

Aquaculture – Referencing Style Guide

Referencing Style for Harvard Stirling University

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Referencing

A crucial part of your studies is reading around your subject and integrating other people's research and opinions with your learning. You need to use 'evidence' from the literature to support your arguments and answer questions. As part of this process you need to make sure the reader knows when you are getting your information from and how it relates to your own ideas and conclusions.

When using ideas, research, data, evidence, facts, diagrams etc. from other sources they need to be clearly distinguished from your own ideas. They must be carefully acknowledged to give credit to the authors and allow the reader of your work to be able to trace the original resources. Referencing will help you in this process.

Acknowledge the sources you have used by citing them within the text of your work and also in a list of references at the end of your assignment.

There are many different referencing styles and you must use the style recommended by your School or Module. The style generally recommended for Aquaculture is the **Harvard Stirling University style**.

Important points to remember:

- Always check your handbook or ask your tutor which referencing style you need to use for each module.
 - You may have to adopt different referencing styles for different modules. Using RefWorks (see below) makes this process easier.
- Be consistent with the style used in any piece of work
 - Do not start using Harvard Stirling University and then switch a different style.
- Be accurate and provide the full details required.
 - This is so the reader can find your sources if they wish.
- Different types of material are presented differently
 - Make sure you know which information is needed for different types of references e.g. internet sources often need the URL (web address) and date accessed; journal articles typically need volume and issue number (if there is one) and page numbers.

RefWorks

Keep a note of all the sources that you use as you go along so that it is easy to acknowledge them in your work. You can keep your references in referencing software such as 'RefWorks' (free for all students to use). You can use RefWorks to produce your reference list in the style required by your School or Module.

RefWorks is software that helps manage your references:

- Collects, stores and lists your references
- Can import references from many library databases
- Write-N-Cite (plug-in for Word) helps you create your in-text citations and produce a reference list in a variety of styles
- Help and online training is available: <http://libguides.stir.ac.uk/refworks>

Harvard Stirling University Referencing Style (HSU)

The Aquaculture division require undergraduates to use the Harvard Stirling University referencing style (HSU). For Aquaculture taught postgraduates HSU will often be used but may not be appropriate for some tasks. It is also expected that postgraduates will become capable of working with a variety of reference styles.

The following brief information will help you to get started using HSU but you should consult the Harvard Stirling University Guide on the Library web pages <http://libguides.stir.ac.uk/Harvard-Stirling> for more detailed guidance, additional reference types and updates.

This document describes how to cite in the Harvard Stirling University referencing style.

Different Ways to Reference within Your Assignments

If you read the following sentence:

"Students often find it difficult to understand what 'strict relevance' really means in academic writing."

in this book:

Haggis, T. (1998) *Knotty problems in English*. London: Penguin.

There are four possible ways of using this text in an assignment:

Paraphrasing

Examples 1 and 2 below are examples of paraphrasing. The original idea (from Haggis 1998) has been used but the student has written the text in their own words. The source of the original idea has been acknowledged.

1) Students experience a number of specific problems with academic English. One of these problems is understanding the idea of relevance (Haggis 1998).

2) Students experience a number of specific problems with academic English. Haggis (1998) suggests that one of the problems is understanding the idea of relevance.

Direct quotations

Examples 3 and 4 below are direct quotations. The student has quoted the exact original words, taken directly from Haggis 1998 and so uses quotation marks “ ”. The author of the original words must also be acknowledged.

3) Students experience a number of specific problems with academic English. For example, “students often find it difficult to understand what 'strict relevance' really means in academic writing” (Haggis 1998, p. 20).

4) Students experience a number of specific problems with academic English. For example, Haggis (1998, p. 20) suggests that "students often find it difficult to understand what 'strict relevance' really means in academic writing".

Be careful to avoid "stitching together" lots of direct quotes from different sources. This may show that you have gathered a range of ideas relevant to your essay, but it cannot demonstrate your own writing abilities or show that you have any understanding of the subject. You should always use quotes sparingly.

Longer direct quotations (very seldom used in sciences)

Long direct quotations are typically not used in the sciences. But if you have a good reason for using a long direct quote, they are usually included as a separate statement and indented. For example:

This report will explore the issues around the use of drugs to treat bacterial infections. Rang et al. (1999, p. 4) suggest that:

During the last 60 years the development of effective and safe drugs to deal with bacterial infections has revolutionised medical treatment, and the morbidity and mortality from microbial disease has been dramatically reduced.

Secondary referencing

Sometimes you may come across a mention of another author's work in the source you are reading, which you would like to make reference to in your own document; this is called secondary referencing.

If you are considering citing a secondary reference it is recommended that instead you read the original work for yourself rather than rely on someone else's interpretation. However, sometimes you will not be able to get a copy of the original work and so occasionally it may be necessary.

For example you might read the following sentence in the 1998 book above by Haggis:

Jordan (1997) has discussed how study skills are not acquired instinctively but must be learned.

If you are not able to get a copy of the work by Jordan, in your assignment you could write:

Jordan (1997 cited in Haggis 1998, p. 25) writes that study skills need to be learned because they are not innate.

Or

It has been noted (Jordan 1997 cited in Haggis 1998, p. 25) that study skills need to be learned because they are not innate.

The reference list at the end of your document should only contain works that you have read yourself. So your reference list would only contain the details of the work by Haggis:

Haggis, T. (1998) *Knotty problems in English*. London: Penguin.

How to Cite Different Forms of References in the Text of Your Work

Paraphrase

- 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.

Reference two or more publications at the same time

- If you need to refer to two or more publications at the same time, list these separated by semicolons (;). The publications should be listed in the order they will appear in the reference list, that is, in alphabetical order of the first author.

For example:

There is some evidence (Aron 2013; Mahel and Brown 2012; Smith et al. 1995; Wood 2014) that these figures are incorrect.

- If more than one publication is published with the same authors, then list the publications with the same authors in order of the year of publication with the oldest publication first.

For example:

There is some evidence (Aron 2013; Aron 2016; Mahel and Brown 2012; Smith et al. 1995; Smith et al. 2015; Wood 2014) that these figures are incorrect.

Reference multiple authors

- 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). "Et al." is an abbreviation of the Latin term "Et alii" meaning "and others". (Then, within your reference list at the end of your text you will list all the authors in the complete reference).

Quoting sections of text or referring to particular sections of a document: 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.), meaning "no page numbers".

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'.

Multiple references by the same author(s)

- Within the text of your work, references by the same author with the same year of publication will need distinguished from each other. To distinguish the references add a letter after the year.

For example:

(Smith 2012a, Smith 2012b)

The letters should be added to the year in the in-text citation and also to the year in the reference list.

- ❖ RefWorks Tip: If you generate your reference list in RefWorks you will need to manually add the letters to distinguish references with the same author/year. The latest version of Write-N-Cite will automatically add these letters to the in-text citations and the reference list.

Example of paragraphs with different types of referencing included

Here is an excerpt from a student assignment showing different types of referencing:

Martin et al (2003) outlined the various ways humour can be conceptualized: as a cognitive ability, habitual behaviour pattern, emotion-related temperament and coping strategy, but acknowledged this long list is not comprehensive. Saucier and Goldberg (1998) included a cluster of humour related adjectives (such as: humorous, witty, amusing) in the Big Five model of personality. However, it has been argued that this type of language analysis is not always sufficient to identify important personality traits and that instead tests of “incremental utility” should be the arbiter (Paunonen and Jackson 2000).

Studies of humour in personality often use self and peer reports, but there is a particular need for caution with these methods since more than 90% believe they have an above average sense of humour (Lefcourt and Martin cited in McGee and Shevlin 2009, p. 68).

The reference list for the excerpt above would look like this:

Martin, R.A., Puhlik-Doris, P., Larsen, G., Gray, J. and Weir, K. (2003) Individual differences in uses of humor and their relation to psychological well-being: Development of the Humor Styles Questionnaire. *Journal of Research in Personality*, 37 (1), pp. 48-75.

McGee, E. and Shevlin, M. (2009) Effect of humor on interpersonal attraction and mate selection. *The Journal of Psychology: Interdisciplinary and Applied*, 143 (1), pp. 67-77.

Paunonen, S.V. and Jackson, D.N. (2000) What Is Beyond the Big Five? Plenty! *Journal of Personality*, 68 (5), pp. 821-835.

Saucier, G. and Goldberg, L.R. (1998) What is beyond the Big Five? *Journal of Personality*, 66 (4), pp. 495-524.

Citing Different Types of Materials: some examples

Citing Articles in Journals

- Journals on the web equivalent to print versions:

Many journals published on the Internet are equivalent to a traditional printed journals and include a volume number, (possibly) issue number and page numbers. This applies to most journal articles downloaded as PDF files from the journal web site or retrieved from Library databases. For this type of journal article you should not include the web address in the reference details.

Use the RefWorks 'Journal Article' reference type which omits the web address, retrieval date, etc.

- ❖ Refworks Tip: most articles exported/imported to RefWorks will automatically be allocated to the 'Journal Article' reference type.

- E-only journals, Internet Journal/Magazine Articles:

Journals and Magazines are increasingly published only for the Web with no equivalent print version. Articles might not have a volume or issue number. They are unlikely to have page numbers but they might give an 'article number'. It is only for these type of e-only journal articles that you need to include the web address and date accessed information in the reference details.

Use the RefWorks 'Journal Article, Electronic' reference type. Include as much information as possible to accurately record the reference including volume, issue, article number and DOI where available. If there is no DOI, give the Web address. See examples in the HSU Examples document on the Library Web pages: <http://libguides.stir.ac.uk/Harvard-Stirling>.

- ❖ RefWorks Tip: References exported/imported to RefWorks will usually automatically be allocated to the 'Journal Article' reference type. Edit the reference in RefWorks: change the reference type to 'Journal Article, Electronic' and move or add information to the correct fields as necessary.

Citing Lectures, Listen Again, Tutorials, Personal Communications, etc.

Many students ask how to cite course materials and personal communications such as tutor comments or emails. Citing these types of materials is strongly discouraged but if you consider it necessary to refer to course material you should check with the module tutor if it will be permitted.

(If this is allowed, you will find examples in the HSU Examples document on the Library Web pages: <http://libguides.stir.ac.uk/Harvard-Stirling>).

Writing Your Reference List

Difference between a Reference List and a Bibliography

A 'Reference List' includes the details of only the sources you have referred to (cited) in your work.

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

In the sciences, undergraduate and taught postgraduate work requires a 'reference list' only and the list should not contain additional references that were not cited.

❖ RefWorks Tip: RefWorks uses the term 'Bibliography' for creating any list of references whether it is a 'reference list' or 'bibliography' as defined above.

Reference List: Formats for Different Reference Types

The following table provides examples of different references and is followed by an example reference list.

Ref Type = This is the type of material to reference e.g. book, journal article etc.

RefWorks = This is the reference type within RefWorks that you should use for different references e.g. use Report for clinical guidelines. (If you are reading this document online you can click the RefWorks link for an example of how to enter the information in RefWorks).

In-text = This gives an example of how to cite the reference within your text.

Reference List = This gives examples of how your references should appear in your list of references and gives hints on what information you need if creating your references manually instead of using RefWorks.

Ref Type	RefWorks	In-text	Reference List
Abstract	Abstract	(Smelley 2013)	Author name, Initials. (Year) Article title. <i>Journal Title</i> , Volume (Issue), page numbers. Abstract only from Database Name or other source. [Accessed: Date – day month year]. Smelley, R.C. (2013) The value of a coaching philosophy. <i>Track Coach</i> , (204), pp. 6506-6513. Abstract only from SPORTDiscus. [Accessed: 3 January 2015].
Book	Book, Whole	(Johnson and Scholes 2010)	Author name, Initials. (Year) <i>Book title</i> . Edition. Place of Publication: Publisher. Johnson, G. and Scholes, K. (2010) <i>Exploring strategy: text and cases</i> . 9th ed. Harlow: Financial Times.
Book Chapter	Book Section	(Roberts 2003)	Chapter author name, Initials. (Year) Chapter title. In: Initials. Editor name, eds. <i>Title of book</i> . Edition. Place of Publication: Publisher, page numbers. Roberts, I. (2003) Sociology and industrial relations. In: P. Ackers and A. Wilkinson, eds. <i>Understanding work and employment: industrial relations in transition</i> . Oxford: Oxford University Press, pp. 31-42.

Book, Edited	Book, Edited	(Gilmore and Williams 2009)	<p>Editor name, Initials. eds. (Year) <i>Book title</i>. Edition. Place of Publication: Publisher.</p> <p>Gilmore, S. and Williams, S. eds. (2009) <i>Human resource management</i>. Oxford: Oxford University Press.</p>
Conference Paper in a Conference Proceedings	Conference Proceedings	(Bohrer and Freiburg 1995)	<p>Author name, Initials. (Year) Conference paper title. In: Initials. Editor name, eds. <i>Conference Proceedings Title</i>. Place conference held, date conference held. Place of publication: Publisher, page numbers.</p> <p>Bohrer, S. and Freiburg, V. (1995) Integrated obstacle detection framework for intelligent cruise control on motorways. In: J. Smith, ed. <i>IEEE Intelligent Vehicles Symposium</i>. Detroit, 29th to 30th November 1994. Piscataway: Cambridge University Press, pp. 276-281.</p>
Conference Presentation	Conference Proceedings	(Mynot and Bonser 2013)	<p>Author name, Initials. (Year) Conference paper/presentation title. <i>Conference Title</i>. Place conference held, date conference held. Available: Web address/URL [Accessed: Date – day month year].</p> <p>Mynot, G. and Bonser, C. (2013) Visual literacy in teaching and learning. <i>LILAC</i>. University of Manchester, 25th - 27th March. Available: http://www.lilacconference.com/WP/past-conferences/lilac-2013/ [Accessed: 8 January 2014].</p>
Dissertation	Dissertation/ Thesis	(Colvin 2008)	<p>Author name, Initials. (Year) <i>Dissertation title</i>. Award e.g. MSc, University.</p> <p>Colvin, M. (2008) <i>Healthy travel : can social marketing make the journey to work more healthy?</i> MBA, University of Stirling.</p>
Ebook – Specific ebook reader	Book, Whole	(Radcliffe 2012)	<p>Author name, Initials. (Year) <i>Ebook title</i>. [Ebook Reader] Place of Publication: Publisher. Available: web address/URL of main web site [Accessed: date – day month year]</p> <p>Radcliffe, S. (2012) <i>Leadership: plain and simple</i>. [Kindle ebook] London: FT Publishing International. Available: http://www.amazon.co.uk [Accessed: 30 July 2014].</p>
E-only Journal Article	Journal Article, Electronic	(Gargouri et al. 2010)	<p>Author name, Initials. (Year) Article title. <i>Journal Title</i>, Volume if present (Issue if present), article number, page number or other article reference if present. Available: doi if present or web address/URL [Accessed: date – day month year].</p> <p>Gargouri, Y., Hajjem, C., Lariviere, V., Gingras, Y., Carr, L., Brody, T. and Harnad, S. (2010) Self-selected or mandated, open access increases citation impact for higher quality research. <i>Plos One</i>, 5 (10), e13636. Available: http://dx.doi.org/10.1371/journal.pone.0013636 [Accessed: 20 May 2014].</p>
E-only journal Article with no issue number	Journal Article, Electronic	(Song et al. 2014)	<p>Author name, Initials. (Year) Article title. <i>Journal Title</i>, Volume if present, article number if present. Available: doi if present or web address/URL [Accessed: date – day month year].</p>

			Song, B., Zhu, J., Wu, J., Zhang, C., Wang, B., Pan, B. and Guo, W. (2014) Determination of carbohydrate-deficient transferrin in a Han Chinese population. <i>BMC Biochemistry</i> , 15, 5. Available: http://www.biomedcentral.com/1471-2091/15/5 [Accessed: 20 May 2014].
In Press Journal Article	Journal Article, Electronic	(Hatfield 2014 In Press)	Author name, Initials. (Year if present In Press) Article title. <i>Journal Title</i> , doi: if present or Available: web address/URL [Accessed: Date – day month year]. Hatfield, B.E., Lower, J.K., Cassidy, D.J. and Faldowski, R.A. (2014 In Press) Inequities in access to quality early care and education: associations with funding and community context. <i>Early Childhood Research Quarterly</i> , doi: 10.1016/j.ecresq.2014.01.001 [Accessed: 3 June 2014].
Journal Article (Use for most journal articles, for example, use for PDF files downloaded from journal web sites)	Journal Article	(Gordon et al. 2010)	Author name, Initials. (Year) Article title. <i>Journal title</i> , Volume (Issue), page numbers. Gordon, R., Moodie, C., Eadie, D. and Hastings, G. (2010) Critical social marketing - the impact of alcohol marketing on youth drinking: qualitative findings. <i>International Journal of Nonprofit & Voluntary Sector Marketing</i> , 15 (3), pp. 265-275.
Journal Article (Use for most journal articles, for example, use for PDF files downloaded from journal web sites)	Journal Article	(Kaiser and Snyder 2012)	Author name, Initials. (Year) Article title. <i>Journal title</i> , Volume (Issue), page numbers. Kaiser, M.J. and Snyder, B. (2012) Modeling the decommissioning cost of offshore wind development on the U.S. Outer Continental Shelf. <i>Marine Policy</i> , 36 (1), pp. 153-164.
Report	Report	(Wood et al. 2009)	Author name, Initials. (Year) <i>Title of report</i> . Report series title. Report number. Place of Publication: Publisher. Available: web address/URL [Accessed: Date – day month year]. Wood, M., Hales, J., Purdon, S., Sejersen, T. and Hayllar, O. (2009) <i>A test for racial discrimination in recruitment practice in British cities: a report of research carried out by the National Centre for Social Research on behalf of the Department for Work and Pensions</i> . Department for Work and Pensions research report. No. 607. Norwich: HMSO. Available: http://research.dwp.gov.uk/asd/asd5/report_abstracts/rr_abstracts/rra_607.asp [Accessed: 28 July 2010].
Secondary Reference To cite a source mentioned in a work you have read, give the author and year in your text. Only give the work that you have read in your reference list.	Book, journal or other source as appropriate to the reference you have read In this example it is a book by	(Darwin 1872 cited in Workman and Reader 2008)	Workman, L. and Reader, W. (2008) <i>Evolutionary psychology: an introduction</i> . Cambridge: Cambridge University Press.

	Workman and Reader.		
Thesis	Dissertation/Thesis	(Viteva 2012)	Author name, Initials. (2012) <i>Thesis title</i> . Award e.g. PhD, University. Available: web address/URL [Accessed: Date – day month year]. Viteva, S. (2012) <i>The informational efficiency of the European carbon market</i> . PhD, University of Stirling. Available: http://hdl.handle.net/1893/11204 [Accessed: 22 April 2014].
Webpage (within a website)	Web Page	(Flanders 2013)	Author name, Initials. (Year last updated) <i>Webpage title</i> . Publisher. Available: web address/URL [Accessed: Date – day month year]. Flanders, S. (2011) <i>Eurozone crisis: Europe choice to punish or protect</i> . BBC. Available: http://www.bbc.co.uk/news/business-15057004 [Accessed: 29 September 2011].
Website (with a title for the home page as well as name of organisation)	Web Page	(British Trust for Ornithology 2014)	Organisation (Year) <i>Website title</i> . Available: web address/url [Accessed: Date – day month year]. British Trust for Ornithology (2014) <i>BTO: Looking out for birds</i> . Available: http://www.bto.org/ [Accessed: 1 February 2014].
Website (no title for the home page so use the organisation name)	Web Page	(Institute of Chartered Accountants in Scotland 2011) OR (ICAS 2014)	Organisation name (Year last updated) Available: web address/URL [Accessed: Date – day month year]. Institute of Chartered Accountants in Scotland (2011) Available: http://www.icas.org.uk/icas/ [Accessed: 23 May 2011]. OR ICAS (2013) Available: http://icas.org.uk/default.aspx [Accessed: 1 February 2014].
Find more examples in the HSU Examples document on the Library site: http://libguides.stir.ac.uk/Harvard-Stirling			

Example Reference List in Harvard Stirling University Style

The reference list is listed in alphabetical order of the first authors' names.

- Barton, B.H. and Moran, E. (2013) Measuring diversity on the Supreme Court with biodiversity statistics. *Journal of Empirical Legal Studies*, 10 (1), pp. 1-34.
- Beveridge, M.C.M. (2004) *Cage aquaculture*. 3rd ed. Oxford: Blackwell.
- Bhattarai, B.P. (2012a) Conservation of biodiversity: the outline of the challenge. In: P. Kindlmann, ed. *Himalayan biodiversity in the changing world*. 3rd ed. Dordrecht: Springer, pp. 41-70.
- Bhattarai, B.P. (2012b) Interactions between Bengal tiger (*Panthera tigris*) and leopard (*Panthera pardus*): implications for their conservation. *Biodiversity and Conservation*, 21 (8), pp. 2075-2094.
- Bohrer, S. and Freiburg, V. (1995) Integrated obstacle detection framework for intelligent cruise control on motorways. In: J. Smith, ed. *IEEE Intelligent Vehicles Symposium*. Detroit, 29th to 30th November 1994. Piscataway: Cambridge University Press, pp. 276-281.
- Boyle, P. and Halfacree, K. eds. (1999) *Migration and gender in the developed world*. London: Routledge.
- CIPD (2014) *Championing better work and working lives*. Available: <http://www.cipd.co.uk/> [Accessed: 30 July 2014].
- Colvin, M. (2008) *Healthy travel: can social marketing make the journey to work more healthy?* MBA, University of Stirling.
- Dame, R.F. ed. (2012) *Ecology of marine bivalves: an ecosystem approach*. 2nd ed. London: Taylor & Francis.
- Drescher, M. and Buse, L.J. (2012) Eliciting expert knowledge of forest succession using an innovative software tool. In: A.H. Perera and C.A. Drew, eds. *Expert knowledge and its application in landscape ecology*. New York: Springer, pp. 69-85.
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- Krishna, V.V., Drucker, A.G., Pascual, U., Raghu, P.T. and King, E.D.I.O. (2013) Estimating compensation payments for on-farm conservation of agricultural biodiversity in developing countries. *Ecological Economics*, 87, pp. 110-123.
- Mukherjee, J. (2015 In Press) Beyond the urban: rethinking urban ecology using Kolkata as a case study. *International Journal of Urban Sustainable Development*, doi: 10.1080/19463138.2015.1011160 [Accessed: 17 June 2015].
- R Foundation for Statistical Computing (2008) *R: A Language and Environment for Statistical Computing*. Available: <http://www.R-project.org> [Accessed: 1 February 2015].
- Radcliffe, S. (2012) *Leadership: plain and simple*. [Kindle ebook] London: FT Publishing International. Available: <http://www.amazon.co.uk> [Accessed: 30 July 2015].
- Scottish Government (2011) *Economic strategy: transition to a low carbon economy*. Scottish Government. Available: <http://www.scotland.gov.uk/Topics/Economy/EconomicStrategy/LowCarbon> [Accessed: 28 March 2012].
- Viteva, S. (2012) *The informational efficiency of the European carbon market*. PhD, University of Stirling. Available: <http://hdl.handle.net/1893/11204> [Accessed: 22 April 2015].
- Young, N. and Matthews, R. (2010) *The aquaculture controversy in Canada: activism, policy, and contested science*. Vancouver: UBC Press.