

## HOW TO FIND AND USE TECHNICAL STYLES

- We go to a search engine machine (e.g. Google);
- We type up the technical style we want to find (e.g. Harvard style);
- We read the general instructions; and
- We scroll up and down until we find what we want to “quote”/ “cite” (as an in-text reference) or what we want to use as our Bibliographical References.

### INSTRUCTOR’S NOTES:

- We DON’T learn by heart technical styles, because they are changed quite often.
- We LEARN how to FIND and DECODE the information from the link, and, then how to RECODE it in our own assignment.

You can also consult the other document entitled “Bibliography” that is also posted in the eclass.

## A SAMPLE OF HARVARD TECHNICAL STYLE

As cited from the link below:

[HTTPS://WWW.IMPERIAL.AC.UK/MEDIA/IMPERIAL-COLLEGE/ADMINISTRATION-AND-SUPPORT-SERVICES/LIBRARY/PUBLIC/HARVARD.PDF](https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf) (pp. 1-28)

### HOW DO I WRITE A REFERENCE LIST?

This is your list of all the sources that have been cited in the assignment. The list is inclusive showing books, journals, etc., listed in one list, not in separate lists according to source type.

- The list should be in alphabetical order by author/editor.
- Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.
- Your reference list contains all the items you have cited or directly quoted from.
- When you have used more than one piece of work by the same author, in your reference list you should list the works in date order, beginning with the most recently published work.

### EXAMPLE OF A REFERENCE LIST

Barros, B., Read, T. & Verdejo, M. F. (2008) Virtual collaborative experimentation: an approach combining remote and local labs. *IEEE Transactions on Education*. 51 (2), 242–250. Available from: doi:10.1109/TE.2007.908071.

Department of Health. (2009) Living well with dementia: a national dementia strategy. Available from: [www.gov.uk/government/publications/living-well-with-dementiaa-national-dementia-strategy](http://www.gov.uk/government/publications/living-well-with-dementiaa-national-dementia-strategy) [Accessed 4th June 2015].

Errami, M. & Garner, H. (2008) A tale of two citations. *Nature*. 451 (7177), 397–399.  
Goldacre, B. (2008a) Dore – the media’s miracle cure for dyslexia. *Bad Science*. Weblog. Available from: <http://www.badscience.net/2008/05/dore-the-medias-miracle-cure-fordyslexia/#more-705> [Accessed 19th June 2015].

Goldacre, B. (2008b) Trivial Disputes. *Bad Science*. Weblog. Available from: <http://www.badscience.net/2008/02/trivial-disputes-2/> [Accessed 19th June 2015].

Henderson, J. (2005) Google Scholar: A source for clinicians? *Canadian Medical*

*Association Journal*. 172 (12), 1549–1550.

Holding, M. Y., Saulino, M. F., Overton, E. A., Kornbluth, I. D. & Freedman, M. K. (2008) Interventions in Chronic Pain Management. 1. Update on Important Definitions in Pain Management. *Archives of Physical Medicine and Rehabilitation*, 89 (3, Supplement 1), S38–S40.

Pears, R. & Shields, G. (2016) *Cite them right: the essential referencing guide*. Palgrave study skills. 10th ed. Basingstoke, Palgrave Macmillan.

Ramalho, R., Helffrich, G., Schmidt, D.N. & Vance, D. (2010) Tracers of uplift and subsidence in the Cape Verde archipelago. *Journal of the Geological Society*. 167 (3), 519–538. Available from: doi:10.1144/0016-76492009-056.

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing. Available from: <http://www.myilibrary.com?ID=93941> [Accessed 18th June 2015].

Smith, A. (2004) *Making mathematics count: the report of Professor Adrian Smith's inquiry into post-14 mathematics education*. London, The Stationery Office. **Writing a reference list 14**

Van Alphen, K., Voorst, Q. V. T., Kekkert, M. P. & Smits, R.E.H.M. (2007) Societal acceptance of carbon capture and storage technologies. *Energy Policy*. 35 (8), 4368–4380.

### WHAT IS A BIBLIOGRAPHY?

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list. If you can cite from every work you consulted, you will only need a reference list. If you wish to show to your reader (examiner) the unused research you carried out, the bibliography will show your extra effort.

Always check the guidance you are given for coursework, dissertations, etc., to find out if you are expected to submit work with a reference list and a bibliography. If in doubt, ask your lecturer or supervisor.

### HOW TO WRITE REFERENCES FOR YOUR REFERENCE LIST AND BIBLIOGRAPHY: HARVARD STYLE

Remember: Your lecturers consider accurate and consistent referencing to be an important part of your academic work. Always check your course guidelines so you know which style of referencing to use, and always use the help guides especially if you're using a new style.

The examples on the following pages are in two parts:

- the information you should collect about each piece of work you use; and
- how this information is presented when you write a full reference.

#### BOOK: PRINT

- Author/Editor (if it is an editor always put (ed.) after the name)
- (Year of publication)
- Title (this should be in italics)
- Series title and number (if part of a series)

**School of Social Sciences,  
University of the Aegean**

- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing.

**BOOK: ONLINE/ELECTRONIC**

- Author/Editor (if it is an editor always put (ed.) after the name)
- (Year of publication)
- Title (this should be in italics)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Available from: URL
- [Date of access]

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. London, Thomas Telford Publishing. Available from: <http://www.mylibrary.com?ID=93941> [Accessed 18th June 2015].

**BOOK: CHAPTER IN AN EDITED BOOK**

- Author of the chapter
- (Year of publication)
- Title of chapter followed by In:
- Editor (always put (ed.) after the name)
- Title (this should be in italics)
- Series title and number (if part of a series)
- Edition (if not the first edition)
- Place of publication (if there is more than one place listed, use the first named)
- Publisher
- Page numbers (use 'p.' before a single page number and 'pp.' where there are multiple pages)

Partridge, H. & Hallam, G. (2007) Evidence-based practice and information literacy. In: Lipu, S., Williamson, K. & Lloyd, A. (eds.) *Exploring methods in information literacy research. Wagga Wagga, Australia, Centre for Information Studies*, pp. 149–170.

**JOURNAL ARTICLE: PRINT**

- Author
- (Year of publication)
- Title of journal article
- Title of journal (this should be in italics)
- Volume number
- Issue number
- Page numbers of the article (do not use 'p.' before the page numbers)

Chhibber, P. K. & Majumdar, S. K. (1999) Foreign ownership and profitability: Property rights, control, and the performance of firms in Indian industry. *Journal of Law & Economics*. 42 (1), 209–238.

**JOURNAL ARTICLE: ONLINE/ELECTRONIC**

Most online articles will have a DOI (Digital Object Identifier) and you should use this in your reference. The DOI is a permanent identifier provided by publishers so that the article can always be found, if the article has a DOI you will not usually be required to add a date of access.

If the article only has a URL then do include a date of access. Always check your student handbook and coursework guidance as some lecturers/tutors will provide specific guidance on the use of DOI or URL.

To find the DOI, when you read an article online, check the article details as you will usually find the DOI at the start of the article. For more help, contact your librarian.

If you read the article in a full-text database service, such as Factiva or EBSCO, and do not have a DOI or direct URL to the article you should use the database URL.

- Author
- (Year of publication)
- Title of journal article
- Title of journal (this should be in italics)
- Volume number
- (Issue number)
- Page numbers of the article
- Available from: URL (Include [Date of access]) or DOI (if available)

Errami, M. & Garner, H. (2008) A tale of two citations. *Nature*. 451 (7177), 397–399. Available from: <http://www.nature.com/nature/journal/v451/n7177/full/451397a.html> [Accessed 20th January 2015].

or

Wang, F., Maidment, G., Missenden, J. & Tozer, R. (2007) The novel use of phase change materials in refrigeration plant. Part 1: Experimental investigation. *Applied Thermal Engineering*. 27 (17–18), 2893–2901. Available from: doi:10.1016/j.applthermaleng.2005.06.011.

or

Read, B. (2008) Anti-cheating crusader vexes some professors. *Chronicle of Higher Education*. 54 (25). Available from: <http://global.factiva.com/> [Accessed 18th June 2015].

### **PRE-PRINT JOURNAL ARTICLES**

It is likely you will find articles available online prior to being submitted to the peer review procedure and published in a journal. These articles are preprints and may be placed in an online repository or on a publisher's website (but not in a specific journal issue).

- Author/s
- (Year of writing)
- Title of journal article
- Submitted to/To be published in (if this information is with the article)
- Title of journal (in italics)
- Name of repository (in italics)
- [Preprint]
- Available from: URL (if available)
- [Date of access]

Silas, P., Yates, J.R. & Haynes, P.D. (2008) Density-functional investigation of the rhombohedral to simple cubic phase transition of arsenic. To be published in *Physical Review B. Arxiv*. [Preprint] Available from: <http://arxiv.org/abs/0810.1692>. [Accessed: 23rd July 2010].

In-text citation: (Silas, Yates & Haynes, 2008)

### **CONFERENCE PROCEEDING: INDIVIDUAL PAPER**

- Author
- (Year of publication)
- Title of conference paper followed by, In:

**School of Social Sciences,  
University of the Aegean**

- Editor/Organisation (if it is an editor always put (ed.) after the name)
- Title of conference proceeding (this should be in italics)
- Place of publication
- Publisher
- Page numbers (use ‘p.’ before a single page number and ‘pp.’ where there are multiple pages)

Wittke, M. (2006) Design, construction, supervision and long-term behaviour of tunnels in swelling rock. In: Van Cotthem, A., Charlier, R., Thimus, J.-F. and Tshibangu, J.-P. (eds.) *Eurock 2006: Multiphysics coupling and long term behaviour in rock mechanics: Proceedings of the International Symposium of the International Society for Rock Mechanics, EUROCK 2006, 9–12 May 2006, Liège, Belgium*. London, Taylor & Francis. pp. 211–216.

**STANDARD**

- Name of Standard Body/Institution
- (Year of publication)
- Standard number
- Title (this should be in italics)
- Place of publication
- Publisher

British Standards Institution (2005) *BS EN 1993-1-2:2005. Eurocode 3. Design of steel structures. General rules. Structural fire design*. London, BSI.

**REPORT**

- Author/Editor (if it is an editor always put (ed.) after the name)
- (Year of publication)
- Title (this should be in italics)
- Organisation
- Report number: followed by the number of the report (if part of a report series)

Leatherwood, S. (2001) *Whales, dolphins, and porpoises of the western North Atlantic*. U.S. Dept. of Commerce. Report number: 63.

**MAP**

- Author (usually the organisation responsible for publishing the map)
- (Year of publication)
- Title (this should be in italics)
- Scale
- Series title and number (if part of a series)
- Place of publication
- Publisher

British Geological Survey. (1998) *South London*. 270, 1:50 000. London, British Geological Survey.

**WEB PAGE/WEBSITE**

- Author/Editor (use the corporate author if no individual author or editor is named)
- (Year of publication) (if available; if there is no date, use the abbreviation n.d.)
- Title (this should be in italics)
- Available from: URL
- [Date of access]

European Space Agency. (2015) *Rosetta: rendezvous with a comet*. Available from: <http://rosetta.esa.int> [Accessed 15th June 2015].

**EMAIL: PERSONAL**

Personal emails should be referenced as personal communication, unless you have permission from the sender and receiver to include their details in your reference list.

- Sender
- (Year of communication)
- Email sent to
- Name of receiver
- Date and month of communication

Harrison, R. (2014) Email sent to Mimi Weiss Johnson, 10th June.

**PERSONAL COMMUNICATION**

- Name of practitioner
- Occupation
- (Personal communication, followed by the date when the information was provided)

Law, James. Engineering consultant. (Personal communication, 26th April 2014).

**LECTURE/PRESENTATION**

- Name of lecturer/presenter
- (Year of lecture/presentation)
- Title of lecture/presentation (this should be in italics)
- [Lecture/Presentation]
- Title of module/degree course (if appropriate)
- Name of institution or location
- Date of lecture/presentation (day month)

Nikolarea, E. (2020) How to find and use technical styles. [Online Lecture] University of the Aegean, 6<sup>th</sup> April.