

Management

Example Reference List/Bibliography

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Here are some examples of in-text citation using the Harvard Stirling University style.

To acknowledge a paraphrased idea put the reference information in brackets next to the idea used.

For example:

There is some evidence (Smith 1995) that these figures are incorrect.

OR

Smith (1995) has provided evidence that these figures are incorrect.

Multiple Authors: If a reference has two authors include both e.g. (Smith and Richardson 2013) but if it has more than two authors give only the first name followed by et al. e.g. (Johnston et al. 2012).

Page Numbers: when quoting sections of text or referring to particular sections of a document you must give the page numbers with your reference. Include the page numbers after the date within the brackets and use a comma to separate the date and page numbers. Abbreviations include: page (p.) pages (pp.) section (s.) and sections (ss.). If no page number is available (for example it has been taken from a web page use (n.p.)

For example:

It has been argued that ‘many C++-programmers still hesitate to implement the ET technique’ (Härdtlein *et al.* 2010, p.59).

OR

Härdtlein *et al.* (2010, p.59) argue that ‘many C++-programmers still hesitate to implement the ET technique’.

Citing Personal Communication, Lecture Notes etc.

Many students ask how to cite personal communications such as tutor comments or emails, letters, lectures, tutorials, meetings with supervisors etc.

Citing personal communication is generally discouraged and some modules/lecturers do not allow you to cite lectures or tutorials. If you think it is important to refer to course material, ask your module tutor whether this is permitted. If this is allowed, you will find examples in the [Harvard Stirling University](http://libguides.stir.ac.uk/Harvard-Stirling) Guide on the Library Web pages: <http://libguides.stir.ac.uk/Harvard-Stirling>.

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A ‘Bibliography’ may include additional sources that you have consulted but not actually mentioned or referred to in your work.

Most undergraduate and taught postgraduate work requires a ‘reference list’ only and should not contain additional references that are not cited. However, requirements vary between modules and you should always check your module handbook or ask your module tutor if you are uncertain what to do.

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