

Harvard Referencing

Gamble Guides

(Please ensure you follow the referencing style specified in your module documentation. N.B. This may not be Harvard Referencing).

Referencing the sources of information you consulted while writing an assignment is very important for several different reasons. Referencing allows you to show where you have taken ideas from, helps the reader find the original source if they want to, gives the author credit, shows you have researched a topic and gives weight to what you are saying. Not acknowledging all the sources, thereby presenting the ideas of others as your own, could constitute plagiarism. Plagiarism usually results in disciplinary action and is a very serious offence. Therefore, you should always include a reference when you:

- Quote directly from another source using the source's exact words in quotation marks
- Put someone else's ideas in your own words by paraphrasing or summarizing
- Copy or adapt, for example, a chart, diagram, table or graph from another source.

Two places

A reference presents bibliographic information. It is found in two places in an essay or dissertation: in the main text of the work and at the end in the bibliography.

In-text referencing (books and journals)

Single author

In-text referencing usually gives the author, year of publication and page number written in brackets, if it is an exact quote like this:

As Alexander (2012, p. 119) states, "the opening chapters of Genesis are exceptionally important for understanding the rest of the Pentateuch."

Author's name not part of the sentence

If you are not using the author's name as part of the sentence, just put it in brackets somewhere in the sentence, or at the end of the sentence before the full stop. Put the citation where it comfortably fits with the flow of your writing.

Similarly, some authors (Hamilton, 2005, p. 21) note the comparatively small amount of text which is devoted to the subject of creation and the fall, compared to the stories of Abraham, Jacob and Joseph. As Kidner (2008, p. 1) observes, the general history of man gives way to the story of

Abraham and his family, a family through which all on the earth would be blessed. However, it is significant that the Bible begins with the activity of God (Davies, 2007, p. 40).

If you put the citation at the end of a sentence, insert the full stop after the final bracket.

Paraphrase of a whole work

If it is a paraphrase referring to a body of work by an author, like a whole book, the page number does not need to be included.

Leithart (2010) argues that Constantine was a genuine Christian.

Quotes from more than one page

Use page numbers if you are referencing a point from a specific page or quoting directly. If the reference refers to several pages use pp.

Litfin (2014, pp. 151-152) makes the point that persecution of Christians ceased under Constantine and thus he is held in high esteem as the “first Christian emperor.”

Long quotations

Long quotations are those of more than 25 words or three lines of text. They need to be indented on both sides and single line-spaced, underneath the preceding text as a separate paragraph. Quotation marks are not necessary. The other text is 1.5 lines or double spaced. Ellipsis, that is 3 full stops (...), can be used to cut unnecessary words from a long quotation. Square brackets can be used to put your own words into a quotation to, for example, insert a pronoun [he] so the sentence makes sense.

Ferguson (2014, p. 270) outlines the importance of martyrdom for early Christians by highlighting:

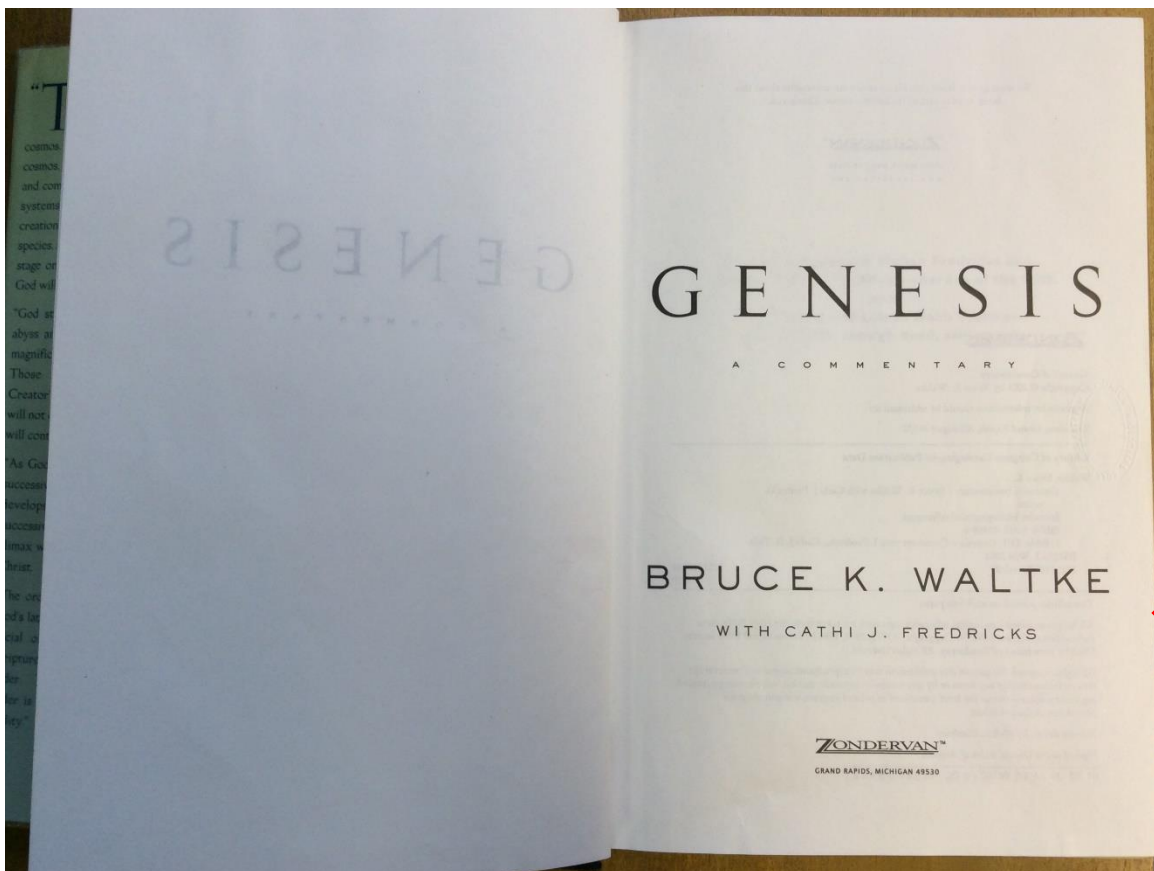
Martyrdom was an imitation of Christ, in which one shared in the sufferings of Christ and was brought into direct contact with the Lord, and the glory of Christ himself was manifested in the martyr.

This would have made persecution and martyrdom a purposeful and productive experience to the early Christians.

Two authors

If a work has two authors, include the authors' surnames in the order that they appear on the book's title page with the year of publication and page number:

As Waltke and Fredricks (2001, p. 55) observe, “the prologue announces...the God of the covenant community is the same as the Creator of the cosmos.”



Three or more authors

If a work with three or more authors is referenced in the text, the surname of the first author is included, followed by '*et al.*' with italics used for the *et al.* This is Latin for 'and the others.' Remember - the bibliography must list all the authors' names.

Cameron *et al.* (2007, p. 18) make the interesting point that, “there appears to be a separation of theology and practice in the life and work of many Christian people today.”

No date of publication

When an exact date of publication is not known, write the author's surname in brackets, if it is not already within the text, and then 'no date' or 'n.d.'

Moss (n.d., p. 23) argues that since only Christians were prepared to die for their beliefs, there must be something special about their faith.

Multiple works by the same author

If you quote **multiple works by the same author**, the different years in the brackets show that they are taken from more than one source.

As Newbigin (2013, p. 14) states, “Britain is a plural society...no one can deny,” yet the church is called to be “the bearer to all nations of a gospel that announces the...sovereignty of God” (1986, p. 124).

Different books or journals but the same author and publication year

References from different books, but with the same author and year of publication, should be distinguished from each other by inserting a lower case letter after the year inside the brackets. Your bibliography should also reflect this use of lower case letters.

Ferguson (2014a, p. 275) points out that the New Testament did much to strengthen Christians facing martyrdom, with its witness to the martyrdom of the Son of God; the sufferings of the early Church recounted in Acts; Paul’s sufferings in Acts and his letters to different churches, particularly 1 Peter and 1 John. Martyrdom was however, “not for everyone,” and was subject to God’s providence (Ferguson 2014b, p. 271).

Referring to more than one author

If more than one author has made the same argument, or produced the same findings, it is a good idea to reference them all in your essay. This can add weight to what you are saying and show you have researched the subject well. Cite the authors in reverse chronological order, that is, the most recent first, separating them with a semi-colon. Their names can also form part of the sentence.

Several authors reflect on the seriousness of coming to worship God and the need for worshippers to come with awe before Him (Block, 2014, p. 359; Cherry, 2010, p. 30; Carson, 2002, p. 96). Block (2014, p. 359), Basden (2004, pp. 114-115) and Carson (2002, p. 96) all equate worship with ideas of offering acceptable sacrifices to God in reverent submission.

Secondary reference

Sometimes you might find evidence of other scholars’ work cited in the source you are reading. A secondary reference is when you quote or paraphrase from a source which is mentioned in another text. If you use a secondary reference in your essay or dissertation, you should include in the in-text reference both the source you have read and the one you are indirectly referring to in their work, that is, the secondary source. The author’s surname

and year of publication for the secondary source comes first in the in-text reference, then “cited in” and the place where you found the secondary source:

As Hauerwas (2001, cited in Allen and Swain, 2016, p. 69) asserts, “God, the creator of all that is, cannot be...part of the metaphysical furniture of the universe.”

In-text referencing (other formats)

Corporate author or official publication

The term ‘corporate author’ is used to describe a work that is written by an organization rather than individual authors. When referencing a work like this, give the full name of the organization without any abbreviations. The year of publication and page number are included as usual.

Ministry in Primary and Secondary Schools could be considered as “one expression of the mission of our Church.” (Presbyterian Church in Ireland, 2018, p. 3).

eBook

Some eBooks are like the print book and you have page numbers so reference following the rules for a printed book. If this is not the case, try to check the print book to get the page numbers for your quotation. If this is not possible, say what you can about the location of the quote, e.g. the loc, % or chapter.

As Mullett (2015, ch. 4) comments, “The 95 Theses of 1517 were to springboard Martin Luther into a world of controversy and extreme peril.”

Website

With a website in-text citation, the author is the creator of the webpage you are quoting from. If no one individual is credited as being the author, the organization that owns the website can be used instead. The author’s surname or the full name of the organization goes in brackets, with the year the content was written or last updated online. The website address goes in the bibliography at the end of the assignment.

Merker (2019) reflects that modern corporate worship music “shapes people as disciples-for better or worse,” with one of the downsides being that personal experience has become a major expectation in contemporary worship.

Encyclopedia/dictionary

The title of the encyclopedia or dictionary can substitute for an author for an in-text reference since there are often many contributors. Write the title in italics, before the year of publication and page number).

Apologetics is derived from the Greek term, *apologia*, which was used for a defense that a person might make of his views and actions. In the context of this assignment it, “is an activity of the Christian mind which attempts to show that the gospel message is true in what it affirms” (*New dictionary of theology*, 2016, p. 49).

Table or graph

A table or graph from another work should be acknowledged like a reference from any published source. In your work the table or graph should be numbered and labelled as a figure such as Figure 1.2 with a caption underneath it. The reference should come after these details.

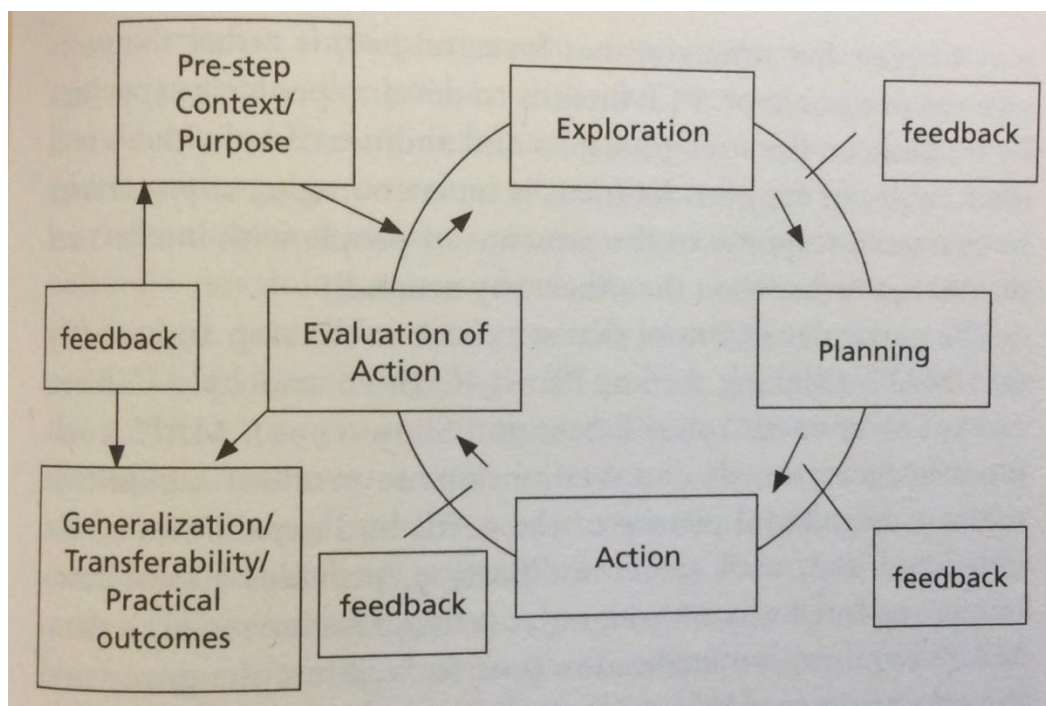


Fig. 1.2 An outline of the action research process (Swinton and Mowat, 2016, p. 241).

Picture or photograph

If you plan to include pictures or photographs be aware that copyright restrictions may apply. You may be able to use the image as long as your work is not published. Once you have confirmed that you can use the image by checking the copyright details and relevant copyright licenses, label the picture with a description and reference as shown below. (The illustration is in the public domain due to its date of publication).



Fig. 1.3 Martin Luther's act of nailing his *Ninety-five theses* to the Church door in Wittenberg was thought to have precipitated the Reformation (Hubner, 1873, p. 1).

Lecture

If you incorporate any points you have noted down during a lecture in your assignment or dissertation, acknowledge the lecturer by referencing using the lecturer's surname and the year of the lecture:

The majority of contemporary approaches to the Pentateuch have their foundations in the seventeenth and eighteenth centuries (Alexander, 2019).

Reference list or bibliography

A reference list or bibliography are at the end of an essay or dissertation. A reference list gives the full bibliographic information for each source you directly quoted or paraphrased in the main body of your essay or dissertation. By contrast a bibliography lists the full bibliographic information for each source you quoted from, paraphrased in the body of your work, or consulted as part of your research. You will usually be expected to submit a bibliography.

The sources are listed in alphabetical order according to the author's or contributor's surname. You do not need to list sources from different types of format in different lists. Just make one list in your bibliography.

If you are referencing a number of sources by the same author, list them chronologically by the year of publication with the earliest work first.

If an author has written more than one work published in the same year, list each individual reference with a lower case letter after the year of publication, e.g. (2009a), (2009b). This should correspond to your in-text references of these sources.

Top tips

1. Establish a routine and system for recording all necessary bibliographical information and page numbers, while you are using a source. This will save time at the end.
2. Apply the same referencing style consistently.
3. When referencing less conventional sources, follow the guidance given for the most similar format from this guide. If you have any questions, ask Library staff or your Lecturer.
4. Check each in-text citation has a matching entry in your bibliography.
5. Make sure you leave adequate time to compile your bibliography and check it thoroughly before submitting your assignment or dissertation. A good bibliography may mean more marks.
6. The table below shows what you should record for each source you quote or paraphrase:

Books	
Name of author(s) or editor(s)	
Year of publication	
Title of book	
Chapter title (if it is a collection of essays by different authors)	
Edition (if other than first edition)	
Place of publication	
Publisher	
Page number(s)	

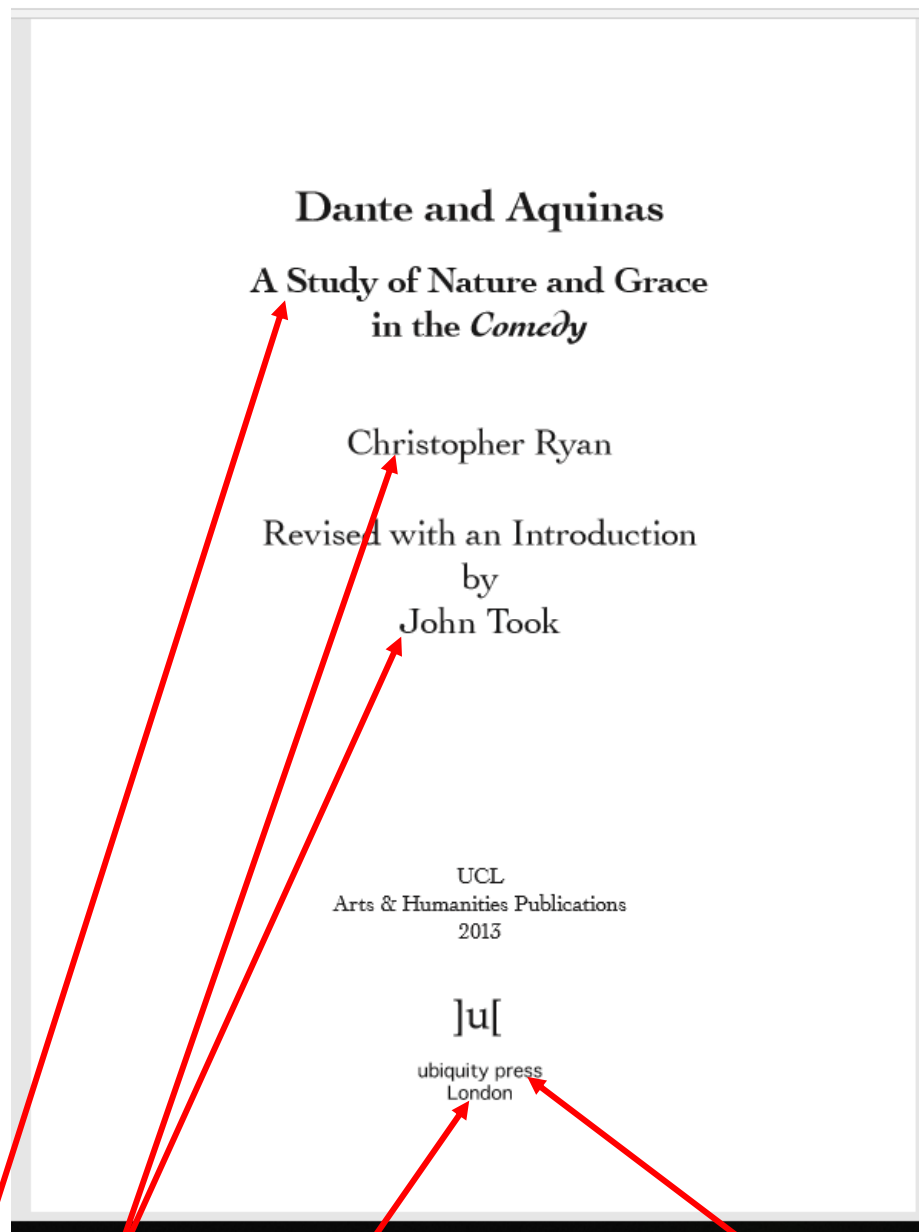
Journals	
Name of author(s)	
Title of article	
Name of journal	
Volume and/or issue number	
Page range of journal article	

Websites	
Name of author or organization	
Title of website	
Date created	

Internet address	
Date accessed	

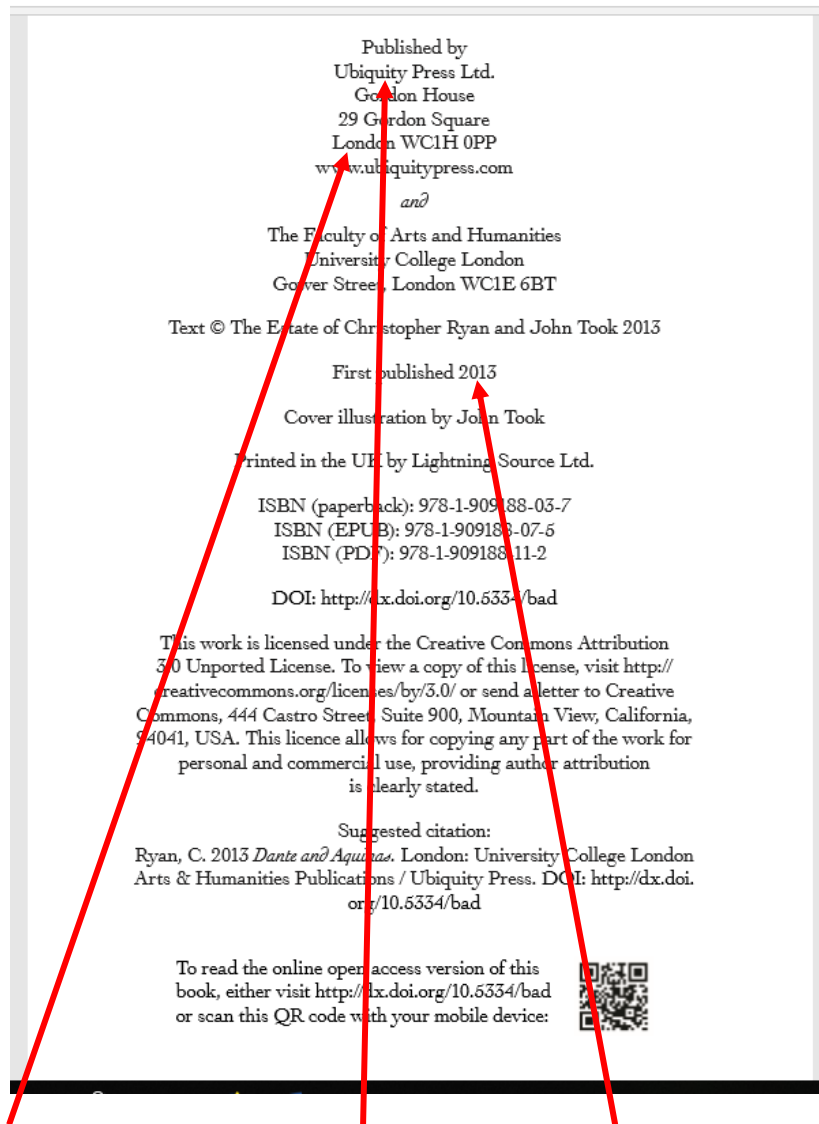
Books

For books the bibliographic information which you need to record is on either side of the title page:



Title, authors' names, place of publication and name of publisher.

The other side of the title page should confirm the information you got from the first page and give more details.



Place of publication, name of publisher, year of publication.

(This book is available under a CC BY Creative Commons Attribution License and was accessed at the following webpage:

Directory of Open Access Books, Ryan, C. and Took, J. (2019) *Religion*. Available at: <https://www.doabooks.org/doab?func=subject&page=5&template=&fromYear=&cpld=16&toYear=&uiLanguage=en> (Accessed: 9 February 2019).)

The reference for this book based on information from the title page:

Ryan, C. and Took, J. (2013) *Dante and Aquinas: a study of nature and grace in the Comedy*. London: Ubiquity Press.

Remember you can see bibliographic information for a range of different materials (e.g. books, pamphlets, websites, eBooks) on the Library's online catalogue. Go into the detailed recorded for the item by clicking on the blue title to see this:

No	Authors	Title	Location, Loan type - Status	Class
1	Ainsworth-Smith, Ian Speck, Peter	Letting go : caring for the dying and the bereaved	Reading room 1, overnight loan, Overnight, Available (2)	BV4460.6 A297
2	Albans, Keith Johnson, Malcolm	God, me and being very old : stories and spirituality in later life	Reading room 1, overnight loan, Overnight, Available (1)	BV4580 A326
3	Astley, Jeff Francis, Leslie J.	Exploring ordinary theology : everyday Christian believing and the church	Reading room 1, overnight loan, Overnight, Available (1)	BV3 A855
4	Astley, Jeff	Ordinary theology : looking, listening and learning in theology	Reading room 1, overnight loan, Overnight, On Loan (1)	BV4500 A855
5	Astley, Jeff Christie, Ann	Taking ordinary theology seriously	Reading room 1, overnight loan, Overnight, Available (1)	PAM-14-110
6	Bacote, Vincent	The political disciple : a theology of public life	Reading room 1, overnight loan, Overnight, Available (1)	BR115.P7 B129

1 ☒ Reserve

Standard no. 0281052255 Medium Text Class BV4460.6 A297

Title **Letting go : caring for the dying and the bereaved (New ed.)**

Authors [Ian Ainsworth-Smith](#) and [Peter Speck](#)

Imprint London: SPCK, 1999

Series [New library of pastoral care](#)

Subjects

Keywords

Associated

Related [Introduction to Practical Theology Semester 1 2016](#) 47 titles Catalogue group
[Introduction to Practical Theology Semester 1 2017](#) 49 titles Catalogue group
[Introduction to Practical Theology Semester 2 2019](#) 80 titles Catalogue group

Notes **Ainsworth-Smith, I. and Speck, P. (1999) *Letting go : caring for the dying and the bereaved*. New edn. London: SPCK. (New library of pastoral care).**

Price £0.00 Language

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The listed citation may need amended as it does not follow our version of Harvard referencing completely.

Single author

The bibliography entry for a book with a single author should include:

- Author's or editor's surname and initials
- Year of publication, in round brackets
- Title: subtitle, in italics
- Edition, if it is not the first edition (e.g. 2nd edn.)
- Place of publication: Publisher.

If the book has been edited this is shown by writing (ed.) after the surname and initials of the editor. Proper nouns (the name of a specific person, place or thing) always have a capital letter. If a place of publication is not well-known you can add the county or region.

Alexander, T.D. (2012) *From Paradise to the promised land: an introduction to the Pentateuch*. 3rd edn., Grand Rapids, Mich.: Baker Academic.

Ward, P. (ed.) (2012) *Perspectives on ecclesiology and ethnography*. Grand Rapids, Mich.: Eerdmans.

Take careful note of all the punctuation marks.

Two or more authors or editors

The bibliography entry for a book with two or more authors or editors should include:

- Authors' or editors' surnames and initials separated by commas or 'and'
- Year of publication, in round brackets
- Title: subtitle, in italics
- Edition, if it is not the first edition (e.g. 2nd edn.)
- Place of publication: Publisher.

Cameron, H., Bhatti, D., Duce, C., Sweeney, J. and Watkins, C. (2010) *Talking about God in practice: theological action research and practical theology*. London: SCM Press.

Editors can be shown with the abbreviation (eds.)

Begbie, J. and Guthrie, S.R. (eds.) (2011) *Resonant witness: conversations between music and theology*. Grand Rapids, Mich.: Eerdmans.

Chapter in a book

With a reference for a chapter in an edited book, the details of the individual chapter and the book should be given in the following order:

- Author(s) of chapter
- Year of publication, in round brackets
- Title of chapter in single quotation marks
- 'in'
- Author(s)/editor(s) of book
- Title of book, in italics
- Place of publication: Publisher
- Page range.

Macleod, D. (2016) 'The work of Christ accomplished', in Allen, M. and Swain, S. R. (2016) *Christian dogmatics: reformed theology for the church catholic*. Grand Rapids, Mich.: Baker Academic, pp. 243-267.

eBook

For electronic books record the following:

- Author(s) or editor(s)
- Year of publication, in round brackets
- Title of eBook: subtitle, in italics
- Edition, if it is not the first edition (e.g. 2nd edn.)

- [Online]
- Available at: URL
- (Accessed: date).

Alexander, T.D. (2013) *From Eden to the new Jerusalem*. [Online]. Available at: <https://search.ebscohost.com/login.aspx?direct=true&b=nlebk&AN=123456&site=ehost-live> (Accessed: 9th February 2019).

EBSCO eBooks have a 'cite' tool which provides a Harvard reference. **This will need adjusted to conform to the College's Harvard style.** Just click the 'Cite' button while in the eBook's detailed record or while reading the eBook and scroll down to 'Harvard.'

Citation Format

NOTE: Review the instructions at [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.

Harvard: References
Australian: Alexander, TD 2013, *From Eden to the New Jerusalem*, Kregel Publications, Grand Rapids, viewed 23 February 2019, <<https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1461932&site=ehost-live>>.

Harvard References
 Alexander, T. D. (2013) *From Eden to the New Jerusalem*. Grand Rapids: Kregel Publications. Available at: <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1461932&site=ehost-live> (Accessed: 23 February 2019).

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From Eden to the New Jerusalem

Authors: Alexander, T. Desmond

Publication Information: Grand Rapids : Kregel Publications. 2013

Resource Type: eBook.

Description: Using the theory to start from the denouement, or resolution, in Revelation's last verses and work backward, Alexander pieces together the Bible's overarching plot.

Subjects: Life--Biblical teaching

Categories: RELIGION / Biblical Studies / General

Tools: Google Drive, Add to folder, Print, E-mail, Save, **Cite**, Export, Create Note, Permalink, Share

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NOTE: Review the instructions at [EBSCO Support Site](#) and make any necessary corrections before using. Pay special attention to personal names, capitalization, and dates. Always consult your library resources for the exact formatting and punctuation guidelines.

Harvard References
 Alexander, T. D. (2013) *From Eden to the New Jerusalem*. Grand Rapids: Kregel Publications. Available at: <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1461932&site=ehost-live> (Accessed: 23 February 2019).

Chicago/Turabian: Humanities Bibliography
 Alexander, T. Desmond. *From Eden to the New Jerusalem*. Grand Rapids: Kregel Publications, 2013. <https://search.ebscohost.com/login.aspx?direct=true&db=nlebk&AN=1461932&site=ehost-live>.

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 ▶ 2. From sacred garden to holy city: experiencing the presence of God
 ▶ 3. Thrown from the throne: re-establishing

From Eden to the New Jerusalem

AN INTRODUCTION
 TO BIBLICAL THEOLOGY

Journal article

When referencing hardcopy journal articles include the following:

- Author(s) of journal article
- Year of publication, in round brackets
- Title of article, in single quotation marks
- Title of journal, in italics, with capital letters for the first letter of each word
- Issue information – Volume(issue number)
- Page range (pp.).

Baker, D. W. (2017) 'Are business people the bad guys?: person and property in the Pentateuch', *Southwestern Journal of Theology*, 59(2), pp. 133-154.

Electronic journal article

Include the following for electronic journal articles:

- Author(s) of electronic journal article
- Year of publication, in round brackets
- Title of article, in single quotation marks
- Title of journal, in italics, with capital letters for the first letter of each word
- Issue information – Volume(issue number)
- Page range (pp.)
- [Online]
- Available at: URL
- (Accessed: date).

Hagedorn, A.C. (2007) 'Taking the Pentateuch to the twenty-first century', *The Expository Times*, 119(2), pp. 53-58 [Online]. Available at:
<https://journals.sagepub.com/doi/pdf/10.1177/01452460708456783> (Accessed: 9th February 2019).

ATLA Databases has a 'Cite' tool which provides a Harvard reference. **This will need adjusted to conform to the College's Harvard style:**

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Citation Format

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Harvard:	References
Australian	King, KL 2015, 'Engaging Diverse Early Christian Responses to Violence in Persecution', <i>Perspectives in Religious Studies</i> , vol. 42, no. 3, pp. 307–317, viewed 23 February 2019, < https://search.ebscohost.com/login.aspx?direct=true&db=rth&AN=ATLAIK160730000656&site=ehost-live >.
Harvard	References
	King, K. L. (2015) 'Engaging Diverse Early Christian Responses to Violence in Persecution', <i>Perspectives in Religious Studies</i> , 42(3), pp. 307–317. Available at: https://search.ebscohost.com/login.aspx?direct=true&db=rth&AN=ATLAIK160730000656&site=ehost-live (Accessed: 23 February 2019).
Chicago/Turabian:	Bibliography
Humanities	King, Karen L. "Engaging Diverse Early Christian Responses to Violence in Persecution." <i>Perspectives in Religious Studies</i> 42, no. 3 (Fall 2015): 307–17.

Export to Bibliographic Management Software (EndNote, ProCite, Reference Manager, RefWorks, BibTeX, etc.) »

Engaging Diverse Early Christian Responses to Violence in Persecution

Engaging Diverse Early Christian Responses to Violence in Persecution
Karen L. King

Website

For websites include:

- Author(s)
- Year the webpage was last updated, in round brackets
- Title of webpage, in italics
- Available at: URL
- (Accessed: date).

Pinker, S. and Spencer, N. (2018) *Have science, reason and humanism replaced faith?* Available at: <https://www.youtube.com/watch?v=Ssf5XN5o9q4> (Accessed: 9th February 2019).

Report

For official reports include:

- Author(s) or organization
- Year of publication, in round brackets
- Title: subtitle, in italics
- Edition, if it is not the first edition (e.g. 2nd edn.)
- Place of publication: Publisher.

Department of Education (2017) *Annual enrolments at grant-aided schools in Northern Ireland 2017/2018: basic provisional statistics*. Bangor: Department of Education.

Lecture

When referencing comments from a lecture include:

- Lecturer's surname and initials

- Year of lecture
- Title of individual lecture, in italics
- Medium in square brackets
- Module code: module title in italics
- Place of lecture
- Day and month of lecture.

Cowan, M. (2019) *Conciliarism* [Lecture], *THE3091: Christianity in the Sixteenth Century*. Union Theological College. 22nd January.

Example bibliography

Barnes, T.D. (1981) *Constantine and Eusebius*. Cambridge, Mass.: Harvard University Press.

Bauer, W. and Strecker, G. (1972) *Orthodoxy and heresy in earliest Christianity*. London: SCM Press.

De Ste. Croix, G.E.M., (eds.) Whitby, M. and Streeter, J. (2006) *Christian persecution, martyrdom, and orthodoxy*. Oxford: Oxford University Press.

Emery, G. and Levering, M. (eds.) (2011) *The Oxford handbook of the Trinity*. Oxford: Oxford University Press.

Ferguson, E., McHugh, M.P. and Norris, F.W. (eds.) (1999) *Encyclopedia of early Christianity*. 2nd edn., [Online]. Available at:
<https://search.ebscohost.com/login.aspx?direct=true&db=nlook&AN=599951&site=ehost-live>
 (Accessed: 12th February 2019).

Frend, W.H.C. (2003) *The early Church: from the beginnings to 461*. New edn. London: SCM Press.

Frend, W.H.C. (2008) *Martyrdom and persecution in the early church: a study of a conflict from the Maccabees to Donatus*. Corrected edn. Cambridge: James Clarke.

Hartog, P. (2019) *The maltreatment of early Christians: refinement and response*. Available at:
<http://equip.sbts.edu/publications/journals/journal-of-theology/the-maltreatment-of-early-christians-refinement-and-response/>
 (Accessed: 13th February 2019).

King, K.L. (2015) 'Engaging diverse early Christian responses to violence in persecution', *Perspectives in Religious Studies*, 42(3), pp. 307-317 [Online]. Available at:
<https://web.b.ebscohost.com/ehost/pdfviewer/pdfviewer?vid=26&sid=ca345d5e-511c-45ab-bd88-e5151340pdc-v-sessmgr01>
 (Accessed: 23 February 2019).

King, N. (1991) 'Church-state relations', in Hazlett, I. (ed.) *Early Christianity: origins and evolution to AD 600*. London: SPCK, pp. 244-255.

Warminde, M.L. (2018) 'The religious administration of Constantine', *Temenos*, 54(1), pp. 47-62.



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