MMU Harvard Referencing Quick Guide
This is intended to be a quick guide to MMU Harvard referencing.

Please consult the full MMU Harvard referencing online guide (https://libguides.mmu.ac.uk/refguide/mmuharvard) for further instruction, including:

- A-Z list of reference types with examples
- citations and direct quotes sections providing examples
- Video guides covering how to cite and reference specific sources
- Referencing FAQs

Terminology

Citation
Citations are in-text indicators of the source of information. All citations should have a corresponding entry in your reference list.

Reference list
The full details of all the sources you have cited in your work, listed at the end of your assignment, in alphabetical order.

Formatting citations
For most sources, the only information you need when citing within the text of your work is the author’s surname and the year of publication.

- In the absence of an author’s name use the name of the organisation instead.
- If there is no date state (no date) in place of the year
- Provide the page number when using a direct quote. It may also be useful to include a page number for a paraphrase, to direct the reader to a particular part of the source you are referring to

Examples

<table>
<thead>
<tr>
<th>Type of citation</th>
<th>Example citation</th>
</tr>
</thead>
<tbody>
<tr>
<td>A source with one author</td>
<td>(Cottrell, 2015)</td>
</tr>
<tr>
<td>A source with two authors</td>
<td>(Pritchard and Burton, 2018)</td>
</tr>
<tr>
<td>A source with three or more authors</td>
<td>(Bornstein et al., 2014)</td>
</tr>
<tr>
<td>Using a direct quote</td>
<td>(Cottrell, 2015:84)</td>
</tr>
<tr>
<td>Organisation as author</td>
<td>(Department for Education, 2018)</td>
</tr>
</tbody>
</table>
Presenting citations

If you do not use the author's name in your writing, the author and year are placed in brackets at the end of the statement, as follows:

Recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise (Cottrell, 2015).

If you are using the author's name in your writing, you would add the year in brackets following the surname, as follows:

Cottrell (2015) suggests that recording personal achievements can be used as a reflective tool and can help an individual identify their own skills and expertise.

Formatting references

<table>
<thead>
<tr>
<th>Format</th>
<th>Reference elements</th>
<th>Example</th>
</tr>
</thead>
</table>

For the full A-Z list of reference types see https://libguides.mmu.ac.uk/refguide/mmuharvard

Need more MMU Harvard Referencing help?

Workshops – are run regularly throughout the year and upcoming workshops are advertised on the Library’s homepage https://libguides.mmu.ac.uk/workshops

Email your enquiry to Library@mmu.ac.uk

EndNote - software to help organise your references https://libguides.mmu.ac.uk/endnote