

# MMU Harvard Referencing Quick Guide

This is intended to be a quick guide to MMU Harvard referencing.

Please consult the full MMU Harvard referencing online guide

(<https://libguides.mmu.ac.uk/refguide/mmuharvard>) for further instruction, including:

- [A-Z list of reference types](#) with examples
- [citations](#) and [direct quotes](#) sections providing examples
- [Video guides](#) covering how to cite and reference specific sources
- [Referencing FAQs](#)

## Terminology

### Citation

Citations are in-text indicators of the source of information. All citations should have a corresponding entry in your reference list.

### Reference list

The full details of all the sources you have cited in your work, listed at the end of your assignment, in alphabetical order.

## Formatting citations

For most sources, the only information you need when citing within the text of your work is the author's surname and the year of publication.

- In the absence of an author's name use the name of the organisation instead.
- If there is no date state (no date) in place of the year
- Provide the page number when using a direct quote. It may also be useful to include a page number for a paraphrase, to direct the reader to a particular part of the source you are referring to

### Examples

Type of citation	Example citation
A source with one author	(Cottrell, 2015)
A source with two authors	(Pritchard and Burton, 2018)
A source with three or more authors	(Bornstein et al., 2014)
Using a direct quote	(Cottrell, 2015:84)
Organisation as author	(Department for Education, 2018)

## Presenting citations

If you do not use the author's name in your writing, the author and year are placed in brackets at the end of the statement, as follows:

Recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise (Cottrell, 2015).

If you are using the author's name in your writing, you would add the year in brackets following the surname, as follows:

Cottrell (2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

## Formatting references

Format	Reference elements	Example
<b>Book</b>	Author's surname/s, Initial/s. (Year of publication) <i>Title of book</i> (in italics). Edition if applicable., Place of publication: Publisher.	Bornstein, M. H., Arterberry, M. E. and Lamb, M. E. (2014) <i>Development in infancy: a contemporary introduction</i> . 5th ed., New York: Psychology Press.
<b>Journal article</b>	Author's surname/s, Initial/s. (Year of publication) 'Title of journal article.' <i>Title of Journal</i> (in italics), Volume number(Issue number) first and last page numbers of whole journal article.	Pritchard, M. P. and Burton, R. (2018) 'Ethical failures in sport business: directions for research.' <i>Sport Marketing Quarterly</i> , 23(2) pp. 86-99.
<b>Webpage</b>	Author's surname/s, Initial/s. (Year of publication) <i>Title of page</i> (in italics). Name of organisation if applicable. [Online] [Date accessed] URL	Rohrer, F. (2013) <i>The unwinnable game</i> . BBC. [Online] [Accessed on 17 <sup>th</sup> July 2018] <a href="http://www.bbc.co.uk/news/magazine-25032298">http://www.bbc.co.uk/news/magazine-25032298</a>

For the full [A-Z list of reference types](https://libguides.mmu.ac.uk/refguide/mmuharvard) see <https://libguides.mmu.ac.uk/refguide/mmuharvard>

## Need more MMU Harvard Referencing help?

[Workshops](#) are run regularly throughout the year and upcoming workshops are advertised on the Library's homepage <https://libguides.mmu.ac.uk/workshops>

[Email](#) your enquiry to [Library@mmu.ac.uk](mailto:Library@mmu.ac.uk)

[EndNote](#) - software to help organise your references <https://libguides.mmu.ac.uk/endnote>