

Arden University Guide to Harvard Referencing

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1. Introduction

This is a comprehensive guide to Harvard referencing for Arden University students. Please note if you are a Psychology or a Law student, different referencing styles may apply to your module – please consult iLearn and your module tutor.

Referencing is an important skill for any student writing academic essays, reports, and projects. There is an expectation that your work will make use of existing sources. To avoid plagiarism, you must always acknowledge sources that you use that are not your own. You may directly quote from a source, paraphrase (integrating another person's ideas into your argumentation using your own words) or summarise (pick out the key points of someone else's work).

The University regulations about plagiarism can be found in your Student Handbook via the A-Z Key Information on iLearn (under 'S'):

<https://moodle.bl.rdi.co.uk/mod/glossary/view.php?id=388722&mode=letter&hook=S&sortkey=&sortorder=>

1.1 Declaration on iLearn

Please note when you submit your assessment on iLearn you will see the following declaration:

I hereby declare that the attached assignment is my own work, that all sources of reference are acknowledged in full including the use of generative AI (Artificial Intelligence). That all sources of reference are acknowledged in accordance with the relevant referencing system for my programme, and that the work has not been submitted for any other course. I understand that my assignment will be screened by Arden University's plagiarism detection system, and if found guilty of any infringement, penalties will apply in line with the institution's policy on Academic Integrity and Misconduct.

Using the appropriate referencing system will ensure that you acknowledge all the sources you have used and will help you avoid plagiarism. If at any point you are unsure about how to reference a specific resource, please book a 1:1 appointment with an academic skills tutor who will be happy to help you – [Book an appointment with an academic skills tutor](#)

2. The Harvard System (Author-Date Method)

All statements, opinions, conclusions etc. taken from another author's work (print, online or multimedia) should be cited, whether the work is directly quoted, paraphrased, or summarised. Paraphrasing is integrating another person's ideas into your work by rewriting an argument using your own words, phrasing, and interpretation. Guidance on appropriate use of paraphrasing, summarising and quotation in academic writing is available in your Student Handbook.

Referencing is a two-part process:

2.1. In-Text Citations

2.2. Reference List

In the Harvard System, all cited publications are referred to in the main body of text by giving the author's surname and the year of publication separated by a comma e.g. (Waring, 2014). Each cited publication must have a corresponding full reference in the Reference List at the end of your work. The references are listed in alphabetical order by surname.

Authors/Originators

When citing the author, use the name(s) of the person or organisation shown most prominently in the source as being responsible for the published content.

If no author is given and there is clearly no identifiable person or organisation, use 'Anon.', except for webpages, newspapers, film, dictionaries, or encyclopaedias. See section 2.1.1. point vii for guidance on how to cite these examples. For all examples use the same author notation in the reference list at the end.

Dates

If an exact year or date is not known, an approximate date preceded by 'ca.' may be supplied e.g. (ca. 1750). If no such approximation is possible, use N.D. (no date). For webpages, it may be preferable to cite the year in which the page was accessed, e.g. (ca. 2009), rather than use N.D..

Where a book, chapter or article has been re-published as part of a different work e.g., an anthology, cite and reference the original date of publication, if given.

Person-to-person communication (letters, emails, interviews, lectures, etc.)

We recommend that references to person-to-person communications such as letters and emails are given only within the main body of the text and are not detailed in the reference list. See page 7 for further guidance.

2.1. In-Text Citations

This applies to print and online materials.

Where to place the citation

Place your citation where you feel it should naturally occur within a sentence. Depending on your writing style, it may follow a phrase/idea or appear at the end of a sentence or paragraph. It should always appear before the full stop.

- e.g., As Waring (2014, p. 33) said, "theory and practice should not be seen as separate entities" and so... *This is an example of a 'narrative citation' where the author(s) name naturally occurs within the sentence. In this case, you only need to put the author(s) name in brackets, and the page number if necessary.*
- e.g., In his highly acclaimed study, Waring (2014) argued that theory and practice should not be seen as separate entities...
- e.g., Theory arises out of practice and the two are therefore inextricably linked (Waring, 2014). *This is an example of a 'parenthetical citation' where the author(s) name does not naturally occur in the sentence and is therefore placed within the parenthesis along with the date, and page number if necessary.*

Quotations

If the quote is less than a line it may be included in the body of the text in double quotation marks. Longer quotations should be indented, single-spaced, and appear in double quotation marks.

Pagination

In citations to particular parts of a document, the location of that part (e.g., Waring, 2014, p. 6) should always be given after the year within the brackets.

If your eBook does not have the printed page numbers, when referencing books in your work you will need to refer to a chapter/section/paragraph number to correctly identify the passage of text you are using.

- e.g., Leatherbarrow and Fletcher (2018) state that “HRM as a concept was attractive to many organisations because of its unitary perspective” (chapter 3, para. 2).

For webpages and online newspapers, this detail is not required.

Figures (e.g., diagrams, graphs, tables, illustrations, photographs, etc.)

These should be referenced as though they were quotations taken from a published work. Page numbers come after the year, within the brackets. Diagrams etc. are usually accompanied by a brief description and are listed throughout a piece of work by figure number.

- e.g., Figure 1. Johannes Vermeer’s The Girl with the Pearl Earring (Chevalier and Hale, 2011, p. 55).

If the item has been copied and amended by you, e.g., you add another axis to a graph, then use ‘amended from’ in parentheses after the source.

- e.g., Figure 1. Johannes Vermeer’s The Girl with the Pearl Earring (amended from Chevalier and Hale, 2011, p. 55).

If the item is your own original work, then use personal collection.

- e.g., Figure 1. Coventry Cathedral (personal collection).

When referring to diagrams, graphs, tables, illustrations, photographs, etc. in the text, you should use Figure number (and source if relevant).

- e.g., In Figure 2. Mitchell (2015) demonstrates...

You should include a full reference to sources in the list at the end of your work. Your own original work should not appear in the reference list at the end, as it has not been published.

Text or script from videos, films, or broadcasts

These should be referenced as though it were a quotation taken from a published work, but without page numbering.

- e.g., As typified by James Dean portraying the moral decay of American youth (Rebel without a Cause, 1955).

Online sources

When citing a webpage on an organisation or company website, use the organisation or company as the author. **Do not insert the URL (web address) in the body of your text.**

- e.g., Price Waterhouse (2011) suggest that “a quotation from the relevant webpage would be inserted here.”

2.1.1. Examples of In-Text Citation

i) If the author’s name occurs naturally in the sentence, the year is given in brackets:

- e.g., In his highly acclaimed study Waring (2014) argued that theory and practice should not be seen as separate entities...
- e.g., As Waring (2014, p. 33) said, "theory and practice should not be seen as separate entities" and so...

ii) If the name does not occur naturally in the sentence:

Both name and year are given in brackets:

- e.g., A more recent study (Waring, 2014) has shown the way theory and practical work interact.
- Theory arises out of practice and the two are inextricably linked (Waring, 2014).

iii) When an author has published more than one cited document in the same year:

These are distinguished by adding lower case letters (a, b, c, etc.) after the year and within the brackets:

- e.g., Fordham (2011a) discussed the subject...

Note: If you are adding citations from the same author and year, the letters after the date will determine the order in your reference list e.g., ‘Fordham (2011a)’ would be listed before ‘Fordham (2011b)’.

iv) When more than one source is cited:

The sequence of citations may be either chronological or in order of academic relevance.

- e.g. (Harris, 2011; Hale, 2012; Malcolm, 2014)

v) If there are two authors:

The surnames of both should be given.

- e.g., Doole and Lowe (2012) proposed that...

vi) If there are more than two authors:

The surname of the first author only should be given, followed by *et al.*:

- e.g., As global economies grow and the cost of doing business increases (D'Arienzo *et al.*, 2016).

A full list of all author’s names should appear in the reference list at the end of your work.

vii) If no author is given and there is clearly no identifiable person/body responsible:

For all examples use the same author notation in the reference list at the end.

For webpages use the organisation or company author:

- e.g., In the IPCC (2016) report on Climate Change and Oceans and the Cryosphere...

For newspaper articles use the newspaper title:

- e.g., Social media is driving the rise of hate crime (The Telegraph, 2016).

For a film, use the title of the film:

- e.g., As typified by James Dean portraying the moral decay of American youth (Rebel without a Cause, 1955).

For a dictionary or encyclopaedia, if it is the co-operative work of many individuals, none of whom are the main editor, the title of the work may be used instead.

- e.g., According to the Oxford Encyclopaedia “A quotation from the text would be inserted here” (Oxford, 2007, p. 375).

For other sources, use ‘Anon.’:

- e.g., In an earlier text (Anon., 1908) it was stated that...

viii) If you refer to a source directly quoted in another source you cite both in the text:

- e.g., In a popular study Whear (2014, cited by Stamper, 2016) argued that education must be participative and collaborative...
- e.g., As Whear (2014, cited by Stamper 2016, p. 90) said, "education must be participative, collaborative and non-judgmental" and so we...

You should only list the work you have read, i.e., Stamper, in the reference list at the end.

ix) If you refer to a contributor in a source just cite the contributor, not the editor:

- e.g., Crinklaw showed this to be key to her own social networking success (Crinklaw, 2011). See section 2.2.1. for an explanation of how to format contributions (e.g., chapter in an edited book) in your reference list.

x) If you refer to a person who has not produced or contributed to a work, but who is quoted in someone else’s work, it is recommended that you mention the person’s name and you must cite the source author:

- e.g., Michael Heseltine emphasized the part the media plays in influencing political opinion in an interview with Eaton (2016).
- e.g., “It rings well with some of our xenophobic newspapers”, Michael Heseltine said in a recent article (Eaton, 2016, p. 4).

You should list the work that has been published, i.e., Eaton (in the New Statesman) in your reference list.

xi) Scriptural Citations (e.g., Bible, Koran/Qur’an):

These should only be included in the text and not the reference list. Include book, chapter, and verse. If quoting you may add the translation or edition.

- e.g., “He gives strength to the weary and increases the power of the weak” (Isiah 40:29, New International Version).

xii) Legislation – UK Statutes (Acts of Parliament) should be cited in full:

- e.g., The Equality Act 2010 legislates that it is unlawful to discriminate on the grounds of...

Person-to-person communications (letters, emails, interviews, lectures, etc.):

These do not provide recoverable data and so are not included in the reference list. Cite personal communications in the text only. Give initials as well as the surname and status and/or occupation of the person. Provide as exact a date as possible. When citing research data which you have collected, it is advisable to also include copies or summaries of source data in Appendices.

- e.g., According to Professor L. Brockliss, Beatty's accounts of naval medicine led to significant advances (personal communication, 15 September 2008, see Appendix 1).

Lectures, whether downloaded from Arden University or not, are not regarded as 'published' materials and are intended as pointers toward such sources rather than as source materials in themselves.

2.2. Reference List

At the end of a piece of work you must list references to documents cited in the text. This list should be called a 'Reference List'. In exceptional cases, you may be asked to list references not cited in the text, but which make an important contribution to your work. These are usually listed under the heading of *Further Reading*. You should review your Programme Handbook for clarification.

In the Harvard System, all references are listed in alphabetical order by author surname in a single list. The only exception is when you are citing legal materials, e.g., legislation and cases; these items should appear in separate lists after the main reference list.

If you have cited more than one item by a specific author they should be listed chronologically (earliest date first), and by letter (1993a, 1993b) if more than one item has been published in the same year. You will usually find bibliographical reference information on the title page of the publication to distinguish date.

For place of publication, give the town or city. If more than one town/city is listed give the first one or the location of the publisher's head office. If the town/city is not well known, you may in addition add a county, region, or state. Note that in the United States of America states are denoted by a two-letter code, for example Hillsdale, NJ.

For the publisher's name, omit superfluous terms such as Publishers, Co, or Inc. Always retain the words Books or Press. Where the publisher is a university and the place or location is included in the name of the university, do not include the place of publication.

Where authorship is attributed to an organisation or corporation instead of an individual author, ascribe authorship to the organisation. In academic writing, names of organisations may be abbreviated once they have been given in full, e.g., Office for National Statistics (ONS, 2015). You must always give the full version of organisational names in your reference list.

2.2.1. Referencing print materials

Each reference should use the elements and punctuation given in the following examples for the different types of published work you may have cited. When reference lists are hand-written, underlining is an acceptable alternative to italics.

Print book

Author's Surname, INITIALS., (Year of publication) *Title*. Edition (if not the first edition). Place of publication: Publisher.

- e.g., Gross, R., (2015). *Psychology: The Science of Mind and Behaviour*. 7th edition. London: Hodder.

Contribution in an edited print book e.g., a chapter

Contributing author's Surname, INITIALS., (Year of publication). Title of contribution. Followed by *In*: Surname(s), INITIALS., of author or editor of publication followed by ed. or eds. if appropriate. (Year of publication, if different to contribution). *Title of book*. Edition (if not the first edition). Place of publication: Publisher, Page number(s) of contribution.

- Cudney, E.A., (2015). Development of Strategic Quality Metrics for Organisations. *In*: Sampaio, P. and Saraviva, P., eds. 2016. *Quality in the 21st Century: Perspectives from ASQ Feigenbaum Medal Winners*. 2nd edition. Switzerland: Springer, pp. 57-68.

Print encyclopaedia or dictionary entry (without an editor)

If a dictionary or encyclopaedia is the co-operative work of many individuals, none of whom are the main editor, the title of the work may be used instead.

Short form title/publisher, (Year of publication). Title of contribution. *In*: *Title of source*. Edition (if not first). Place: Publisher.

- e.g., National Geographic, (2012). Dangerous Animals. *In*: *National Geographic Animal Encyclopaedia*. 2nd edition. Margate, FL: National Geographic Society.

Article in a print journal

Author's Surname, INITIALS., (Year of publication). Title of article. *Title of journal*, Volume number and (part number), Page numbers of article.

- e.g., Tumbat, G. and Grayson, K., (2016). Authority Relinquishment in Agency Relationships. *American Marketing Association*, 80 (3), pp. 42-59

Article in a print newspaper or magazine

Author's Surname, INITIALS., or Newspaper Title, (Year of publication). Title of article. *Title of newspaper*, Day Month Year, Page number/s and column number (a, b, c etc.).

- e.g., Aldrick, P., (2016). Rush to withdraw savings as negative interest rate looms. *The Times*, 4 August 2016, 2b

Print report

Author's Surname, INITIALS., (Year of publication). *Title of report*. Place of publication: Publisher. Report Number (if given).

- e.g., Bortolotto, G. A., (2016). *Humpback whale feeding in Santa Catarina coastal waters*. Brazil: Bio Med Central. Report s41200

Legislation – UK Statutes (Acts of Parliament)

Cite an Act by its short title and date. You should not include 'the' at the beginning of the title, nor any punctuation between the title and the date:

- e.g., Equality Act 2010

Legislation should appear in a separate list after the main reference list. These guidelines apply whether you found the legislation in print or online. For other types of UK legislation e.g., Bills, Statutory Instruments (SI) or EU legislation see the [OSCOLA Referencing Guide](#).

Print map

Originator's Surname, first name or initials, (may be cartographer, surveyor, compiler, editor, copier, maker, engraver, etc.) (year of publication). *Title*, Scale. (Should be given normally as a ratio) Place of publication: Publisher.

- e.g., Stivichall, P., (1906). *Warwickshire*, 1:10560. London: Ordnance Survey.

Print conference paper

Contributing author's Surname, INITIALS., (Year of publication). Title of contribution. Followed by *In*: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed. or eds. if relevant. *Title of conference* including place and date of conference. Place of publication: Publisher. Page numbers of contribution.

- e.g., King, L., (2007). Privileged Will Trusts. *In*: Bailey, C. and Chatfield, D., eds. *Wills, Estates and Variations*, Birmingham, UK, 15 October 2007. Radlett: Pro Conferences. pp. 2-6.

Print thesis

Author's Surname, INITIALS., (Year of publication). *Title of thesis*. Designation (and type).

Name of institution to which submitted.

- e.g., Steele, J., (2016). *Molecular recognition in plant immunity*. Thesis (PhD). University of East Anglia.

Print patent

Originator, (name of applicant/s), (Year of publication). *Title of patent*. Series designation which may include full date.

- e.g., Cummins Ltd., (2016). *Variable geometry turbine and assembly thereof*. UK patent 2482796B. 06 July 2016.

Print translation

Author's Surname, INITIALS., (Year of publication). *Title*. Translated by Translator. Place of publication: Publisher (Originally published in given year).

- e.g., de Saint Exupery, A., (1995). *The Little Prince*. Translated by Alan Wakeman. London: Pavilion (Originally published in 1943).

2.2.2. Referencing Online Materials

The recommendations here follow best practice in referencing online resources. Online materials that are subject to change require the URL and access date to be included in the reference.

Note: Scanned chapters or journal articles should be referenced in the same way as their print original.

E-book

Author's/Editor's Surname, INITIALS., (Year of publication). *Title* [online]. Edition (if not the first edition). Place of publication: Publisher (if given).

- e.g., Clarke, K. and Lane, L., (2014). *The study skills guide* [online]. 2nd edition. London: Macmillan.

E-book downloaded to an e-reader

Author's/Editor's Surname, INITIALS., (Year of publication). *Title* [type of e-reader edition]. Edition (if not the first). Place of publication: Publisher (if given).

- e.g., Heathcliffe, A., (2013). *How to study* [Kindle edition]. London: Purley.

Article in an online journal

Author's Surname, INITIALS., (Year of publication). Title. *Journal title* [online], volume (issue), page numbers (if available).

- e.g., Clapham, S. and Martin, J., (2012). Making sense of social media. *International Marketing* [online], 15 (2), pp. 75-78.

Article in an online journal described as 'In Press'

For articles that are described as 'In Press' you must include the full URL, as the article has not been assigned a precise volume and issue number:

- e.g., Ordóñez, A. E., Loeb, F. F., Zhou, X., Shora, L., Berman, R. A., Broadnax, D. D., Gochman, P., Liu, S., Rapoport, J., (2016). Lack of Gender-Related Differences in Childhood-Onset Schizophrenia. *Journal of the American Academy of Child & Adolescent Psychiatry* [online], In Press. Available from: [http://www.jaacap.com/article/S0890---8567\(16\)30287---8/fulltext](http://www.jaacap.com/article/S0890---8567(16)30287---8/fulltext) [Accessed 8 August 2016].

Article in an open access repository

A repository is a collection of open access outputs for a specific subject or institution. When referencing articles or publisher - branded PDFs from library databases or journal publisher websites - refer to 'Article in an online journal' instead (as above).

Author's Surname, INITIALS., (Year of publication). Title. *Journal title* [online], volume (issue), page numbers (if available). Available from: URL [Accessed Date].

- e.g., Maclellan, E., (2005). Conceptual Learning: The Priority for Higher Education. *British Journal of Educational Studies* [online], 53 (2) pp. 129-147. Available from: <http://philpapers.org/rec/MACCLT> [Accessed 4 Aug 2016].

Article in an online newspaper or magazine

Author's Surname, INITIALS (or Newspaper/Magazine Title) (Year of publication). Title of article. *Title of newspaper/magazine* [online], Day Month Year. Available from: URL [Accessed date].

e.g., Monbiot, G., (2016). The climate crisis is already here – but no one's telling us. *The Guardian* [online], 04 August 2016. Available from: <https://www.theguardian.com/commentisfree/2016/aug/03/climate---crisis---media---relegates---greatest---challenge---hurtle---us---collapse---planet> [Accessed 4 August 2016].

Webpage

Author's /Editor's Surname, INITIALS., (Year of publication). *Title of webpage* [online]. Place of publication: Publisher (if given - check the website e.g. 'About us' or 'Contact us' pages). Available from: URL [Accessed Date].

- e.g., Chartered Trading Standards Institute, (2016). *Regulatory Consultancy Services* [online]. London: Chartered Trading Standards Institute. Available from: <http://www.tradingstandards.uk/advice/RegulatoryConsultancy.cfm> [Accessed 4 August 2016].

Online report

Author's Surname, INITIALS., (Year of publication). *Title of report* [online]. Place of publication: Publisher. Report Number (where relevant).

- e.g., Osguthorpe, D., (2016). *Consumers, Saving and Investing - UK* [online]. London: Mintel Group.

Conference paper from the Internet

Contributing author's Surname, INITIALS., (Year of publication). Title of contribution [online]. Followed by *In*: Surname, INITIALS., of editor of proceedings (if applicable) followed by ed. or eds. if relevant. *Title of conference* including date and place of conference. Place of publication: Publisher (if given). Available from: URL [Accessed Date].

- e.g., Jupp, J. R. and Wilkinson S. J., (2015). BIM and the value dimension: A property perspective [online]. *In*: Wong, K. D., Fan, Q., Linstone, J. and Turoff, C., eds. *COBRA AUBEA 2015 8-10 July 2015*, Sydney, Australia. Australia: RICS. Available from: <http://www.rics.org/uk/knowledge/research/conference-papers/bim-and-the-value-dimension/> [Accessed 6 August 2016].

Online Learning Platforms (LinkedIn Learning, Future Learn etc.)

There are many online learning platforms, some that are free and open access and others that are subscription services e.g. LinkedIn Learning, Future Learn etc. Free online courses are known as Massive Online Open Courses or MOOCs. Below is an example of a subscription course and a MOOC.

Citation (LinkedIn – subscription service):

- McCormick (2020) suggests that data analysis....

Reference:

Producer (this may be an institution, organisation or person)., (year of publication). *Title of course*. Available from: URL [Accessed Date].

- e.g. McCormick, K., (2020). *The non-technical skills of effective data scientists*. Available from: <https://eur03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Fearning%2Fthe-non-technical-skills-of-effective-data-scientists%2Fthe-non-obvious-skills-data-scientists-should-think-about%3FcontextUrn%3Durn%253Ali%253AlyndaLearningPath%253A5ec59c4a498e70845153bbc5%26u%3D71701202&data=05%7C01%7Ctwdul%40arden.ac.uk%7Cb162e83788754614d4ae08dbb50011b1%7Cb0f375741a8240289f216a1391c5327e%7C1%7C0%7C638302784122322005%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTil6Ik1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=Ko67%2BeaJXjRpwDfLwFZQduVUPfawk60CcpOgtmhoOQ8%3D&reserved=0> [Accessed 14 September 2023].

Citation (MOOC):

“This course will give you strategies for successful online learning” (edX, 2023)...

Reference:

Producer (this may be an institution, organisation or person)., (year of publication). *Title of course* [MOOC]. Available from: URL [Accessed Date].

- e.g. edX., (2023). *How to learn online* [MOOC]. Available from: https://www.edx.org/learn/how-to-learn/edx-how-to-learn-online?index=product&queryID=62e6ac151da41fdcea80b8778c5a8390&position=1&results_level=first-level-results&term=&objectID=course-0e575a39-da1e-4e33-bb3b-e96cc6ffc58e&campaign=How+to+Learn+Online&source=edX&product_category=course&placement_url=https%3A%2F%2Fwww.edx.org%2Fsearch [Accessed 14 September 2023].

Digital map

Originator's Surname, first name or initials, (may be cartographer, surveyor, mapping agency, editor, copier, maker, engraver, etc.), (year of publication). *Title* (if not supplied, provide an appropriate title), Scale (should normally be given as a ratio), [map]. Place of publication: Publisher. Available from: 'core' URL [Accessed Date].

- e.g., Ordnance Survey, (2016). *Coventry*, 1:50000, [map]. Southampton: Ordnance Survey. available from: <https://www.ordnancesurvey.co.uk/osmaps/52.4367119010,-1.5288259738,14> [Accessed 16 January 2016].

Photographs / images accessed online

Photographer/Artist's Surname, INITIALS., (Year of publication). *Title of image* [type of image]. Place of publication: Publisher (of online image) if given. Available from: URL [Accessed Date].

- e.g., Orland, R., (2002). *Newcathedral.jpg* [photograph]. Coventry: [historiccoventry.co.uk](http://www.historiccoventry.co.uk). Available from: <http://www.historiccoventry.co.uk/cathedrals/newcathedral.jpg> [Accessed 7 August 2016].

Social media (including Blogs, Wikis, Twitter, Facebook, and Online discussion forum)

Social media entries may only be kept on servers for a short time and may not be recoverable. You should retain a copy and consider including as an appendix.

Author's Surname, INITIALS., (Year of publication). Title of entry. *Title of website* [online]. Day Month Year. Available from: URL [Accessed Date].

- e.g., Arden, (2016). Check out our top 5 study tips for online learners. Facebook Arden University [online]. 3 August 2016. Available from: <http://www.facebook.com/ArdenUniversity/videos/1034890719960287/> [Accessed 8 August 2016].
- e.g., Hassan, T., (2015). Arden University lays down the law with new course offering. www.notgoingtouni.co.uk [online]. 17 November 2015. Available from: <http://www.notgoingtouni.co.uk/blog/arden-university-lays-down-the-law-with-new-course-offering-2990> [Accessed 8 August 2016].
- e.g., Hughes, S., (2016). IDP Database of Research on International Education. JISCMail Ambitions Archives [online]. 05 May 2016. Available from: <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A2=ind1605&L=AMBITIONS&F=&S=&P=50> [Accessed 7 August 2016].

Mobile app

Use originator/author if ascertainable otherwise use the title. Originator. (Year) (Use access year if release date is not available). *Title of app* [mobile app]. Version number. Available from: app store name [Accessed Date].

- e.g., Lavatech, (2013). *InCase* [mobile app]. Version 1.6.4. Available from: Google Play [Accessed 07 August 2016].

Computer program

Company name, (Or if given: Author's Surname, INITIALS.,) (Date) (if given). *Title of program*.

Version [type]. Place of Publication: Publisher.

- e.g., Thomson Reuters, (2016). *EndNote X7.5*. [computer program]. Stamford, Conn.: Thomson Reuters.

iTunes U or other downloads

Use originator/author if ascertainable, otherwise use the title.

Author's/Editor's Surname, INITIALS., (Year of publication). *Title* [download]. Edition (if not the first). Place of publication: Publisher (if ascertainable). Available from: Download site [Accessed date].

- e.g., Dunlap, B., (2007). *The lifelong learner* [download]. Spartanburg SC: Wofford College. Available from: www.ted.com [Accessed 7 August 2016].

2.2.3 Using and referencing (Artificial Intelligence) AI

An AI language model like ChatGPT can be used as a tool to help you develop writing skills, conceptual models and templates for your writing. For example, ChatGPT can be used effectively to:

- Develop research questions
- Create an outline for an assignment
- Create examples/guidance for different writing styles and forms
- Discover relevant sources (though it is essential to confirm that the source is not falsified by finding and using the original source)
- Brainstorm ideas
- Translate text into English

However, it is not advisable to use AI-generated texts and they should not be used to replace your own critical analysis and students should carefully verify information obtained from ChatGPT (and other AI software,) with other credible sources.

Students should also check with their lecturer or department about specific requirement of using AI-generated content and how an acknowledgement statement of AI assistance should be presented in your assignment.

AS with any source use of AI must be cited and referenced.

In-text citation

If any element of your assignment is based upon assistance from an AI tool, it is recommended to present any original input (i.e. command or prompt) in your in-text citation.

- When prompted with “Is the left brain right brain divide real or a metaphor?” the ChatGPT-generated text indicated that...(OpenAI, 2023).
- OpenAI (2023, ChatGPT) response to the prompt about “the three prominent themes in transformative leadership”.

Referencing AI

A corresponding entry for AI-generated text should be included in the References. It is recommended to follow the existing category of citing ‘software’ e.g.

Company name, (Or if given: Author’s Surname, INITIALS.,) (Date) (if given). Title of program. Version [type]. Place of Publication: Publisher.

- OpenAI, (2023). ChatGPT. Mar 14 Version. [Large Language Model]. San Francisco: OpenAI.

Secondary referencing for AI

As generative AI tools like ChatGPT are not able to cite their own sources accurately and often make false references, it is therefore not recommended to use AI tools for secondary referencing.

2.2.4. Referencing moving images and sound

When deciding which category your item belongs to, you should first consider what type of medium it was originally created or intended for, rather than the format in which you have accessed it.

Where type is the same as format, e.g., a television or radio programme that was accessed in real time, only type should be given.

Film

Title, (Year). (For films, the preferred date is the year of release in the country of production.) [type, format]. Production credit (e.g., Director or Producer). Production place: Production company.

- e.g., *London has Fallen*, (2016). [film, DVD]. Directed by Babak Najafi. Santa Monica, CA: Lionsgate.
- e.g., *Romeo and Juliet*, (1968). [film, VHS]. Directed by Franco Zeffereilli. USA: Paramount.

Television

Title, Series, Episode number or title, (Year). [type, format]. Production credit (e.g., Director or Producer). Production place: Production company. Channel. Date, Time of transmission.

- e.g., *The Sky at Night*, Mariner to Mars, (1969). [television programme]. Producer Patricia Owtram. BBC2. 4 August 1969, 00:15.
- e.g., *Evening News*, (2001). [television programme]. BBC1. 27 January 2015. 18:00.
- e.g., *Winter is coming*, Game of Thrones, Series 1, Episode 1, 17 April 2011. [television programme]. Directed by Tim van Patten. USA: HBO.

Contributions: individual items within a programme should be cited as contributors.

- e.g., Thatcher, M., (1983). Interview. *In: Six o'clock News* [television programme]. BBC1. 29 February 1983. 18:06.

Radio

Title, Programme details e.g., series, episode. (Year). [type, format]. Radio channel. Date of radio programme. Time of radio programme.

- e.g., *I'm sorry I haven't a clue*, Series 65, Episode 6, (2016). [radio programme]. BBC Radio 4. 1 August 2016. 18:30.

Moving images accessed online e.g., YouTube

Use originator/author if given otherwise use title.

Originator, (Year). *Title* [type, format]. Place of publication or production (if given): Publisher or

Producer (if given). Available from: URL [Accessed Date].

- e.g., Arden University, (2016). *Our Story* [video, online]. Available from: <https://arden.ac.uk/about---arden/our---story> [Accessed 7 August 2016].
- e.g., The Late Late Show with James Corden, (2015). *Stevie Wonder Carpool Karaoke* [video, online]. Available from: <https://www.youtube.com/watch?v=qgrvm2XDvpQ> [Accessed 8 August 2016].

3. Plagiarism and copyright

Plagiarism

Remember that you must acknowledge your source every time you refer to someone else's work. Failure to do so amounts to plagiarism, which is against the University rules and is a serious offence. Further information about plagiarism and self--plagiarism can be found in your student handbook.

Copyright

You do not have to seek permission to include third party copyright material in your academic work, as long as it is fully referenced. Further information about copyright can be found here: <https://www.gov.uk/copyright>

Citing this document

If you wish to cite this document, please use the following notation:

Arden University, (2023). *Arden University guide to citation and referencing in the Harvard style*. Coventry: Arden University.