

MMU Harvard Referencing Quick Guide

This is intended to be a quick guide to MMU Harvard referencing.

Please consult the full MMU Harvard referencing online guide

(<https://libguides.mmu.ac.uk/refguide/mmuharvard>) for further instruction, including:

- [A-Z list of reference types](#) with examples
- [citations and direct quotes](#) sections providing examples
- [Video guides](#) covering how to cite and reference specific sources
- [Referencing FAQs](#)

Terminology

Citation

Citations are in-text indicators of the source of information. All citations should have a corresponding entry in your reference list.

Reference list

The full details of all the sources you have cited in your work, listed at the end of your assignment, in alphabetical order.

Formatting citations

For most sources, the only information you need when citing within the text of your work is the author's surname and the year of publication.

- In the absence of an author's name use the name of the organisation instead.
- If there is no date state (no date) in place of the year
- Provide the page number when using a direct quote. It may also be useful to include a page number for a paraphrase, to direct the reader to a particular part of the source you are referring to

Examples

Type of citation	Example citation
A source with one author	(Cottrell, 2015)
A source with two authors	(Pritchard and Burton, 2018)
A source with three or more authors	(Bornstein et al., 2014)
Using a direct quote	(Cottrell, 2015:84)
Organisation as author	(Department for Education, 2018)

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