



Bodleian Libraries



Guide to Referencing and Citations

Oxford University Department of Education

Accurate, complete and consistent references are essential in all academic work and are the key to avoiding plagiarism. Whenever you refer directly to the work or ideas of someone else, or are influenced by another's work, you must acknowledge this. Similarly if you quote directly from someone's work this must be referred to accurately.

There are a number of systems of referencing, but the Department of Education recommends that you use the Harvard system. Harvard is an author/date system, is very simple to use and is widely accepted as the most suitable system for educational research. Variations on the Harvard system are used by academic journals such as the Oxford Review of Education, the British Journal of Educational Studies, the British Journal of Sociology of Education and the Journal of Education Policy. However, the Harvard style varies, so we have created a standard Department version, **Harvard for Oxford Department of Education**, described below and available as a style to use on [RefWorks](#). This system should be used for all assignments, dissertations and theses written in the Department. This guide offers detailed guidance for producing in-text citations and reference lists according to the Oxford University, Department of Education's version of the Harvard method.

Type of material	The information required	Example of reference	Example of how to cite the reference in text
Web pages with a page author	Author of page, year, title of page, [Online], URL, date last accessed	<p>Crick, Bernard (2002) <i>George Orwell: voice of a long generation</i>. [Online]. Available from: http://www.bbc.co.uk/history/british/britain_wwtwo/orwell_01.shtml [Accessed 12 November 2009]</p> <p>Thinkstrategies (2005) <i>The future of IT in large corporations</i>. [Online]. Available from: http://oracle.ittoolbox.com/white-papers/the-future-of-it-in-large-corporations-3936 [Accessed 3 July 2009]</p> <p>Farrell, Maureen (2006) <i>Three mistakes: when pricing your products</i>. [Online]. Available from: http://www.forbes.com/entrepreneurs/entresales/2006/10/30/ent-sales_online_retail_nav_land.html [Accessed 11 November 2010]</p>	<p>According to Crick (2002), George Orwell was ...</p> <p>In a white paper by Thinkstrategies (2005) there is ...</p> <p>One mistake is ignoring the competition (Farrell, 2006)</p>
Web pages with a site author	Author of site, year, title of page, [Online], URL, date last accessed	<p>Joseph Rowntree Foundation (2006) <i>Smart homes</i>. [Online]. Available from: http://www.jrf.org.uk/housingandcare/smarthomes/ [Accessed 14 November 2008]</p>	<p>The Joseph Rowntree Foundation (2006) are involved in a project ...</p>
Web pages where there is no author or the author is the same as the title	Title, year, [Online], URL, date last accessed	<p><i>Big Lottery Fund</i>. (2006) [Online]. Available from: http://www.biglotteryfund.org.uk/ [Accessed 14 November 2009]</p>	<p>(<i>Big Lottery Fund</i>, 2006)</p>