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# University of Science, Arts and Technology

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*Montserrat, West Indies*

## Citation Instructions to Authors – Bachelor Level Studies

### Harvard Referencing System

*Revised November 2008*

#### ***Introduction***

A **citation** is an acknowledgment of **quoting** or **paraphrasing** work written by another author. You must include citations of all direct quotes as well as paraphrased thoughts or statements. **Plagiarism** is presenting someone else's ideas as your own. In order to avoid plagiarism, you will need to cite **all of the information sources** you have consulted during the course of your research and provide sufficient details on these to allow the reader to find these sources of information. Acknowledging your sources of information also helps to demonstrate how widely you have read around your subject and on what authority you base your arguments or conclusions. It is important to **keep a record** of all the information sources you use. By doing this you will be able to accurately reference your sources.

Please read over the following instructions carefully before you start your research.

## *Part 1 – Citations in the Body of Your Text*

-When **paraphrasing** another author's thoughts or statements, give the author's surname and year of publication, both in brackets:

... In ancient cultures the teacher or educator was held in high esteem in the community (Dhammananda, 2005)...

-In cases where the author's **name occurs naturally** in the text, there is no need to add the author's surname in brackets at the end of the phrase, simply write the year of publication in brackets following the author's surname:

...Edwards (1957) found that...

-A **direct quote** should include the page number(s) of the publication:

... 'According to experts, lack of funding for teachers salaries has lead to widespread corruption at all levels of the school system' (Barton & Rith, 2006 p.4)...

-If **two or more citations** are used **from the same author** and year, use letters to distinguish between them:

1979a, 1979b, 1979c, 1979d, etc.

## ***Part 2 – Reference List or Bibliography***

A reference list or bibliography appears at the end of your thesis/essay and consists of a detailed list of your references in alphabetical order. It is recommendable to divide your bibliography into sections according to the different kinds of sources you use. For example: Books, Journals, Newspapers, Websites, etc. Below you will find a list of different kinds of publications that may be used in your research along with instructions and examples on how to list references from these publications in your bibliography.

### ***Important Note:***

The 10-page TESOL Synopsis should have no less than 8 references, 10 are recommended. (The 36-page thesis should have no less than 20 references.) Also, do not quote more than 20% from one source. It is better to quote no more than 10-15% from one source.

### ***Sections:***

[Books](#)

[CDs, CD-ROMs & DVDs](#)

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**Books:** When references are from a book, take the information from the back of the title page.

*Include:*

- 1) The surname and initials of the author,
- 2) The year of the publication,
- 3) The title of the book and subtitle of cited section in *italics* or underlined (for emphasis),
- 4) Information about the publisher,
- 5) The page number.

*Example:* Dryden, G. & Vos, J. (1999).

*The Learning Revolution: Start with the Big Picture First.* Torrance, CA, USA and Auckland, New Zealand: The Learning Web, p.151

**CDs, CD-ROMs & DVDs:** Include the title, year, type of disk (CD, CD-Rom or DVD), and publisher.

*Example:* TESOL Methodology Guide (1998). [CD-ROM]. Malaga: Andalusia Press.

**Chapter in a book:** You may happen to quote from a specific chapter of a book, the author of which differs from the editor of the book. In this case, you will need to specify:

- 1) The author's surname and initials,

- 2) The year the book was published,
- 3) The title of the chapter,
- 4) Information about the Editor.

*Example:* Lake, T.M. (1995).

*Neuroscience applied to phonic teaching. In: Lucas F.W. (ed.). Brain Compatible Teaching Methods. Calgary: Quiet Press, pp 3-4*

***Conference papers and proceedings:*** If you are citing information from a conference, you need to include:

- 1) The surname and initials of the author,
- 2) The year of the conference,
- 3) The title of the author's discourse/talk,
- 4) The theme of the conference along with the date and location,
- 5) Information about the organization responsible for the conference.

*Example:* Williams, J. (1988).

*Teaching Language in Public Schools. In: Conference on Modern Teaching Techniques for Public School Teachers, 6 October 1988, Quito. Toronto: Institute of Modern Teaching Techniques and Methods.*

**Email Communications:** Since such citations are not recoverable, they are not to be

included in the bibliography. Simply cite in the body of your text providing surname, initials and date.

*Example:* Carson, J (March 1991). Personal Communication

**Edited books:** Write (ed.) or (eds.) after the editor's name(s).

*Example:* Lucas F.W. (ed.) (1995).

*Brain Compatible Teaching Methods.* Calgary: Quiet Press, pp 3-4.

**Electronic Journal Articles:**

Follow the same instructions as when citing from a printed [journal article](#), only add [online], [date accessed] and 'available from'.

*Example:* Royall, C.P., B.L. Thiel and A.M. Donald (2001).

Radiation damage of water in environmental scanning electron microscopy. *Journal of Microscopy* [online]. 204 (3). [Accessed 9<sup>th</sup> May 2003], p.185. Available from World Wide Web: <http://www.blackwell-synergy.com/>

### ***Journal articles:***

Take the information from the title page of the journal and/or the first page of the article. Include:

- 1) The surname and initials of the author,
- 2) The year the article was published,
- 3) The title of the article,
- 4) The name of the Journal,
- 5) The page number.

*Example:* Walker, J.R. (1998).

Citing Serials: Online serials publications and citation systems. *Serials Librarian*, 33 (3/4). pp 342-356

***Newspapers:*** Include the author, article name, year, name of Newspaper and page number.

*Example:* Robert Moses, Master Builder, is dead at 92. (1981). *New York Times*. 30 July. p.12

***Reference material:*** In the case of well-known reference material, editor and publisher information can be omitted. Include title of article, year and page number.

*Example:* *New Encyclopaedia Britannica*. (1988). s.v. Microradiography, 15<sup>th</sup> ed. p.1374

**Theses and Dissertations:** Besides the usual information, include the degree level and awarding body.

Example: Hooper, P.B. (2006)

*Challenges of Teaching in a Third World or Developing Country.* B.Ed. degree. Weston Reserve University.

**Websites and Webpages:** Take the information from the title bar and the credits at the bottom of the page. Include [online], [date accessed] and ‘available from’

Example: Hawking, S. (2000).

*Profesor Stephen Hawking's website.* [Online].[Accessed 9<sup>th</sup> May, 2002]. Available from World Wide Web: <http://www.hawking.org.uk/>