



SLU CALM Resources

Academic Writing

Referencing

Harvard (in-text) Referencing

In-text referencing is referencing that is in the body of your essay. Referencing helps you to write about other people's opinions, thoughts, arguments or research. It

- shows the reader what you have read
- makes your writing sound formal
- shows the reader what you have noticed about other people's work
- shows what you think about that work
- provides you with authority as a writer
- shows you have acknowledged other people's work - you're not pretending their work is yours!

Most students have learned to reference at the end of a sentence or paragraph like this:

It is important to take into account the mother's and father's perspectives about child rearing (**Jones, 2000**).

However, this is not the only way to reference. In fact in one essay or assignment you can alternate where you put your references in order to make your point as clear as possible. For example you can put the reference at the front of the sentence and add a verb like this:

Smith (1997) argues that it is important to take into account the mother's and father's perspectives about child rearing.

If you have read more than one thing which says something similar then you can put them together like this:

Smith (1997) and Jones (2000) argue that it is important to take into account the mother's and father's perspectives about child rearing.

Notice that in the examples above, the authors are arguing. However, this is not always the case therefore you need to change the verb to suit what the author is

doing. We call these verbs reporting verbs. If you would like a list of just some reporting verbs commonly used in academic writing, along with an explanation of the main way in which each is used and an example please see the pdf on Reporting Verbs.

Harvard - Direct quotes

Direct quotes are sentences or parts of sentences that you have copied directly from a book or journal or other source.

When you quote in an essay you must place your quote within quotation marks like this "a quote" and state what page you found the quote on.

For example,

Holland (1998) stated that "all animals are intelligent" (p. 36).

Note that some lecturers will prefer you to use write p.36 instead of page 36.

Short quotes can usually be carried on in the sentence but longer ones are better placed on their own and indented.

For example,

Holland (1998: 36) stated that:

"All animals are intelligent and need to be loved in order to bring out their intelligence. Lack of intelligence usually means lack of love".

Can you see the differences here?

Oxford Referencing System

The Oxford system uses a number by the side of the information you have used from the author's writing like this: (¹). Then at the foot (bottom) of the page, write out the author's first name, surname, title of the book, then year of publication, publisher and place. This is a different order to the Harvard system! In other words, this system involves footnotes or endnotes. Their location in the text of your essay is indicated by a number raised ½ space. You may have to go into Format, then Font, then choose Superscript, to do this. However, a better method is to use Insert, Footnote.

eg. "The establishment of separate amateur institutions represented an important change because there had been no such segregation in Australian sport before this time."¹

This number corresponds to the matching note, either at the bottom of the page or at the end of the essay, before the bibliography. The note would include the

following information (again, notice the order in which the information is presented):

¹ Richard Cashman, *Paradise of Sport: The Rise of Organised Sport in Australia*, 1995, Oxford University Press, Melbourne, p.57.

For further information on referencing, and the various styles used at VU, including information on Endnote (an electronic referencing system), see the [VU Library guide](#)

To see how an essay has been referenced, click [here](#)