

The Harvard referencing system

When quoting resources that you have used when researching your essays, you must reference them properly. This is done using the Harvard system.

You will need, for example, to demonstrate a range of knowledge about both your specific teaching area and the theory that underpins teaching and learning. In order to demonstrate this, you must be able to refer to specific evidence from different sources, such as:

- your practical experience
- researching websites
- reading of recommended texts, such as Bloom (see below), Kolb and Maslow by using the Harvard referencing system.

How to create your reference using the Harvard referencing system

1. Wherever you refer to or quote someone else's words (directly or indirectly) you should write the surname of the person quoted or referred to in brackets and the date of the publication.
When you quote directly you should also add the page number, for example:
(Harris, 2001, p.17)

2. At the end of the assignment all references used should be set out as follows:
**Author(s) surname(s), initial(s) (date) title, publisher's location:
publisher's name**

For example:

**Bloom, B. S. (1956) *Taxonomy of Educational Objectives Handbook 1*
New York: Longman.**

3. All reading included in the references at the end of the assignment should be referred to at some point in the text, to show that you have used the information.
Any books included for padding and not used for evidence are irrelevant.
So show the reading you have done by referencing it in the text!