What does “citing references” mean?

When writing a paper or report, you may need to quote or incorporate ideas, information, diagrams or statistics from other sources (e.g. books, reports, articles, websites). When this is done, proper acknowledgement to the source should be provided.

Why do I need to do this?

There are 3 important reasons:

1. To give credit to the person who originated the idea or information.
2. To allow your readers to trace your sources easily if they are interested to learn more about your subject.
3. To show how well and thoroughly you have done your research.

How do I cite references?

You may cite references using one of several standard styles, e.g. APA, MLA, Chicago Style, Harvard Style, etc. that have been developed by various organisations. Once you choose a style, use it consistently throughout your report.

This guide will show you how to cite your references using the Harvard Style, which is one of the simplest and is widely used in many educational institutions.

The Harvard Style is made up of two components:

1. **Citing within the text** – This provides brief details of the author and date of publication.
2. **Citing at the end of the text** – You must include a list of References at the end of your text. This is a list of all the books, journal articles and other sources of information you have referred to in your paper or report. Full bibliographic information must be provided.

Citing references is not difficult. The key is to be consistent!
Harvard Style of Citation

Citing within the Text

When referring to a source or document in the body of your report/paper, indicate the author's surname and year of publication.

One author:

Examples
Gates (1996) said that the Internet was not always the top priority in Microsoft’s strategy.

or

The Internet was not always the top priority in Microsoft’s strategy (Gates 1996).

Multiple authors / Multiple sources:

Examples
Yablonski and Mancuso (2002) advised against controlling microbial contamination in cosmetics by adding more preservatives.

These techniques have been used for determining total fluorine in environmental and biological samples (Sweetser 1965; Kissa 1986).

For 4 authors or more
Cohen, et al. (1999) described how the DNA encoding these tumor-cell proteins can be injected into cells that might help people mount an immune response against the cancers. [Note: “et al.” represents the rest of the authors]
Anonymous / No author:

Anonymous
A recent article (Anon 2001) stated that the Service & Support Professionals Association (SSPA) is the world’s largest technical support industry association.

No author
Business Week Online’s (2004) interview with Apple’s CEO Steve Jobs revealed that one of his strategies is “saying no to 1,000 things” so as to concentrate on the “really important” innovations.

Asian Authors:

Chinese names
Example
Authors: Sunny T.H. Goh and Khoo Kheng-Hor

The main purpose of an advertisement is to win sales, not awards (Goh and Khoo 2003).

Malay names
Example
Author: Rindra Mohktar bin Ramli

Rindra Mohktar (2002) found that the most common and popular electronic information resource was the Internet.

Indian names
Examples
Author: Hiru Bijlani

Hiru (1999) recommends providing training programmes for managers who do not have experience in the global marketplace.

Author: G. Sivalingam

There are many competing and conflicting theories of what determines the price or value of a stock (Sivalingam 1990).

Sikh names
Examples
Author: Ranjit Singh

Singh (1990) also describes group strategies as a set of individual strategies. However, the joint plans discussed in this paper include actions and plans performed by other agents or teams with appropriate synchronization.

Material published by an organisation or company:

Examples
According to the World Health Organisation (1985), the safe level of protein intake for an adult is 0.75g/kg body weight per day.

Survey results showed that simple home pleasures such as reading a book or watching television are the most popular pastimes for Singaporeans (Visa International 1996).
**Quotations**

A short quotation should be included in the body of the text in quotation marks, and the page number given.

**Example**
He observed that “humor is by far the most significant behavior of the human brain” (De Bono 1992, p. 8).

If it is longer than a line, the whole quotation should be indented:

Creativity is not a mystical talent that some people have and others can only envy. Lateral thinking is the type of creative thinking that can be learned, practiced, and used by everyone. Some people will be better at it than others, as with any skill. (De Bono 1992, p. 310)

Web documents usually do not have fixed page numbers. For documents without pagination, alternatives such as number of lines, paragraphs or screens etc. may be used e.g. (l. 65), (para. 2) or (screen 4).

**Illustrations / Tables / Charts / Pictures**

When referring to data from a table or chart, include the author and page number to enable the reader to verify the data.

**Example**
The survey found that 6.9% of Singapore residents aged 18 to 69 years were obese (Singapore Ministry of Health 2004, p. 25).

If the source of data is not the author’s own, but from another source, it is cited as a second hand reference:

Historical figures show that only sixty percent of households had televisions in Britain by the 1970s. (National Statistics Office 1985 cited in Amazon 2005, p. 310)

If the entire illustration, table, chart or picture is to be reproduced in your report, place the citation as a footnote:

| Weight Status (%) of Singapore residents aged 18-69 years, by gender, 2004 |
|-------------------------|-----------------|-----------------|-----------------|
| Weight Status           | Males | Females | Total  |
| Underweight             | 6.2   | 12.2   | 9.2   |
| Normal weight           | 58.8  | 57.9   | 58.3  |
| Overweight (Pre-obese)  | 28.6  | 22.6   | 25.6  |
| Overweight (Obese)      | 6.4   | 7.3    | 6.9   |

(Singapore Ministry of Health 2004, p.25).

**Websites**

Include the name of the author or organisation responsible for the website and the date of website’s creation or last revision.

**Example**
Food companies are required to comply with stipulated food regulations and standards (Spring Singapore, 12 Oct 2006).
You can also include web addresses directly in your text. Be careful not to create any misinterpretation of any sentence punctuation taken as part of the punctuation in the website addresses. To avoid that, enclose the web addresses with arrow brackets.

**Example**
Health Sciences Authority’s web site <http://www.hsa.gov.sg/> provides information on health products regulation.

**Compiling a List of References**

At the end of your report, compile a list of publications that you have made reference to, and arrange the publications alphabetically by author. This list will provide your reader with details of the information sources that were cited in the body of the text. The following show what details to provide for each type of information source.

1. **Books**

   **Details to provide**
   - Author(s)
   - Year of publication
   - Book title (in italics)
   - Edition (if not the first)
   - Place of publication
   - Publisher

   **Examples**

   **Note:**
   For book without an author, the title is used in the reference list. Titles beginning with any articles e.g. a, an, or, the, etc. are disregarded from the alphabetical arrangement.

   **Examples**
   - Fogey, B., 2001...

   **Asian Authors:**

   **Chinese names**
   Authors: Sunny T.H. Goh and Khoo Kheng-Hor

Malay names
Authors: Muhamad bin Zakaria and Mustafa Ali Mohd


Indian names
Author: Krishna Sankar, et al.


Author: G. Sivalingam


Sikh names


2. Article within a book

Details to provide
- Author of the article/chapter
- Year of publication
- Article/chapter title
- Editor(s) of book
- Book title (in italics)
- Place of publication
- Publisher
- Article/chapter pages

Example

3. Publication from a government or private organisation

Details to provide
- Name of organisation
- Year of publication
- Title of publication (in italics)
- Place of publication
- Publisher

Examples


4. Journal articles

Details to provide
- Author
- Year of publication
- Article title
• Journal title (in italics)
• Volume
• Issue (if available)
• Pages

**Example**

5. Newspaper / magazine articles

**Details to provide**
• Author
• Year of publication
• Article title
• Newspaper/magazine title (in italics)
• Date of publication
• Pages

**Example**

6. Conferences

**Details to provide**
• Author of paper
• Year of publication
• Title of paper
• Editor(s) of conference proceedings
• Conference title (in italics)
• Location (if available)
• Date of conference
• Place of publication
• Publisher
• Pages

**Example**

7. Theses and dissertations

**Details to provide**
• Author
• Year of Publication
• Thesis/dissertation title (in italics)
• Type of document (e.g. Ph.D. thesis, degree dissertation)
• Awarding institution

**Example:**
8. Standards

**Details to provide**
- Organisation
- Year of publication
- Standard number and year
- Title of standard (in italics)
- Place of publication (if known)
- Name of publisher

**Example**

9. Research reports

**Details to provide**
- Author
- Year of publication
- Report title (in italics)
- Research Report No. (if available)
- Place of publication (if known)
- Publisher

**Example**

10. Statutes and subsidiary legislation

**Details to provide**
- Country/state name
- Title (in italics)
- Year of publication
- Chapter number
- Regulation number, if available

**Examples**


11. Law reports

This is one way law reports may be cited:

**Details to provide**
- Case title (in italics)
- Year of report
- Volume number
- Abbreviation of the law report series
- Pages

**Example**
*Lee Hin Realty Pte Ltd v Lee Tah Wee David* [1995] 3 SLR 521-530.
12. Films / Videos / VCDs / DVDs

Details to provide
- Series title and number (if any)
- Programme Title (in italics)
- [Medium: Format]
- Year of publication
- Place of publication
- Publisher

Examples


13. CD-ROMs

Details to provide
- Author
- Year of publication
- Title (in italics)
- [CD-ROM]
- Place of publication
- Publisher

Examples


14. Articles from an electronic journal / database

Details to provide
- Author(s)
- Year
- Title of article
- Title of journal/magazine (in italics)
- [Online] or [CD-ROM]
- Date of publication
- Volume number (issue number)
- Pages (if available)
- Available from <URL> or database title
- [Accessed date]

Examples


15. Internet resources

Details to provide
- Author/editor
- Year (if available)
- Title (in italics)
- [Online]
- Place of publication (if available)
- Publisher (if available)
- Available from <URL>
- [Accessed date]

Examples

Corporate/Organizational author:

No author:
If the website does not have an author, begin the citation with the title.


16. Emails

Details to provide
- Sender surname, initials.
- Sender’s email address (in brackets)
- Day, month and year the email was sent
- Subject of message in italics
- The words Email to followed by the recipient’s initials, surname
- Recipient’s e-mail address (in brackets)

Examples
Tan, M. (margrettan@yahoo.com.sg), 20 March 2006. Re:How to cite an email. Email to W.P. Sng (wpsng@hss.com.sg).

When citing emails it is important that you get the permission of the owners of the emails before citing it.

Tips for Making Your Task Easier

1. Plan your information search strategy in advance, rather than do searches randomly.
2. Keep a record of all the searches you have done, and jot down the source for each article or piece of information. This will save you from having to repeat your searches or locate the information source again when you write your report.
Other Major Style Guides

These are some other frequently used citation styles:

APA Style
- Often used in writings in psychology, education, and other social sciences
- The reference guide to the APA style: *Publication manual of the American Psychological Association*, 2001 is available from the Library at Call No. 808.1:150 PUB (R)
- There are also some guidelines for citing electronic sources at http://www.apastyle.org/elecsouce.html

Chicago Style
- Often used with all subjects in books, magazines, newspapers, and other non-scholarly publications
- *The Chicago manual of style*, 1993, is available from the Library at Call No. 808.1(02) UNI (R)

MLA Style
- Frequently used in literature, arts, and humanities publications
- *MLA style manual and guide to scholarly publishing* by Joseph Gibaldi, Modern Language Association, 1998, is available from the Library at Call No. 808.1 GIB (R)

Turabian Style
- Designed for college students to use with all subjects
- *A manual for writers of term papers, theses, and dissertations* by Kate L. Turabian, 1996 is available from the Library at Call No. 808 TUR
References


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