



Networks

Referencing guide

For reasons of clarity and consistency, we ask that all articles and features submitted for publication use the Harvard referencing system described in detail below.

Harvard referencing uses the author and the date of the work in the main body of the text for example: Woodford (2003), and then has a bibliographic list at the end of the feature which should contain the references cited in alphabetical order by author. The bibliography contains the full details of the book or journal cited. The use of the author/date bibliography makes it easy for the reader to locate works in the bibliography. Other referencing systems use superscript numbers to refer to footnotes but use of these can become overcomplicated and we would ask you to avoid using these if at all possible.

Quotations from books

Books are listed by author, date, title, place of publication, publisher. When the book has more than one author then list them in the order they appear on the book, if it has more than 3 then the abbreviation et. al. (and others) can be used. If an author has published more than one book or journal in a year then mark each one with an a,b,c etc., after the date. For example (Jones 2001a). Make sure the reference in the body of the text corresponds to the one in the bibliography at the end of your feature.

Example:

Jones, R. (2001a) *Improving Student Learning in HE*, London, Routledge.

Journals

Journals are listed by author, date, title of article, title of journal, part number, page numbers (beginning of article - end of article). The title of the article should be in inverted commas and the title of the journal in italics.

Example:

Somers, B. and Davies, R. (1992) 'Towards a Pedagogy for Design Education', *The Design Education Journal*, v.2, pp.153-70.

Chapters in edited books

When quoting from a chapter in an edited book, include in your main text the author of the chapter (not the editor/s of the book) and the date of the book. In the bibliography, include the author and date of the chapter first, following it with a reference to the book. In the following example, the chapter by Schmidt has been quoted, so (Schmidt, 2000) or a variant would appear in the main text, followed by this in the bibliography.

Example:

Schmidt, E. (2000) The Cultural Shift in Media Education. In B. Dandof (Ed.) *Studies in Higher Education* (pp. 75-119), York, Sage.

Note the use of page numbers to identify the chapter - as in a journal citation.

Websites/pages

Referencing a webpage is similar to a book or a journal. Include the full address of the page, not just the address of the site. This can be copied from the address bar which normally appears at the top of the browser.

Example:

Cowen, P.J. (2009) 'Motivating students in the face of the media maelstrom'. *Networks*, November 2009, <http://www.adm.heacademy.ac.uk/resources/features/motivating-students-in-the-face-of-the-media-maelstrom>. Date accessed 03/01/11.

An extra date, the date you accessed the page is included at the end of the reference, because web pages, unlike books, can be modified and even disappear entirely. If you cannot find the date of a web page then mark it as "date unknown".

CD-ROMs

Example:

Mann, T. (2004) *A Guide to Assessment*, CD-ROM, London, SEDA Publishers.

If you cannot find a named author of an electronic source then either use the organisation in place of the author (e.g. Open University) or mark it as "author unknown".

The main concern is to be as consistent as possible, ensuring that the full set of information is listed in your bibliography and that you adhere to the same format for each entry.

Conference papers

Example:

Fortis, M. Jackson, T. and Marshall, L. (1999) 'E-learning for HE: the Millenium and Beyond', *E-learning in Education Conference Proceedings*, Manchester. pp. 130-132.

Newspaper articles

Example:

Finlayson, A. (2002) 'Lifelong Learning for All', *The Times*, 5 April, p.7.

Government publications

Example:

Department of Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham, DfEE Publications.