



Berea College of Technology
EQUIPPING YOU FOR EXCELLENCE

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Berea Group of Colleges Quick Referencing Guide

Harvard referencing style

Referencing is the academic standard required for an academic institution to protect its integrity through fair use of information. This Harvard referencing guide is developed to provide guidelines on ethical and unethical use of information sources within information resources. It is adapted from Siewierskir (2016).

Reference:

Siewierskir. C. 2016. Introduction to scholarship. 1st ed. Pretoria. Oxford university Press.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (one author)	<p>Kotler (2020) describe knowledge as processed information.</p> <p>Knowledge is processed information and facts (Kotler, 2020)</p>	<p>According to Kotler (2020: 16) 'Knowledge contains facts, information, and skills acquired through experience'</p> <p>'Knowledge contains facts, information, and skills acquired through experience' (Kotler, 2020: 16)</p>	<p>Kotler, C. 2020. <i>Information Science: New perspective</i>. 2nd ed. New York. Pearson education.</p> <ul style="list-style-type: none"> • Author surname (comma); • Initials (full-stop between initials) (full stop); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (city, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (two authors)	<p>Kotler and Smith (2020) describe knowledge as processed information.</p> <p>Knowledge is processed information and facts (Kotler and Smith, 2020)</p>	<p>According to Kotler and Smith (2020: 16) 'Knowledge contains facts, information, and skills acquired through experience</p> <p>'Knowledge contains facts, information, and skills acquired through experience' (Kotler and Smith, 2020:16).</p>	<p>Kotler, C. and Smith. S.H. 2020. <i>Information Science: New perspective</i>. 2nd ed. New York. Pearson education.</p> <ul style="list-style-type: none"> • Author surnames, initials (joined by 'and', not '&') (full stops between initials); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (city, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (three or more authors)	<p>First use ...</p> <p>Kotler, Creswell and Smith (2020) describe knowledge as processed information.</p> <p>Knowledge is processed information and facts (Kotler, Creswell and Smith, 2020)</p> <p><u>Note:</u> The first time that you mention a source with multiple authors (three or more), all authors' names must be used.</p>	<p>According to Kotler, Creswell and Smith (2020: 16) 'Knowledge contains facts, information, and skills acquired through experience</p> <p>'Knowledge contains facts, information, and skills acquired through experience' (Kotler, Creswell and Smith, 2020:16).</p>	<p>Kotler, C.; Creswell, P.G. and Smith. S.H. 2020. Information Science: <i>New perspective</i>. 2nd ed. New York. Pearson education</p> <ul style="list-style-type: none"> • Author surnames, initials (joined by 'and', not '&') (full stop after last set of initials); • Year (no brackets) (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title sentence case) (full stop); • Edition number (if not first edition) in numerical form and superscript ordinal, and lowercase ed (full stop); • Place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).
	<p>After first use ...</p> <p>Kotler <i>et al.</i> (2020)..(Kotler <i>et al.</i>, 2020).</p> <p><u>Note:</u> You may use the first author's surname and the abbreviation <i>et al.</i> ('and others') to represent the additional authors after first (full) use. Note that <i>et al</i> can be used for in-text citations, but it may not be used as part of a reference list. The phrase <i>etal.</i> should also always be followed with a full stop regardless of its position in a sentence.</p>	<p>Kotler <i>et al.</i> (2020:75)(Kotler <i>et al.</i>, 2014: 75-78).</p>	

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (editor/s)	<p>Moore (2021) argues that ...</p> <p>....wisdom and knowledge (Moore and Stallings, 2021).</p> <p><u>Please note:</u> In-text references to editors are the same as for authors.</p>	<p>According to Moore (2021: 30) 'Wisdom is more of tacit knowledge'</p> <p>According to Moore and Stallings (2021: 30) 'Wisdom is more of tacit knowledge'</p>	<p>Moore, J.P. ed. 2021. <i>Wisdom and knowledge explained: South African perspectives</i>. Pretoria: Van Schaik.</p> <p>Moore, J.P. and Stallings, H.L. eds. 2021. <i>Wisdom and knowledge explained: South African perspectives</i>. Pretoria: Van Schaik.</p> <ul style="list-style-type: none"> • Editor(s) surname(s), initials (joined by 'and', not '&') (comma after initials of first author) (full stop after initials); • 'ed' for single editor, 'eds' for multiple editors (no brackets) (full stop); • Year (no brackets) (full stop). • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • place of publication (<u>city</u>, not country) (colon); • Publisher name (full stop).

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Book (chapter of edited book)	Mostert (2016) argues that ... Self-publishing is the best way to avoid citation delay (Mostert, 2016).	Mostert (2016: 5) argues that 'citation delay...' '...citation delay reduces the use of a source' (Mostert, 2016: 5)	Mostert, D. 2016. Research in action. In: Danca, S. ed. 2014. <i>Research Methodology</i> . Claremont: Juta, Chapter 8: 5-105. <ul style="list-style-type: none"> • Chapter author surname/s, initials (full stop between and after initials); • Year (no brackets) (full stop); • Name of chapter (no italics)(full stop); • 'In' (colon) initials and surname of editor(s) (comma) 'ed'/'eds' (full stop); • <i>Name of book</i> (italics) (no unnecessary capitalisation in title – sentence case) (full stop); • Place of publication (city, not country) (colon); • Publisher name (comma); • Chapter reference (colon); • Page numbers of the chapter in the book (full stop). <p><u>Please note:</u> The title of the publication (book) is in italics, not the title of the chapter.</p>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
<p>eBook (online database/website)</p>	<p>Feud (2019) believes that psychology... ..</p> <p>Personality psychology studies how human behavior can be influenced by the environment (Feud,2019).</p> <p><u>Please note:</u> In-text references for eBooks should follow the same format as those for books, based on the number of authors/ editors).</p>	<p>Feud (2019: 20) defines psychology as 'the study of behavior and the mind'</p> <p>' Psychology is the study of behavior and the mind' (Feud, 2019: 20).</p> <p><u>Please note:</u> In-text references for eBooks should follow the same format as those for books, based on the number of authors/editors).</p>	<p>Feud. E. 2019. Psychology. Newcastle: Cambridge Scholars Publishing. [eBook]. Available on EBSCOhost at: http://search.ebscohost.com.ezproxy.iilearn.ac.za/login.aspx?direct=true&db=e000xww&AN=539843&site=ehost-live [Accessed 04 April 2022].</p> <p><u>Please note:</u> As shown above, reference list for eBooks combine the format for books (based on the number of authors/editors) with the format for websites.</p> <p>Make sure that you have cited the permalink (persistent link) to any eBooks etc. and not any temporary 'session' URLs you may have been working with. Session URLs, which are used during most database searches, such as those conducted on EBSCOhost, expire as soon as you have finished working and so will not assist your reader in following your source's citation. See Special note 3. Citing URLs for further details.</p>

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Journal article	Mathews (2012) argues that Therapeutic....	According to Mathews (2012: 1055) 'abnormal psychology..'	<p>Mathews, F. 2012. Social ills: Road map to life. <i>Journal of Psychology</i>, 50(10): 1055-1555.</p> <ul style="list-style-type: none"> • Author surname/s, initials(full stop); • Year (no brackets) (full stop); • Title of article (sentence case) (full stop); • <i>Name of Journal</i> (title case) (comma); • Volume and issue number in round brackets (no space)
			<ul style="list-style-type: none"> • Page numbers of the article (full stop).
			<p><u>Note:</u> The title of the publication (journal) must appear in italics, andnot the title of the article.</p>

<p>Journal article obtained from an online database/website</p>	<p>Mathews (2012) argues that Therapeutic....</p> <p><u>Note</u>: Remember to use DOIs as far as possible in the references list for journal articles! (see Section B for more detail)</p>	<p>According to Mathews (2012:1055) 'abnormal psychology...'</p>	<p>Mathews, F. 2012. Social ills: Road map to life. <i>Journal of Psychology</i>, 50(10):1055-1555. [Online]. DOI: 10.1177/1745691612442904 [Accessed 04 April 2022].</p> <p>Mathews, F. 2012. Social ills: Road map to life. <i>Journal of Psychology</i>, 50(10):1055-1555. [Online]. Available at: http://pps.sagepub.com/content/7/3/203.short [Accessed 04 April 2022].</p>
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Source	In-text Paraphrased	In-text Direct Quote	Reference List
Newspaper or magazine article (printed and online)	Mkhwanazi (2022) points out that the appointment of Raymond Zondo as chief justice has raised mixed emotions in the public.	According to Mkhwanazi (2022: 1) 'the appointment of...'	Mkhwanazi. S. 2022. Zondo Appointment mixed views. <i>The Mercury</i> , 11 March 2022: 1. Mkhwanazi. S. 2022. Zondo Appointment mixed views. <i>The Mercury</i> , 11 March 2022: 1. [Online]. Available at: http://www.dailymaverick.co.za/opinionista/2015-11-18-diplomatic-missions-are-a-critical-component-of-foreign-policyimplementation/#.VIHaUHYrLcs [Accessed 22 March 2022].
Website	Covid19 has more caused more damaged to lives than life economy (WHO: 2022) <u>Note:</u> Please do NOT include the web address (URL) in the in-text citation. As with any reference, your in-text citation requires the same first two points of reference you would include in your reference list: usually the 'author', and the date of publication.	According to the World Health Organization (2022) ' Covid-19 is here to last forever	World Health Organisation. 2022. WHO calls on countries to protect health from climate change, 12 January 2022. [Online]. Available at: http://www.who.int/mediacentre/news/statements/2015/climate-change/en/ [Accessed 04 April 2022]. <u>Note:</u> The same guidelines that are used to refer to authors of books, chapters and articles in journals are used to indicate the author(s) of Internet articles. The first date refers to the year in which the website was most recently updated (usually found at the bottom of the web page). Where possible, provide the full date of publication of the article – this may not, however, always be available.

Source	In-text Paraphrased	In-text Direct Quote	Reference List
Dictionaries and online dictionaries	According to the <i>Oxford English Dictionary</i> (2010), etymology can be defined as ...	Etymology can be defined as 'a chronological account of the birth and development of a word' (Dictionary.com, [s.a.]).	<p><i>Oxford English Dictionary</i>. 2010. Oxford: Clarendon.</p> <ul style="list-style-type: none"> • <i>Name of Dictionary</i> (titlecase) (full stop); • Year (no brackets) (full stop); • Place of publication (city, not country) (colon); • Publisher name (full stop). <p>Dictionary.com. [s.a.]. [Online]. Available at: http://www.dictionary.reference.com [Accessed 22 July 2021].</p> <ul style="list-style-type: none"> • Name of Online Dictionary (title case) (full stop); • Year (no brackets) (full stop); • [Type of medium] (comma); • Available at: URL (<u>Please note</u>: All hyperlinks need to be active!); • [Date, month and year of access] (full stop).