



The ACEDA Team

# QA HARVARD REFERENCING WORKSHOP

- If you are having difficulties seeing the screen or hearing, sign out and back in again.
- Please mute your microphone when joining the session.
- You can unmute yourself when necessary.

**Session will start at:**

**XXXXX**

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

Please turn on your camera when the session starts. Message the lecturer if you are unable to unmute your microphone during the session.

# QA The Plan for Today – Aims and Objectives

Understand the importance of referencing at university

Improve awareness of the two components of a reference

Become familiar with the Harvard referencing style

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

Reference academic sources correctly following the QA Harvard Referencing style guide

# **QA** Why is correct referencing important?

Task

Think of 4 reasons in your group

Think of both academic and practical reasons!

# QA Why is correct referencing important?

Academic reasons	Practical reasons
✓ It is a requirement of your programme	✓ It allows others to easily find your sources
✓ It puts your current work into context	✓ It helps you re-trace your reading in the future
✓ It provides supporting evidence for claims, opinions and approaches taken	✓ It ensures you will get a good mark for the 'presentation' aspect of the assignment
✓ It gives your work academic credibility	
✓ It shows the breadth of your reading	
✓ It helps you avoid plagiarism!	



Task

# Which types of sources do you need to reference?

Please unmute or put your answers in the chatbox

# **QA** Which types of sources do you need to reference?

Every idea and piece of information in your assignment which has come from another source, including:

Books

Journal articles

Conference papers

Videos

Lecture materials

Images

Websites



Task

# Where do you provide references in your assignment?

Please unmute or put your answers in the chatbox

# QA Where do you provide references in your assignment?

<b>1. Within the assignment</b>	<b>In-text citations</b> Given next to ideas you have picked up from another source.
<b>2. At the end of the assignment</b>	<b>Reference List</b> Provides full details of the sources cited within your assignment.





# In-text citations

## QA In-text citations

An in-text citation is a short acknowledgement you include 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.

Maintaining records methodically is an issue encountered by both beginners and experienced researchers alike (Bell, 2017).

# QA Do you need to cite?



1. If you are quoting from another source?

# QA Do you need to cite?



2. If you mention a fact that is commonly known?



# Do you need to cite?



Task

A		Yes/No
3	You present the results of your own survey or experiment	
4	You are writing about another researcher's theory or idea using your own words, as a paraphrase or a summary	
5	You use an image from the web	
6	You are using facts and figures from another writer to support your idea	
7	You use a diagram from a book	
8	You include some statistics your lecturer has given you in a lecture	

**B** Which do you think you will need to do in your assignments?

# QA Do you need to cite?



	Answers	Yes/No
3	You present the results of your own survey or experiment	
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## QA In-text citations:

1

Include the author's surname (or corporate author) and date of publication.

2

Require a page number if there is a **direct quote** or a *secondary citation* (more on this later!)

3

Match the reference list in terms of the author and year provided.



# In-text citations:

1

Include the author's surname (or corporate author) and date of publication.

## Example

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



## In-text citations:

2

Require a page number if there is a **direct quote** or a *secondary citation* (more on this later!)

### Example

It is necessary to understand 'how managers and consultants act and interact in the whole strategy-making sequence' (Whittington, 1996, p. 732).



# In-text citations:

3

Match the reference list in terms of the author and year provided.

## Reference list example:

Whittington, H. (1996) *Project management*. 4th edn. Harlow: Pearson Education

## QA In-text citations

Tip

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

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

But always check the guide for exceptions!



# QA Complete the in-text citation for this book

Author	Jeffrey Pinto
Name of book	<i>Project Management: Achieving Competitive Advantage</i>
Publisher	Pearson
Publication date	16 <sup>th</sup> March 2015
Edition	4th
Pages	560

## Task

**In-text citation** ??

# QA Complete the in-text citation for this book

Author	Jeffrey Pinto
Name of book	<i>Project Management: Achieving Competitive Advantage</i>
Publisher	Pearson
Publication date	16 <sup>th</sup> March 2015
Edition	4 <sup>th</sup>
Pages	560

## Task

**In-text citation** (Pinto, 2015)

# QA A source with four or more authors

Task

- 1) What do you do if there are four or more authors?
- 2) Go check the guide to find the answer, and write an in-text citation for the book below:

## Introduction to Management Accounting

SIXTEENTH EDITION

Charles T. Horngren  
Gary L. Sundem  
David Burgstahler  
Jeff Schatzberg



**Pearson Education Limited**

Edinburgh Gate

Harlow

Essex CM20 2JE

England

and Associated Companies throughout the world

*Visit us on the World Wide Web at:*

[www.pearson.com/uk](http://www.pearson.com/uk)

© Pearson Education Limited 2014

# QA A source with four or more authors

The ACE Team

(Horngren et al., 2014)

## Introduction to Management Accounting

SIXTEENTH EDITION

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*Visit us on the World Wide Web at:*  
[www.pearson.com/uk](http://www.pearson.com/uk)

© Pearson Education Limited 2014

## QA Non-integral vs integral citations

Non  
integral

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

Integral

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



**As the author's name is included in the sentence, then only the publication year needs to be in brackets.**

# QA Punctuation practice

Task

Which of the 2 sentences is correct and why?

1. Cottrell (1999, p.103) states that 'there are seven approaches to learning which can make it more productive.'
2. Cottrell (1999, p.103) states that 'there are seven approaches to learning which can make it more productive'.

# QA Punctuation practice

Task

Which of the 2 sentences is correct and why?

1. Cottrell (1999, p.103) states that 'there are seven approaches to learning which can make it more productive.'
2. Cottrell (1999, p.103) states that 'there are seven approaches to learning which can make it more productive'.



# Reference List



## QA Common elements in a reference list

- Author
- Year of publication
- Title
- Place of Publication
- Publisher

+

When the source is online

- Full web address
- Access date

## QA Using your guide, complete the reference list entry for this book

Author	Jeffrey Pinto
Name of book	<i>Project Management: Achieving Competitive Advantage</i>
Publisher	Pearson
Publication date	16 <sup>th</sup> March 2015
Edition	4th
Pages	560

### Task

**Reference list** ??

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

## Using your guide, complete the reference list entry for this book

Author	Jeffrey Pinto
Name of book	<i>Project Management: Achieving Competitive Advantage</i>
Publisher	Pearson
Publication date	16 <sup>th</sup> March 2015
Edition	4 <sup>th</sup>
Pages	560

### Task

**Reference list**     **Pinto, J. (2015) *Project Management: Achieving Competitive Advantage*. 4<sup>th</sup> edn. London: Pearson.**

# QA Use your referencing guide to discuss

Task

- 1) What is different about the in-text citation below?
- 2) Why has the author written like this?
- 3) Are there any disadvantages to this type of citation?
- 4) Which author(s) would you expect to see in the reference list?

## Example sentence

Studies have focused on the extensive differences between central managers and those on the periphery (Regnér, 2003, cited in Paroutis, Heracleous and Angwin, 2016, p. 8).

## **QA** Secondary referencing

**This is used to cite a source that you have read in another source.**

### **In-text citation example:**

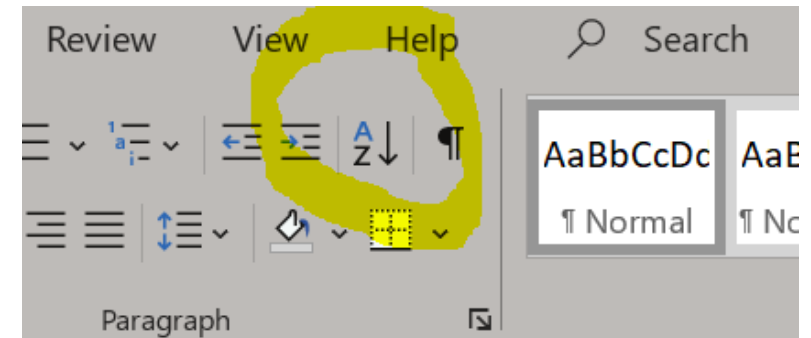
- Studies have focused on the extensive differences between central managers and those on the periphery (Regnér, 2003, cited in Paroutis, Heracleous and Angwin, 2016, p. 8).

### **Reference list:**

Paroutis, S., Heracleous, L., and Angwin, D. (2016) *Practicing Strategy*. 2nd edn. London: Sage.

# QA General tips for writing a reference list

- ✓ Alphabetical order by name of author (ZoteroBib does this automatically and you can do this on MS Word)
- ✓ Consistent format, font size, italics
- ✓ Do not leave it until the last minute- reference as you go!
- ✓ Store your sources so you can refer back to them
- ✓ **Always use the official referencing guide!**



## QA More tips!

- ✓ If there is no individual author given, use the **organisation/company name**.
- ✓ If there is no date of publication, look for a copyright date. If you cannot find this use 'no date'. For example:

In text citation example:

(QA, no date)

Reference list example:

QA (no date) *Guides*. Available at:

<https://canvas.qa.com/courses/1868/pages/guides> (Accessed: 10 January 2024).

## Summary

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





## Review

**1. A reference is provided in three places  
in your assignment**



## Review

**1. A reference is provided in three places  
in your assignment**





## Review

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



## Review

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





## Review

**3. Always check your university  
referencing guide when using online  
referencing tools**



## Review

**3. Always check your university  
referencing guide when using online  
referencing tools**



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

[ACE Team Feedback Form](#)

# References

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

QA (no date) *Guides*. Available at:

<https://canvas.qa.com/courses/1868/pages/guides> (Accessed: 10 January 2024).

University of Leeds (2021) *Academic Integrity and plagiarism*. Available at:

[https://library.leeds.ac.uk/info/1401/academic\\_skills/46/academic\\_integrity\\_and\\_plagiarism](https://library.leeds.ac.uk/info/1401/academic_skills/46/academic_integrity_and_plagiarism) (Accessed: 11 January 2024).



QA

**Any Questions?**



**Thank You!**