

# HARVARD REFERENCING at Norwich University of the Arts

**This leaflet is designed to get you started. Lots more help is available from the Library staff and website!**

## **Why reference?**

Referencing is important for many reasons:

- to acknowledge the ideas of others
- to add credibility to your work
- to demonstrate how widely you have researched your topic
- to show that your research includes academic sources
- to avoid plagiarism.



## **We use the ‘Harvard referencing’ layout**

Every time you refer to someone else’s work, you must include an ‘in-text citation’ within your report. E.g, (Smith, 2020, p. 10). You also include a full list of every resource you’ve referred to at the end of your report, using the layout in this guide. This is called your bibliography. Your bibliography should contain enough information for your lecturer to find the original source.

## **Which version of Harvard should I use?**

We use the Harvard version detailed in ‘Cite them right’ (Pears and Shields, 2025). You can borrow this book from the Library but you should find help with most of your referencing questions on the Library website.

NB There are many different versions of Harvard - the most important thing is to make sure your referencing is consistent.

## **How can I get help with referencing?**

### **We’re here to help!**

Check the Library website for guidance, email us at [library@norwichuni.ac.uk](mailto:library@norwichuni.ac.uk), or ask your librarian.

**For more details and examples,  
see the Referencing webpages:  
[library.norwichuni.ac.uk](http://library.norwichuni.ac.uk)**



# Step 1 - How do I create in-text citations?

**The author / year / page number(s) can appear anywhere in your sentence, as long as they are together and in that order.**

If the author's surname is within your sentence:

Albano (2019, p. 71) states that 'Objects expose a relationship to the environment that is tainted with fear'.

If the author's surname is not within your sentence:

It was highlighted in a previous report (Brown, 2018, pp. 45-46) that the deterioration in track quality was an issue...

**Direct quotations** - use 'single' or "double" quotations marks (use the author's exact words, see the first example above)

**Paraphrasing** is where you summarise someone else's work / ideas in your own words (see the second example above).

**Both** types must be clearly referenced to make it clear where the original work has come from.

**Multiple authors:** for two or three authors, list all surnames.

**For four or more authors,** use the first surname followed by **et al.**

Smith *et al.* (2019)

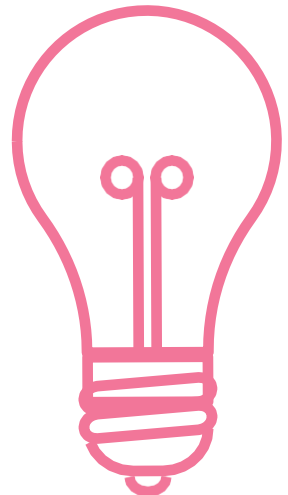
**Corporate authors:** where no individual author is named, use the corporate author, e.g. BBC or NHS.

**Secondary referencing** is when you read a book or article that refers to someone else's work, which you want to make reference to. You reference the resource that you read. In the example below, you found the quote about H. Smith in a book by R. Jones. Your bibliography will only refer to Jones (2017):

Smith (2010, quoted in Jones, 2020, p. 3)

**Page numbers:** when referencing a single page, you should use p. If you are referencing a range of pages, use pp.

See examples in yellow above.



# Step 2 - How do I create a bibliography?

**Your bibliography should contain the full details of any works you've cited.**

Your bibliography needs to be in alphabetical order by the first author's surname, and should be one long list at the end of your report.

## How do I reference a book? 😊

Author (Year of publication) *Title*. Edition. (if not the first)  
Publisher.

Klein, N. and Smith, R. (2016) *No logo*. 2nd edn. Flamingo.

## How do I reference a journal article? 📖

Author (Year of publication) 'Title of article', *Title of Journal*, Volume number (issue number), page numbers.

Strassmann, W.P. (2018) 'Mobility and affordability in US housing', *Urban Studies*, 37(1), pp. 113-126.

## How do I reference a webpage or PDF? 🖥️

Author (Year) *Title*. Available at: URL. (Accessed: date).

Halliday, S. (2017) *February footfall falters: UK sees no let-up in declining visitor traffic trend*. Available at: <https://www.wgsn.com/news/february-footfall-falters-uk-sees-no-let-up-in-declining-visitor-traffic-trend/> (Accessed: 20 March 2017).

## How do I reference a film? 🎬

*Title of film* (Year of distribution) Directed by [Film]. Place of distribution: Distribution company.

*Fahrenheit 9/11* (2004) Directed by Michael Moore [Film].  
Santa Monica, Calif: Lions Gate Films.

## How do I reference a video game?

Company / individual developer (Release year) Title of game [Video game].  
Publisher.

Giant Squid Studios (2017) Abzu [Video game]. 505 Games.

## How do I reference YouTube?

Name of person posting the video (Year posted) Title. Available at: URL  
(Accessed: date).

Tate (2014) What makes an artist? Grayson Perry and Sarah Thornton. Available at:  
<https://www.youtube.com/watch?v=Ude15RmhjDs> (Accessed: 16 June 2021).

## How do I reference an image?

At Norwich we do not use Harvard referencing rules for images as this can be confusing, especially if you are using a lot of images of your own work.

Full information on referencing images (with examples) is online at:  
[library.norwichuni.ac.uk/get-started-with-referencing/referencing-images](http://library.norwichuni.ac.uk/get-started-with-referencing/referencing-images)

## How do I reference.... ?

There will be many different types of “things” that you will use in your work and need to reference, so we have created an online list of examples that we are constantly adding to. You can find these at: [library.norwichuni.ac.uk/get-started-with-referencing/referencing-examples](http://library.norwichuni.ac.uk/get-started-with-referencing/referencing-examples)

**For more details and examples see the  
Referencing webpages: [library.norwichuni.ac.uk](http://library.norwichuni.ac.uk)**

**ASK US! email [library@norwichuni.ac.uk](mailto:library@norwichuni.ac.uk)**