

TUTORIAL 4: REFERENCING

4.1 Referencing – what is it and why do it?

Any piece of academic writing that you do at university requires a reference list. Referencing gives your writing very important elements such as:

- Transparency – ideas in the essay are clearly acknowledged.
- Reliability – material is taken from other sources that have been written by experts.
- Traceability – people who want to check out facts that they have written can do so by easily finding your sources of information.
- Credibility – material is taken from trustworthy sources and has not been made up or gleaned from disreputable sources.

Referencing is not restricted to use in universities. In your career after university, you may write reports that will require proper sources to give support to your work. These may include data, opinions, images or a range of other information.

4.2 How to reference effectively

Referencing is a two-part process. A reference must appear firstly in the main body of the work, embedded into paragraphs or sections of the report (an 'in-text citation'). Secondly it must appear in the reference list at the end of the work. It should never be the case that a reference appears in the reference list and not in the text or vice-versa. We use the Harvard referencing system, outlined below.

4.3 Harvard in-text citation

When referring to one author, depending on the context, write their surname followed by the date of the publication e.g. Smith (2012) or (Smith, 2012). If two authors have written something, write both surnames followed by the date e.g. Smith and Bloggs (2012) or (Smith and Bloggs, 2012). If there are three or more authors, write the first author's surname followed by *et al.* This phrase *et al.* is Latin for "and other persons" and it is always written in italics with a full stop after the *al.*

So if there were three or more authors on a piece of work, they would be written in the text as Smith *et al.* (2012). The phrase *et al.* should only ever appear in the text and never in the reference list. If you use a direct quote (obviously using quotation marks to avoid plagiarism) you must include the author surname, date and the page number for the quote e.g. "University is different" (Kneale, 2011, p. 2).

In summary:

Authors are cited in the main text using author surnames and year of publication.

Single author: Smith (2021)

Two authors: Smith and Bloggs (2021)

More than two authors: Smith *et al.* (2021)

Author with more than one publication in same year: Smith (2001a) and Smith (2001b)

4.4 Harvard reference list

The reference list should record in full all the sources that appeared in the actual assignment. It is organized in alphabetical order by the authors' surnames. You should produce one comprehensive list and include in it all the various types of sources whether it is a book, a journal article, a newspaper piece or an internet source.

If you cannot find the author's surname then it should be labelled as 'Anon' but you still need to provide a date of publication if possible. If that is also impossible you should be asking, why am I using this material?

The example of Kneale from above which is taken from a book would appear in the reference list as:

Kneale, P.E. (2011) *Study Skills for Geography, Earth and Environmental Science students*, 3rd edition. Hodder Education, London.

i.e. Author's surname, followed by author's initials, date, *title of book* (in italics), edition, publisher and place of publication.

To cite a journal article the convention is very similar but should appear as follows:

Hay, I. (1999) Writing Research Reports in Geography and the Environmental Sciences, *Journal of Geography in Higher Education*, Directions, **23**, 125-135.

i.e. Author's surname, followed by author's initials, date, title of article, *title of journal* (in italics), volume of journal (in bold), and page numbers of article.

4.5 Harvard referencing style – how to cite and reference different sources

The following guidelines follow the Harvard referencing system and you should adhere to these guidelines in all work submitted during your degree programme.

How to cite and reference a book

Author, Initials. (Year) *Book title*, Publisher: Place of publication.

Allen, D. E. (2020) *The Botanists. A history of the Botanical Society of the British Isles through 150 years*, 2nd ed. St Paul's Bibliographies: Winchester.

Cited in the text as Allen (2020) (A specific page is cited in the text as Allen (2020: 145)).

How to cite and reference a book chapter in an edited book

Author, Initials. (Year) Chapter title, in Editor, Initials, (eds), *Book title*, Pagination, Publisher: Place of publication.

Bradshaw, A.D., Dancer, W.S., Handley, J.F. and Sheldon, J.C. (2015) The biology of land revegetation and the reclamation of the china clay wastes in Cornwall, in Chadwick, M.J. and Goodman, G.T. (eds.) *The ecology of resource degradation and renewal*, 363-384, Blackwell Scientific Publications: Oxford.

Cited in the text as Bradshaw et al. (2015)

How to cite and reference a journal article

Author, Initials. (Year) Title of paper, *Journal title*, **Volume number**: Pagination.

Askoy, A., Hale, W.H.G., and Dixon, J.M. (2024) Towards a Simplified taxonomy of *Capsel/a bursa-pastoris* (L.) Medik. (Brassicaceae), *Watsonia*, **22**: 243-250.

Cited in the text as Askoy et al. (2024)

How to cite and reference an article in a newspaper or magazine

Author, Initials. (Year). Title of article. *Newspaper/magazine*. Date, Pagination.

Burne, J. (1999) Sex war rages among the radishes, *The Observer*, 31 January 1999, 7.

Cited in the text as Burne (1999).

How to cite and reference a series of reports

Author, Initials. (Year) Title of report, *Series title*, Publisher: Place of publication.

Hill, M.O., Wright, S.M., Dring, J.C., Firbank, L.G., Manchester, S.J. and Croft, J.M. (date not given) *The potential for spread of alien species in England following climate change*, *English Nature research report*, no. 90. English Nature: Peterborough.

Cited in the text as Hill et al. (date not given).

How to cite and reference a thesis presented for an academic degree

Author, Initials. (Year) *Title of thesis* Level of thesis, University.

Henry, T. (2023) *Repairing and establishing hawthorn (Crataegus monogyna Jacq.) hedges*, M.Sc. thesis, Ulster University. (Note: if the university is in the UK or Ireland, no country is given)

Cited in the text as Henry (2023)

How to cite and reference a web page

Author(s) (Published Year) *Title of webpage*. Available at: web address (Accessed: date).

Greenfield, S. (2018) *Women in science*. Available at:
<http://www.susangreenfield.com/science/detail/women-in-science> (Accessed: 15 August 2018).

Cited in the text as Greenfield (2018)

4.6 Worked example of in-text citation and formatting a reference list, Harvard style

The following paragraphs and reference list follow closely the Harvard referencing system.

The human population, estimated at 7.6 billion in 2018, is expected to increase to more than 11 billion by 2100 (United Nations, 2017). Most of the world's largest cities are in coastal zones (Timmerman and White, 1997) and more than 75% of people are expected to live within 100 km of the coast by 2025 (EEA, 2006). Coastal and marine landscapes are being transformed as a result, with cables, pipelines, monopiles, bridges and a broad range of complex engineering structures now ubiquitous on the seafloor. Determining the morphological impact of coastal and marine engineering has important implications for society, sediment transport, shoreline erosion and the integrity of individual engineering structures. Longshore sediment transport (littoral drift) is arguably the most important nearshore process that controls the morphology of soft coasts and determines in a large part whether shorelines erode, accrete, or remain stable. Perturbation to natural hydrodynamic and sediment dynamic processes caused by engineering of the seabed can disrupt natural equilibria and drive coastal systems into new states.

In 2000, the term 'Anthropocene' was proposed for the current geological epoch to emphasize the central role of mankind in geology and ecology (Crutzen and Stoermer, 2000). The informal term was soon adopted by many Earth and environmental scientists to signal the impact of human activity on chemical, biological and physical processes operating on Earth (e.g. Corlett 2015; Gałuszka *et al.*, 2017; Hazen *et al.*, 2017). Many geoscientists initially appeared reticent to use the term owing to the relatively brief duration of human civilization and the view that human modification of the Earth surface was minimal when compared to natural processes operating over geological time scales (Zalasiewicz *et al.*, 2011). However, the geoscientific community now appear more accepting of the term and concept in relation to the geological record, with some recognising that 'temporal changes in the scale and lithological character of anthropogenic deposits may be indicative of the Anthropocene' (Ford *et al.*, 2014, p. 55).

References

Corlett, R.T. (2015) The Anthropocene concept in ecology and conservation, *Trends in Ecology and Evolution*, **30**: 36-41.

Crutzen, P.J. and Stoermer, E.F. (2000) The “Anthropocene”. *Global Change Newsletter*, **41**: 17.

EEA (2006). The Changing Faces of Europe’s Coastal Areas. EEA Report 6 / 2006. OPOCE, Luxembourg, <http://www.eea.europa.eu/publications/eca-report-2006-6> (3 February 2025)

Ford, J.R., Price, S.J., Cooper, A.H. and Waters, C.N. (2014) An assessment of lithostratigraphy for anthropogenic deposits, in Waters, C. N., Zalasiewicz, J. A., Williams, M., Ellis, M. A. & Snelling, A. M. (eds.) *A Stratigraphical Basis for the Anthropocene*. Geological Society, London, Special Publications, **395**: 55–89.

Gałuszka, A., Migaszewski, Z.M., Namieśnik, J., 2017, The role of analytical chemistry in the study of the Anthropocene, *TrAC Trends in Analytical Chemistry*, **97**: 146-152.

Hazen, R.M., Grew, E.S., Origlieri, M.J. and Downs, R.T., 2017, On the mineralogy of the “Anthropocene Epoch”. *American Mineralogist*, **102**: 595–611.

Timmerman, P. and White, R. (1997) Megahydropolis: coastal cities in the context of global environmental change. *Global Environmental Change*, **7**: 205–234.

United Nations (2017) World Population Prospects. 2017 Revision. ESA/P/WP.250, https://esa.un.org/unpd/wpp/Publications/Files/WPP2017_Methodology.pdf (3 February 2025)

Zalasiewicz, J., Williams, M., Fortey, R., Smith, A., Barry, T.L., Coe, A.L., Bown, P.R., Rawson, P.F., Gale, A., Gibbard, P., Gregory F.J., Hounslow, M.W., Kerr, A.C., Pearson, P., Knox, R., Powell, J., Waters, C., Marshall, J., Oates, M. and Stone, P. (2011) Stratigraphy of the Anthropocene, *Philosophical Transactions of the Royal Society A: Mathematical, Physical and Engineering Sciences*, **369**: 1036-1055.

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