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**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

Mintzberg, H. (2009). *Strategy safari: Your complete guide through the wilds of strategic management*. 2<sup>nd</sup> ed. New York: FT Prentice Hall

#### Book/s With Two Authors

Barker, R., Kirk, J. and Munday, R.J., (2012). *Narrative analysis*. 3rd ed. Bloomington: Indiana University Press.

#### Book/s With Multiple Authors

Adams, R.J., Weiss, T.D. and Coatie, J.J., (2010). *The World Health Organisation, its history and impact*. London: Perseus.

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

Keene, E. ed., (1998). *Natural language*. Cambridge: University of Cambridge Press.

### Two Editors

Silverman, D.F. and Propp, K.K. eds., (2008). *The active interview*. Beverly Hills, CA: Sage.

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

Example:

Cookson, A. and Churchill, W. (2011). *Leisure and the tourist industry*. [e-book] Wallingford: BAC Publishers. Available at: Google Books <<http://booksgoogle.com>> [Accessed 9 June 2015].

## Journal article

Example:

Pax, A. and Carden, L. (2016). Integration of project management, human resource management and business teams. *Human Resource Development International*. Vol.19, Issue 3, pp. 245-260.

## Electronic Journal Article

Smith, J. (2015). Does strong leadership matter? *Journal of Management* [Online]. 12 October, 6 (4), pp. 123-3. Available from: <http://journals.sagepub.com/home/jom>. [Accessed 21 November 2015]

## Newspapers and Magazines

Example:

Johnson, R. (2016). Brexit: its setbacks and implications for Britain. *The Times* 3 December 2016, p.28.

Norman, J. (2014). How Trump beat them all. *The New Yorker* 4 January 2014, p.33.

## Website

Example:

NHS Evidence, (2003). *National Library of Guidelines*. [online] Available at: <<http://www.library.nhs.uk/guidelines Finder>> [Accessed 10 October 2010].

## 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

Department for Education and Employment (DfEE), (2001) *Skills for life: The national strategy for improving adult literacy and numeracy skills*, Nottingham: DfEE Publications.

## Conference Papers

Hart, G., Albrecht, M., Bull, R. and Marshall, L. (1992) 'Peer consultation: A professional development opportunity for nurses employed in rural settings', *Infront Outback – Conference Proceedings*, Australian Rural

Health Conference, Toowoomba, pp. 143 – 148.

## Electronic Mail (e-mail)

Johnston, R. (2001) *Access courses for women*, e-mail to NIACE Lifelong Learning Mailing List (lifelong-learning@niace.org.uk), 22 Aug. [24 Aug 2011].

## Theses and Dissertations

Kington, M. (2004). *HRM and Team Motivation*. PhD Thesis. University of Bradford, Yorkshire.

## 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 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').
Ipsa 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.

Urbi et orbi	To the city and to the globe.
Veni vidi vici	I came, I saw, I conquered.
Vice versa	The other way around.
Vox populi	The voice of the people.



<i>circa; c.</i>	around; approximately	The house was built circa 1870.
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