there was no publication date?

No Publication Date

B Weekes, A. (no date) *Building a collaborative culture: best practices for project managers*. Available at: https://www.apm.org.uk/blog/building-a-collaborative-culture-best-practices-for-project-managers/ (Accessed: 22 July 2024).

Answer

Locate the publication's copyright date or use no date.

Complete the Reference List Entry for this Book

Author	Neil Salkind
Title of Book	*Exploring Research*
Publisher	Pearson
Publication Date	6th December 2021
Edition	10th

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	*Exploring Research*
Publisher	Pearson
Publication Date	6th December 2021
Edition	10th

Reference List Entry	Salkind, N. (2021) *Exploring Research*. 10th edn. London: Pearson.

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

QA

Conference Paper – Spot the Errors!

Task

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

Lampropolus, G., et al (2019) DevOps: The new frontier of industrial software development, *BCS Quality Specialist Group's Annual International 27th Software Quality Management (SQM) Conference.* Southampton, UK. pp. 131-144. Available at: https://www.researchgate.net/publication/350075143_DevOps_The_New_Frontier_of_Industrial_Software_Development

Conference Paper – Spot the Errors!

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

Title of paper should be in **single quotation marks.**

Answer

Lampropolus, G., et al (2019) DevOps: The new frontier of industrial software development, *BCS Quality Specialist Group's Annual International 27th Software Quality Management (SQM) Conference*. Southampton, UK. pp. 131-144. Available at: https://www.researchgate.net/publication/350075143_DevOps_The_New_Frontier_of_Industrial_Software_Development

Accessed date is required.

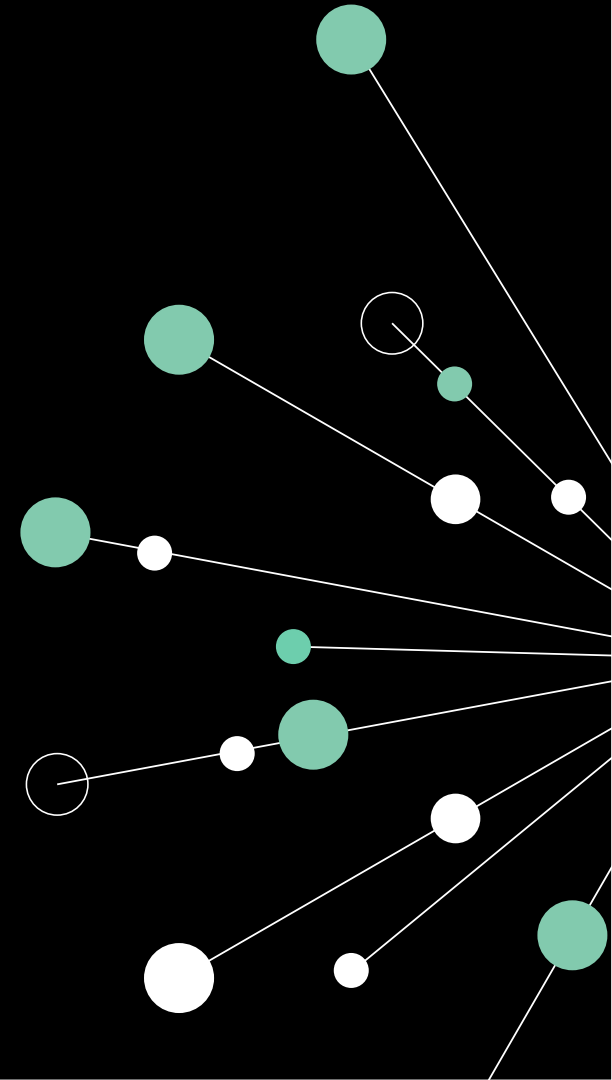## Conference Paper – Corrected Example

Answer

Lampropolus, G., et al. (2019) 'DevOps: The new frontier of industrial software development', *BCS Quality Specialist Group's Annual International 27th Software Quality Management (SQM) Conference*. Southampton, UK. pp. 131-144. Available at: https://www.researchgate.net/publication/350075143_DevOps_The_New_Frontier_of_Industrial_Software_Development (Accessed: 22 July 2024).

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

QA Harvard Referencing - Review

A reference is provided in two places in your assignment.

QA Harvard Referencing - Review

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

QA Harvard Referencing - Review

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

QA Harvard Referencing - Review

You should always use online referencing tools.

References and Further Reading

References

Pears, R. and Shields, G. (2019) *Cite Them Right*. 11th edn. London: Red Globe Press.

Further Reading

The ACE Quick Guide to Writing a Reference List

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 |

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Any questions?