

A brief guide to Harvard referencing (Anglia Ruskin)

Where you are drawing on words or ideas from someone else, it is important to acknowledge this – and on this course you are required to use the ‘Harvard’ referencing system (in the version produced by Anglia Ruskin University).

The aim of this guide is to provide an easier introduction to the most common kinds of referencing you are likely to need.

1. Formatting quotations

If you quote someone else’s words you must make explicit that you are doing so. Shorter quotations (up to about 50 words or two lines) are normally put in the text in quotation marks.

e.g. Francis’s spirituality was shaped by the context in which he lived. His stress on poverty was ‘a rejection of what were understood to be the sins of his time’. (Sheldrake, 1991, p.58)

Longer quotations are put in a separate paragraph which is indented to show it is different from your words (with use of quotation marks optional).

e.g. Of course, Francis’s spirituality was formed in his context, but that is no different from any other:

All spiritualities embody specific social values and commitments... Francis of Assisi’s choice of radical poverty as *the* gospel value was not a-historical but was a rejection of what were understood to be the sins of his time. (Sheldrake, 1991, p.58)

Note the use of ‘...’ to indicate that some words have been omitted. If you need to add or change a word use square brackets [] to indicate things that are not in the original:

e.g. The Franciscan stress on poverty is due to ‘a rejection of what were understood to be the sins of [Francis’s] time’ (Sheldrake, 1991, p.58).

But remember that the assignment is meant to demonstrate your understanding, so be careful not to include too many quotations, especially longer ones.

2. Referencing in the text of your work

The key principle of the Harvard system is that you include **in the text of your work** the surname of the author(s) on whom you are drawing, the date of publication and sometimes the page number. You use a **bibliography** at the end of the work to give

more details about the things to which you have referred, and to list other relevant things you read but which you didn't explicitly refer to.

- The most common form of reference puts the in-text information in brackets after the quote / idea:

e.g. 'Jesus spoke with a prophetic voice to all people' (Perkins, 1990, p.38).

or Preaching needs to take seriously the congregational culture (Tubbs Tisdale, 1997).

- If the name of the author is already in what you have written, just put the date (and if necessary, the page number) after their name:

e.g. Perkins (1990, p.38) notes that 'Jesus spoke with a prophetic voice to all people'.

- Where there are two or three authors, include the names of all of them. If there are four or more, give the name of the first followed by 'et al.' (which means 'and others') – though note that in the bibliography you will list all the authors:

e.g. 'Christian theological reflection interprets the meanings of things from the perspective of faith in the Christian message' (Stone and Duke, 1996, p.27)

There are many models of learning styles, but all of them are scientifically dubious (Coffield, et al., 2004).

- If you refer to a source which you have not read directly, but has been quoted in something you have read, you cite both in the text, but only the one you have read goes into the bibliography:

e.g. 'In the context of Judaism, one... cannot speak very long or very adequately about God without speaking about the people Israel' (Levenson, 2012 cited in Moberly, 2013, p.42)

In the bibliography you give the details for the book by Moberly, but not the book by Levenson.

- Note that when you are referring to something in an edited book, the name you should include is that of the author of the section you are drawing on, not that of the editor:

e.g. When preaching from a lament psalm, it is important to think about the movement between lament and praise in the psalm (Villanueva, 2010)

(See below for how this would appear in the bibliography.)

- When you are drawing on material from a website, the basic principles are the same as for a printed source (see below for how this goes in the bibliography):

e.g. In Matthew's gospel, an episode set on a mountain is one in which there is 'the revelation of divine presence and authority' (Saunders, 2014)

- Include the page number when you are quoting from or drawing on a specific part of the work you cite, but not when you are drawing on the broad thrust of the arguments – use p. for one page and pp. for multiple pages:

e.g. Villanueva (2010, pp.65-6) encourages us to consider how we ensure lament is not overwhelmed by praise in the contemporary church.

but Journalling can be used in many ways to encourage learning (Moon, 2006)

- Material accessed online may well not have page numbers; but it may be possible to identify particular sections of a document by reference to paragraph or section numbers as appropriate.
- When you are referring to the Bible, a patristic text or other older or 'classic' text, use the standard form of referring to the text – and not the page number of the edition in which you happened to read it:

e.g. Genesis 1:1; Justin Martyr *First Apology* 6

3. The bibliography

In the bibliography, everything is listed in alphabetical order. The format should be as below.

a) *For a book*

Author(s), Initials., Year. *Title of book*. Edition (only include this if not the first edition). Place of publication: Publisher.

e.g. Perkins, P., 1990. *Jesus as Teacher*. Cambridge: Cambridge University Press.

Stone, H. and Duke, J., 2013. *How to Think Theologically*. 3rd ed. Minneapolis: Augsburg Fortress.

The place of publication is the town or city where the publisher is based. If there are several places mentioned, choose the UK one. An edition is a revised version of a book – if the book has been reprinted, give the date it was originally published and don't mention the reprint.

If the book is edited, give the name of the editor(s) not of all the authors.

e.g. Nelstrop, L. and Percy, M., eds., 2008. *Evaluating Fresh Expressions*. Norwich: Canterbury Press.

Note that where you refer to specific sections from the book in the course of the assignment you need to include the details of those sections in the bibliography, and you don't need to include the overall book if you have separate entries covering all the sections you read.

b) *For a section in an edited book,*

Chapter author(s) surname(s) and initials., Year of chapter. Title of chapter followed by **In:** Book editor(s) initials first followed by surnames with ed. or eds. after the last name. Year of book. *Title of book*. Place of publication: Publisher. Chapter number or first and last page numbers followed by full-stop.

e.g. Villanueva, F., 2010. Preaching Lament. In: G. Kent, P. Kissling and L. Turner, eds. 2010. *'He Began with Moses': Preaching the Old Testament today*. Nottingham: IVP. Pp.64-84.

c) *For an ebook freely available on the internet*

Author, Initials., Year. *Title of book*. [e-book] Place of publication (if known): Publisher. Followed by **Available at:** e-book source **and** web address or URL for the e-book [Accessed date].

e.g. Dickens, C, 1868. *Little Dorrit*. [e-book]. New York and Boston: Books, Inc. Available at: Google Books <<http://books.google.co.uk>> [Accessed 25 June 2014].

d) *For an ebook on a specific reader*

Author, Initials., Year. *Title of book*. [e-book type] Place of publication (if available): Publisher. Followed by **Available at:** e-book source and web address [Accessed date].

e.g. McGrath, A., 2010. *Christian Theology: An Introduction*. 5th ed. [Kindle version] Wiley-Blackwell. Available at: Amazon.co.uk <<http://www.amazon.co.uk>> [Accessed 24 June 2014].

e) *For a journal article*

If the journal has a print version (even if you happened to access it online) the best format is:

Author, Initials., Year. Title of article. *Full Title of Journal*, Volume number (Issue/Part number), Page number(s).

e.g. Easter, M., 2010. The *Pistis Christou* Debate: Main arguments and responses in summary. *Currents in Biblical Research* 9(1), pp.33-47.

For an article from a web-based magazine or journal which is freely available over the web:

Authors, Initials., Year . Title of article. *Full Title of Magazine*, [online] Available at: web address (quote the exact URL for the article) [Accessed date].

e.g. Bauckham, R., 2013. Ecological Hope in Crisis. *Anvil*, [online] Available at: <<http://www.degruyter.com/view/j/anv.2013.29.issue-1/issue-files/anv.2013.29.issue-1.xml>> [Accessed 26 June 2014].

f) *For a newspaper or magazine article*

Author, Initials., Year. Title of article or column header. *Full Title of Newspaper*, Day and month. page number and column line.

e.g. Levy, N., 2014. A better way to argue over Israel. *Church Times*, 6 June. p.15.

g) *For a website*

Authorship or Source, Year. *Title of web document or web page*. [type of medium] (date of update if available) Available at: include web site address/URL (Uniform Resource Locator) [Accessed date].

If the URL appears to be exceedingly long, provide routing details which enable the reader to access the particular page via the site's homepage.

e.g. Saunders, S., 2014. *Commentary on Matthew 28:16-20*. [online] Available at: <http://www.workingpreacher.org/preaching.aspx?commentary_id=2097> [Accessed 25 June 2014].

If the author isn't clear, but the website belongs to an organisation, give the name of the organisation:

e.g. BBC, 2014. *Campaigners lose right to die case*. [online] Available at <<http://www.bbc.co.uk/news/health-28016033>> [Accessed 25 June 2014].

h) For course materials/handouts

You should only include these in the bibliography if you make explicit reference to them in the assignment. The required format is:

Tutor/Author, Initials., Year. Title of item, *Module Code* (if you know one) *Module title*. Institution, unpublished.

e.g. Smith, G., 2014. The English Reformation, *Introduction to Christian Doctrine and History*. Diocese of Oxford Local Ministry Programme, unpublished.

i) For the Bible or other classic text

You should reference this in the version in which you read it

e.g. The Bible: New Revised Standard Version Anglicized Edition, 1995. Oxford: Oxford University Press

Justin Martyr, *First Apology*. Translated by P. Schaff. [online]. Available at <<http://www.ccel.org/ccel/schaff/anf01.toc.html>> Accessed 26 June 2014.

j) And finally

If you have more than one thing in the bibliography written by the same author in the same year, use letters to distinguish them (and use the same letters in any in-text references):

e.g. Wright, N.T., 2011a. *Simply Jesus: The Coming of the King*. London: SPCK.

Wright, N.T., 2011b. *Revelation for Everyone*. London: SPCK.

If you can't find a detail you would normally include in a reference, use:

For no author – anon

For no date – n.d.

For no place of publication – s.l. (Latin *sine loco* = no place)

For no publisher – s.n. (Latin *sine nomine* = no name)