LONDON SCHOOL OF COMMERCE

The Harvard System of Referencing and Citation
Referencing is a way of acknowledging other peoples' ideas and work. This is done through a citation (in the text of your work) and a reference at the end of your work which should be included in the REFERENCES LIST.

References List and Bibliography

References List: A List of all the sources that you have cited within your work.

Bibliography: A List of everything that you have cited and everything that you have used to help improve your understanding of the topic.

Examples of how to compile a References List.

**Book**

Example:

**Book/s With One Author**


**Book/s With Two Authors**


**Book/s With Multiple Authors**

An in-text reference for the above examples would read: Leading organisations concerned with health (Adams, Weiss and Coatie, 2010) have proved that...........

**Book/s Which are Edited**

**Example:**

**One Editor**


**Two Editors**


**For an Open Access e-book Freely Available Over the Internet Such as Through Google Books**

**Example:**


**Journal article**

**Example:**


**Electronic Journal Article**


**Newspapers and Magazines**

**Example:**


Website

Example:


Citing Within the Text of Your Work

The citation within the text of your work is a brief acknowledgement (Surname, Year). If you are using a direct quotation or paraphrasing a specific idea you need to also include the page number, e.g. (Surname, Year, p.12). This is so that the person reading/marking your work can locate the specific information you are referring to without needing to read the entire work. Please note quotations are in quotation marks.

Example paraphrase:

…Multiple factors impact an individual’s perceived body image. Jones (2010, p.21) has suggested that body image is related to self-esteem, others believe a more complex relationship exists (Philips, 1995; Norton, 2005).

Example quotation:

… Whilst it is possible that “poor parenting has little effect on primary educational development it more profoundly affects secondary or higher educational achievement” (Healey, 2003, p.22).
Government Publications


Conference Papers


Electronic Mail (e-mail)


Theses and Dissertations

Some Useful Latin Phrases

A priori  From what comes before.
Ad absurdum  To the point of absurdity.
Ad hoc  For this purpose.
Ad infinitum  Without limit - endlessly.
Ad nauseam  To a sickening extent.
Alma Mater  One's old school (literally 'bounteous mother').
Carpe diem  Seize the day (More literally translated as 'enjoy the day, pluck it when it is ripe').
circa; c.  around; approximately
Cogito ergo sum  I think, therefore I am.
De facto  In fact - in reality.
Dei Gratia  By the grace of God.
E Pluribus Unum  One from many.
Et cetera (etc.)  And the rest.
Ex libris  'Out of the books', that is, from the library.
Gloria in excelsis deo  Glory to God in the highest.
Habeas corpus  You must have the body (in court).
In absentia  In one’s absence.
In camera  In private chamber.
In flagrante delicto  In the act of committing an offence.
In loco parentis  In the place of a parent.
In vitro  In a test tube (literally 'in glass').
Ipso facto  By that very fact.
Magnum opus  A great work.
Mea culpa  My fault.
Modus operandi (m.o.)  Mode of operating.
Nolens volens  Willingly or unwillingly
Persona non grata  An unacceptable or unwelcome person, especially a foreign diplomat.
Post partum  After childbirth.
Praemonitus, praemunitus  Forewarned is forearmed.
Prima facie  At first sight; on the face of it.
Pro bono  Without charge - for the public good.
Opus Dei  The work of God.
Quid pro quo  Something for something, that is, a favour for a favour.
Quo vadis?  Where are you going?
Rigor mortis  The rigidity of death.
Semper fidelis  Always faithful.
Sine qua non  Indispensable.
Status quo  The current state of affairs.
Sub judice  Before a court.
Tempus fugit  Time flees.
Terra firma  Solid ground.
<table>
<thead>
<tr>
<th>Latin Phrase</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Urbi et orbi</td>
<td>To the city and to the globe.</td>
</tr>
<tr>
<td>Veni vidi vici</td>
<td>I came, I saw, I conquered.</td>
</tr>
<tr>
<td>Vice versa</td>
<td>The other way around.</td>
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<tr>
<td>Vox populi</td>
<td>The voice of the people.</td>
</tr>
<tr>
<td><em>circa</em>; <em>c.</em></td>
<td>around; approximately</td>
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</table>