

HARVARD Referencing: School of Education and Human Development

QUOTATIONS and PARAPHRASING (in text citations)

The first examples in the Main Body column to be used when quoting, the second when paraphrasing

	MAIN BODY	IN THE REFERENCE LIST
One author	Penn (2010:99) states 'quotation'. OR As stated by Penn (2010)...	Penn, H. (2005) <i>Understanding Early Childhood</i> , Maidenhead: Open University Press
Two authors	Bales and Cox (2006:15) argue, 'quotation'. OR Bales and Cox (2006) argue that...	Bales, K. and Cox, C. (2006) <i>The Sin of Child Slavery</i> , London: Weidenfeld & Nicholson
More than two authors	Gopnik et al. (2005:21) claim 'quotation'. OR Gopnik et al. (2005) claim that...	Gopnik, A., Meltzoff, A., and Kuhl, P. (2005) <i>How Young Babies Think</i> , London: Paul Chapman
A chapter from an edited book	Mukherji (2008:145) asserts 'quotation'. OR Mukerji (2008) asserts that...	Mukherji, P. (2007) 'The importance of Children's health', in Dryden, I., Forbes, R., Mukerhji, P. and Pound, L. (eds.) <i>Essential Childhood Years</i> , London: Hodder & Stoughton
A quote about another author within the text – a secondary reference	David (cited in Bruce, 2005:17) defines this as 'quotation'. OR David (cited in Bruce, 2005) discusses...	Bruce, T. (2005) <i>Early Childhood Education</i> (3 rd Edition), London: Hodder Arnold (n.b. David will not appear in the Reference List because you have not read David's original work; you have read about it in Bruce's book)
Newspaper article	'Quotation' (Furedi, 2004:15) OR A study carried out by Furedi (2004)...	Furedi, F. (2004) 'Plagiarism stems from the loss of scholarly ideas', <i>Times Higher Education Supplement</i> , 6 August 2004, p.15
Newspaper article online	'Quotation' (Furedi, 2004:15) OR Furedi (2004) comments...	Furedi, F. (2004) 'Plagiarism stems from the loss of scholarly ideas', <i>Times Higher Education Supplement</i> , 6 August 2004, p.15 http://thes.cu.uk . [accessed 12 February 2007]
Journal article	'Quotation' (Dryden et al., 2003:12) OR Research by Dryden et al. (2003)...	Dryden, L., Hyder, T. and Jethwa, S. (2003) 'Assessing individual oral presentations', in <i>Investigations in University Teaching and Learning</i> , vol. 1, issue 1, pp.79-83.
Electronic Journal	'Quotation' (Dryden et al., 2003) Note: No page number as web ref. OR According to Dryden et al. (2003)	Dryden, L., Hyder, T. and Jethwa, S. (2003) 'Assessing individual oral presentations', in <i>Investigations in University Teaching and Learning</i> , vol. 1, issue 1. http://ecrp.uiuc.edu/ [accessed 30 June 2011]

Website with author	Stainthorp (2003) states 'quotation' Note: no page numbers as web ref. OR A phoneme is the smallest unit of sound that changes meaning (Stainthorp, 2003).	Stainthorp, R. (2003) ' <i>Use it or lose it</i> '. http://www.literacytrust.org.uk/Pubs/stainthrop.html [accessed 6 October 2011]
Website without author but linked to a recognisable organisation	The Froebel Foundation (2005) supports this by saying 'quotation'. OR Froebel parents are involved in a variety of ways (Froebel Foundation, 2005).	Froebel Foundation (2005) 'Three Education Principles of Childhood', <i>Education Principles</i> . http://www.forebel.com/ [accessed 29 July 2010]
Electronic book	'Quotation' (Robson, 2006:13). Note: page number as it is an e-book OR Piaget was an active researcher in constructivism and published widely (Robson, 2006).	Robson, S. (2006) <i>Developing Thinking and Understanding in Young Children</i> , London: Routledge http://www.netlibrary.com [accessed 10 July 2012]

Notes:

- If you need to cite two (or more) articles/sources published within the same year by the same author, then refer to them in the text and the reference list as 2010a, 2010b etc.
- Titles of books and journals need to be emphasised in *italics*.
- When referencing a journal article you need to indicate both the volume number and issue number, e.g. *Child Psychology in Practice*, vol. 17, issue 3 or 17(3).
- If you need to use a dictionary, where possible use one that is specific to the discipline
- **NB: When a citation appears at the end of a sentence, the full stop comes after the citation**, e.g. Steiner Waldorf schools, unlike most of their counterparts in Europe, do not receive state support (Steiner Waldorf Schools Fellowship, 2008).
- Ensure that the citation appears near the beginning of a paragraph
- To indent a long quotation, select **page layout**, then select **paragraph**, then adjust both the '**left**' and '**right indentation**' values to approximately 1.4.