

Uganda Martyrs University



Guide to Harvard Referencing

2022

School of Postgraduate Studies and Research

Introduction

Academic writing uses evidence from earlier work or data from own research to support one's arguments. Every statement, diagram or data used in academic writing is owned, either by you the writer or by some other person whose work you have read, listened to or watched. You must show the owner or source of every statement, diagram or data. Indicate your own and also acknowledge the owner or source of statements, diagrams or any other kind of data that are not your own. Referencing prevents plagiarism, as it is a way of acknowledging the source of information one has used.

While acknowledging that there are many referencing systems one could use; such as APA, MLA, Harvard, Chicago, Tourabian, Vancouver, Oxford, and so on. Uganda Martyrs University (UMU) adopts the Harvard System of referencing. It should be noted that there are variations within the Harvard system as adopted by different institutions and, therefore, that it is not enough to refer to any guideline referred to as Harvard but to follow our particular version.

This guide gives some useful examples to which you can refer when referencing in your academic writing. You are invited to be keen to every minute detail and to note the importance of consistency in your citation. This guide is to be followed in presenting **Coursework, Publications with UMU Press, Research proposals, and Dissertations** at undergraduate and graduate levels at UMU.

NB: In cases where a particular discipline's citation/referencing needs are not met by these guidelines, the respective units will advise on how to go about that. However, such exemptions should only occur where absolutely necessary and should be agreed upon in consultation with the School of Postgraduate Studies and Research (SPGSR).

Function

- It is an academic crime to use somebody else's work without acknowledgement - it is called **plagiarism** and is punishable by disqualification and rejection of your essay or thesis. It could even lead to expulsion from the university. Make sure you read and understand UMU's policy on plagiarism in the Academic Handbook.
- Referencing indicates that you have read the appropriate authorities and evidence related to your work.
- Referencing acknowledges and gives credit to others who have contributed to your work. It is your ethical responsibility as a researcher to give credit to those who have laboured to put the ideas together for your use.
- Following a standard referencing style is UMU's convention, as it is in other institutions of learning.

Remember that every statement belongs to someone, including you the writer. Indicate your own statements and reference the rest.

Two main components describe the Harvard system

1. In-text referencing - Each statement or item of evidence you use from a source (e.g., a book, a journal article, etc.) has to be reflected against the statement or item. The in-text reference includes the author's last name and the year of publication of the source. A direct quotation requires the number of the page/s that the quotation came from. Footnotes may be used for adding clarifications and citing webpage addresses also known as the *Uniform Resource Locator* (URL), which may make the work appear clumsy.

2. The in-text reference (author, year) must be listed in a Reference list (sometimes inaccurately used interchangeably with Bibliography). A Bibliography includes sources you have consulted, both those cited and not. The Reference list only includes actually cited works.
3. In the text, only cite the last name (usually it is the surname) of the author/s, not all names. Do not even add initials of their other names.

Citations in the text (in-text referencing)

Citations in the text should give the author's name with the year of publication. The page number is only added if the quotation is direct.

Work by a single author

E.g., In a study by Luswata (2021), determinants of development in Uganda were examined and... In response, UNDP notes that we "... may not be able to articulate the determinants without a guiding definition of development" (2022: 15).

When an author has published more **than one cited document in the same year** these are differentiated by adding lower case letters after the year within the brackets.

Muwanga-Zake (2021a) observes that African development has many challenges, including ... He reiterates this observation in his book, *African Development Revisited* (2021b).

When an author has published more than one cited document in different years, in the text, the work is differentiated by the different years. For example:

Ouma (2018); Ouma (2019)

In case the same point is illustrated in more than one publication of the same author, citations should be made starting with the first publication. For example

As stated by Ouma (2017; 2019), the management functions of an institution

Or.

The Management functions of an organisation... (Ouma 2017; 2019).

Work by two authors

In the book by Olweny and Mukidi (2019), building transgressions are clearly listed, including ...

Construction issues have been largely ignored in Uganda due to corruption (Karoooma and Kasozi 2016).

More than three authors

Indicate the name of the first author and replace the rest with *et al.* (and others). Note that '*et al.*' is italic because these are not English words – it is Latin (in full *et alia* to mean 'and others'). Note also that there is a full stop after *al.* Also remember that *et al.* is not expected to appear in the Reference list. There, acknowledge all authors by indicating the last name of each and initials of their other names.

Ngabirano *et al.* (2019) argue that ...

Government Publications/ Associations/ Companies

White Papers contain statements of Government policy. Green Papers put forward proposals for consideration and public discussion. They are cited in the same way.

In case of institutional/ organisational publications, the institution should be considered the author. For example for Uganda Martyrs University the abbreviation UMIU can be used in the text. But this

should mean that the full name was given at the first citation, plus the abbreviation in brackets. For example:

First time:

... research work done in 2014 by Uganda Martyrs University (UMU) has shown that

Second time:

... research work done in 2014 by UMU has shown that ...

When multiple sources are referred to

If more than one citation is referred to within a sentence (when an idea is credited to more than one source), list all the sources in the following form, by date and then alphabetically:

There are indications that UMU prefers the Harvard style of referencing (Wanyama, 1996; Birungi and Ouma 2002; Namazzi 2020).

Secondary Referencing

Where one author is referring to the work of another and the primary source is not available, you should cite the primary source and the source you have read:

E.g. Byaruhanga and Muwanga-Zake 2002, cited in Asiimwe (2015: 15).

Note how the page number is represented. That is, it is the page of the secondary source that we present. Secondary referencing should be avoided where possible. Find the original if you can.

Online Sources

Referencing a web page in your text is represented by the Author and Year in brackets and not the web page address or URL. It is possible to find that the author is the organisation that publishes the web page, for example the Department of Education:

According to the Department of Education (2019), the quality of access to education is one of their fundamental responsibilities.

However, in cases where such details are not available, the URL should be produced in a footnote – as it appears in the address bar on the page where the cited material is found. To this, add the date when you viewed it.

Eg. <https://plato.stanford.edu/entries/education-philosophy/> [viewed on 22nd February 2022].

Paraphrasing

Paraphrasing means to cite someone else's idea in your own words. This is an alternative way to refer to someone else's work without quoting them directly.

It is important to paraphrase much more than to quote directly because it shows that, in translating the original information into your own words, you have understood it. However, you must be sure not to change the meaning of the original writing. A paraphrased sentence or piece of information still requires referencing, though only the author and the year (not a page number as for quotations); again, look at the examples above.

Page numbers

Page numbers might not be necessary if you have summarised a whole publication, where your summary has picked ideas from many pages.

Page numbers must be provided if you copy direct quotations. In such a case, inverted commas, also known as quotation marks are used to indicate the direct (verbatim) quotes. Make sure you quote the

E.g., Angucia (2012: 60) states that “UMU is a university for progressive people”.

Or

“UMU is a university for progressive people” (Angucia 2012: 60).

Sometimes you could have picked an author’s ideas from a range of pages.

E.g. UMU has qualities such as teaching facilities, qualified lecturers and a caring staff (Angucia 2012: 61 – 63).

Short quotations (up to 3 lines)

Short quotations (up to 3 lines – Usually not exceeding 25 words) can be included in the body of the text and with quotation marks.

Muwanga-Zake (2018: 19) states that “ICT is important for distance education”.

Longer quotations

Longer quotations – Usually exceeding 25 words or three lines should be indented in a separate paragraph. There is no need for quotation marks but use a slightly smaller font size.

Ssentongo (2020: 285) states that:

... the bias against African publications is not exclusively informed by quality concerns. As showed in Bulhan’ s psychological analysis, it also reflects underlying internalized bias and neo-colonized thinking that are pervasive in how many Africans tend to value African things.

Or

In his analysis of the politics of promotion and publication in Uganda, Ssentongo (2020: 285) states that:

... the bias against African publications is not exclusively informed by quality concerns. As showed in Bulhan’ s psychological analysis, it also reflects underlying internalized bias and neo-colonized thinking that are pervasive in how many Africans tend to value African things.

If some of the words are omitted in the quotation

The omitted words can be represented by three full-stops –called ellipsis points. For example:

Mukidi (2001: 17) states “... the existence of different religions in Uganda ... promotes tolerance and understanding.”

No Author

At times one comes across articles that do not indicate an author or authors. Use '**Anonymous**' or '**Anon**', (Anon. 2009).

No Date

The abbreviation **n.d.** is used to denote absence of a publication date.

Miisa (n.d.) argues in favour of health support.

Or, indirectly:

Arguments in favour of health support (Mugisha n.d.) are presented ...

Try to establish the year of publication. For online articles, the date can be found from the 'Properties' of the article.

How to derive names from reference materials

Usually, the name that appears last on the Book or Reference material is the Surname. The challenge usually comes when identifying the Surname from other names. It may be easier to tell the surname of African authors but not so easy with others from other parts of the world. Just pick the last name.

Example 1. Single Author – African Perspective

You may have collected the following details from your reference material during the research process and now you want to make use of them in your writing.

Author: James Daniel Garimoi

Year of Publication: 2012

Title: Understanding the Notion of Universal Primary Education in the Developing World

Town/place of Publication: Kampala

Publisher: Makerere University Press

In this case, identifying the Surname is quite easy, well knowing that Garimoi is a name derived from the African tradition unlike the other two. Therefore, when presenting the above example in your work/text, you ought to use:

According to Garimoi (2012) ...

In the references section, you should present that reference material as:

Garimoi, J. D. (2012). *Understanding the Notion of Universal Primary Education in the Developing World*. Kampala: Makerere University Press.

Example 2. Single Author – Non-African

Unlike the previous example, you may find it a bit challenging to identify the Surname in non-African names such as in the case below.

Author: Terry Wrigley

Year of Publication: 2017

Title: Universities of Hope: A New Agenda for University Improvement

Town/place of Publication: Leeds

Publisher: Leeds University Press

You should remember that usually, the name that appears last on the Book or Reference material is normally the Surname. Therefore, when presenting the above example in your work/text, you ought to use:

As stated in Wrigley (2012), ...

In the references section, you should present that reference material as:

Wrigley, T. (2012). *Universities of Hope: A New Agenda for University Improvement*. Leeds: Leeds University Press.

Example 3. Two Authors – African (Ugandan)

Authors: Kizito Omona and Benedicto Kabiito

Year of Publication: 2021

Title: Higher Education Research Challenges

Town/place of Publication: Kampala

Publisher: Uganda Martyrs University Press

Again with the use of African and western names, the Surnames can be identified easily. Therefore, when presenting the above example in your work, you can use:

As noted by Omona and Kabiito (2021), ...

In the references section, you should present that reference material as:

Omona, K. and Kabiito, B. (2021). *Higher Education Challenges*. Kampala: Uganda Martyrs University Press.

Example 4. Two Authors – Non-African

Authors: Sue Law & Dereck Glover

Year of Publication: 2005

Title: Educational Leadership and Learning: Practice, Policy and Research

Town/place of Publication: Buckingham

Publisher: Open University Press

Citation of the above example may be presented as follows:

According to Law & Glover (2014), ...

In the references section, you should present that reference material as:

Law, S. & Glover, D., (2014). *Educational Leadership and Learning: Practice, Policy and Research*. Buckingham: Open University Press.

THE REFERENCE LIST

The reference list is placed at the end of your essay, before Appendices (if any).

A Journal article by more than one author

Mwine, J., Van Damme P. and Jumba, F. (2010). Evaluation of larvicidal properties of the latex of *Euphorbia tirucalli* L.(Euphorbiaceae) against larvae of Anopheles mosquitoes. *Journal of Medicinal Plants Research*, Vol. 4(19), pp.1954-1959.

Note that the title of the journal is italicised.

A book by a single author

Muwanga-Zake, J. W. F. (2008). *Playing to Learn: Experiences in Biological Virtual Environments*. Oxford: Oxford University Press.

A book by two authors

Searle, J. and Chomsky, N. (1997). *The Meaning of Sense: Critique & Arguments*. 105th edn. London: Wybourn.

A book by three authors or more

Ssebuwufu, J., Otaala, L., Nakitende, A. M., and Angucia, M. (2022). *Higher Education in Uganda: Challenges and Prospects*. Kampala: Uganda Martyrs University.

A dissertation

Apio, M. (2019). *An analysis of workplace demotivation among secondary school teachers: A longitudinal study of Kapena Senior Secondary School in Soroti, Uganda*. MA dissertation. Uganda Martyrs University.

A book by a corporate author (e.g. a government department or other organisation)

Nursing and Midwifery Council (2003). *Patient-Centred Care: A NMC position statement on patient involvement*. London: Nursing and Midwifery Council.

An edited book

Baumeister, R. (ed.) (1999). *The self in Social Psychology: Key Readings in Social Psychology*. Hove: Taylor and Francis.

A chapter in a book

Burnard, P. (1997). The self and self-awareness. In: Burns, K. *et al.* (ed.). *The Self in Society*. London: Stanley Thornes, pp.17-28.

An article in a journal

Valkimaki, A. (1993). Patient information systems. *British Journal of Nursing*, Vol. 13(1), 43-5.

An article in a newspaper

Sabo, M. (2003). Fear of gun crime rising. *Guardian*, 26 October 2003, p.10.
If no author name is given, then the publisher (newspaper name) should be used instead.

Guardian (2003). Public health in decline. *Guardian*, 24 October 2003, p11.

An online source

Department of Health (2006). *Equality and Human Rights*. Available at:

<http://www.dh.gov.uk/PolicyAndGuidance/EqualityAndHumanRights/fs/en>
(Accessed on 15 May 2020).

A television programme

Reptiles of Eastern Uganda (2021). UBC, 4 July.

A video

12 Angry Men (1957). Directed by Sidney Lumet [Videocassette]. Hollywood: MGM Entertainment

CD ROMS

Institute of Cancer Research (2000). *A breath of fresh air: An interactive guide to managing breathlessness in patients with lung cancer*. [CD Rom]. Sutton: Institute of Cancer Research.

Government Publications/ Associations/ Companies

As indicated earlier, White Papers contain statements of Government policy. Green Papers put forward proposals for public discussion and consideration. They are cited in the same way.

A White Paper

Department for Education and Skills (2002). *14-19 next steps: The future*. Cm.3390. London: Stationery Office

A Green Paper

Department for Education and Skills (2003). *Extending Opportunities: Raising Standards*. Cm 3854. London: Stationery Office.

An Act of Parliament

Republic of Uganda. *Local Government Act, 1995*. Kampala: Republic of Uganda.

No Author

At times one comes across articles that do not indicate an author or authors. Use '**Anonymous**' or '**Anon**', the title of the work and date of publication. The title is written in *italics*. However, efforts should always first be made to establish the authorship.

Anon. (2021). *Small and Medium Enterprises at Kayabwe*. Masaka

No Date

The abbreviation **n.d.** is used to denote lack of No Date.

E.g. Luswata, A. (n.d.). *An Investigation into Indigenous Knowledges in Uganda*.

Kampala: Self-published.

Try to establish the year of publication. For online articles, the date can be found from the 'Properties' of the article.

Further reading

Pears, R. and Shields, G. (2008). *Cite them right*. Newcastle: Pear Tree Books.