



GUIDE TO REFERENCING

for students submitting assignments at West London College

The following document is intended as a very brief guide to using Harvard style (author date method) referencing in your assignments. It is by no means exhaustive and students should refer to their respective handbooks for each course. These will give recommendations for much more detailed guides to using Harvard referencing.

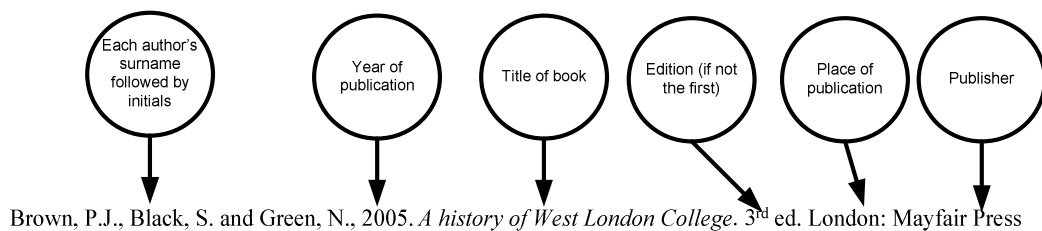
Remember you must always acknowledge another person's work, whether it is published or not. This includes online written articles, images, audio, video or film and computer programs.

Amanda Pash
Academic Liaison Manager
August 2009

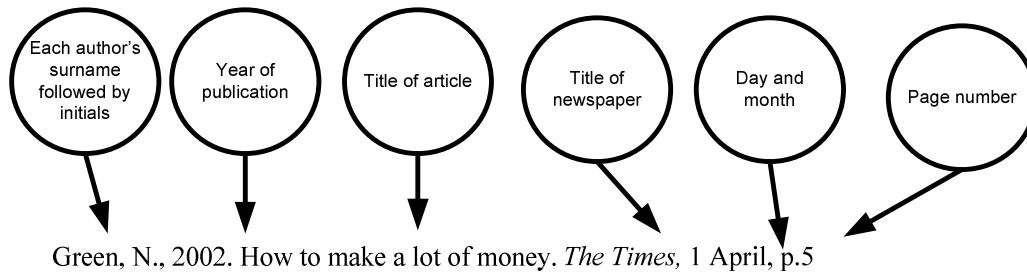
A. BIBLIOGRAPHY

Any sources that you have cited in your own work should be fully referenced at the end of the document in the bibliography, whether it is from a published book, a web page, a film or an email. The bibliography should also include any other sources you have consulted even if you haven't actually cited them in the body of your work. They should be listed alphabetically by authors' surnames. The most common examples are shown below. All examples shown here are completely fictitious references for the purpose of illustrating this guide only.

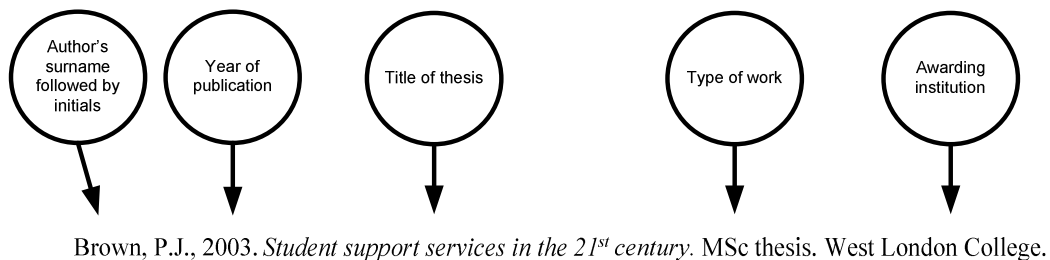
A.1 Book reference



A.2 Newspaper article reference



A.3 Thesis reference



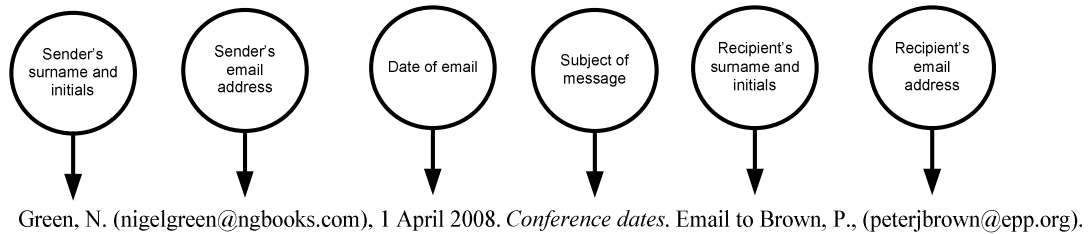
A.4 Online reference

If it is an online version of any printed publication, the reference should follow the examples as above with the addition of the words “Available at: <URL> [Accessed <date>]”.



You should avoid citing web pages without any author or title, but if you do it should take the form: “<URL> (year) [Accessed <date>]”.

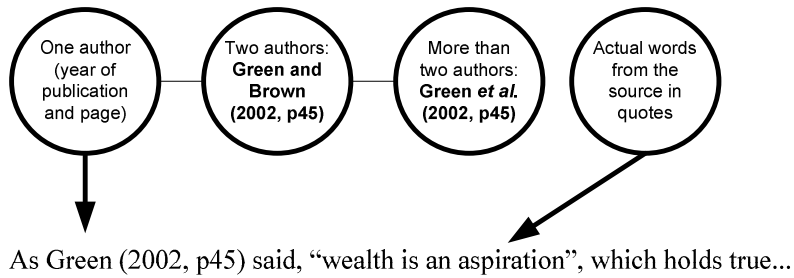
A.5 Email reference



B. CITING SOURCES WITHIN THE TEXT

If you use another author's words within your work you must cite the source, whether directly quoting or paraphrasing (i.e. expressing another author's writing in your own words).

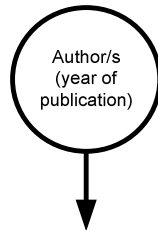
B.1 Direct quotations



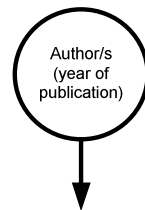
B.2 Paraphrasing

Here are three common examples of acknowledging sources you have used, but not directly quoted.

B.2.1



B.2.2



B.2.3

