



Reference Guide (November 2017)

Brief Notes on the Harvard Reference System (British Standards) which is to be used in assignments, papers, dissertations and other written submissions unless otherwise specified.

The Institute has adopted one referencing system for all dissertations / theses (Bachelor, Master and Ph.D.) and for all papers and assignments submitted for assessment purposes in all the study-units and courses run by the Institute. The Harvard Referencing system has been adopted and this note provides the necessary information on how to use this referencing system.

How to Reference

With the Harvard Reference System (British Standards), students are not required to include the complete reference within the text. Instead, they are requested to provide the name of the author followed by the year of publication of their work:

This development also coincided with a migration of textile and clothing firms from the northern European countries, which were experiencing rising labour costs, to the southern developing countries where labour costs were substantially lower (Pace, 2001).

Quotations

Should the quote be more than 30 words, it ought to be placed in an indented paragraph without quotation marks as shown below.

Example: Jean-Claude Pirié when discussing the principle of conferral of competences as found in the Treaties as amended by the Lisbon Treaty claims that there are many other considerations which need to be taken into account:

Moreover, in its Declaration no.18, the IGC underlines that the Union may decide to cease exercising its competence in an area of shared competence, by repealing a legislative act, in particular in order to better respect the principles of subsidiarity and proportionality (Pris, 2010, p. 83).

Two or More Authors

Two or more authors can be referenced

Directly: van Biezen and Poguntke (2014) revealed that party membership

Indirectly: Recent research on party membership suggests that the decline is due to the decline in support for political parties (White and Brown, 2004)

Four or more authors

A book or a journal article might have more than 3 authors. In this scenario, not all of these authors have to be mentioned in the text. Only the first author should be referenced followed by 'et al' meaning 'and others':

Directly: Bavetta et al. (2017) outlined how little studies have been made on the relationship between freedom and happiness.

Indirectly: Few studies have been made on the relationship between freedom and happiness (Bavetta et al., 2017).

Citing indirectly more than one author

There might be the case where several publications or authors refer to the same study or process or share the same ideas. In this scenario, you will need to cite the several publications in chronological order (i.e. earliest first). The researcher will need to put the author's name, followed by the date of publication and separated by a semi-colon and within brackets.

Example: Still, Europeanization is still seen as a vague theory by political scientists (Radaelli, 2000; Olsen, 2002; Bulmer 2008)

Authors with multiple publications in the different years

If an author has more than one publication but in different years, then the references should be cited in chronological order with the earliest first:

Example: With regards to Malta's role in the European Union, Pace (2004; 2006) suggests...

Authors with multiple publications in the same year

If the research is quoting several works published by the same author in the same year, these works should be differentiated by adding a lower case letter directly, with no space, after the year for each item:

Example: Dyson (2002a; 2002b) confirms that the EU failed to enact the proper economic mechanisms to ensure that.

Edited Works

When researchers are citing a work of an author that appears in an edited book, they should only include the name of the author of the chapter and year in the text.

Example: In his work on social policy, Leifbried (2005) argues...

In the bibliography, the researcher will have to include the details of the chapter followed by the details of the entire work.

Example: Leifbried, S. (2005) Social Policy: Left to the Judges and the Markets? In: Wallace, H., Wallace, W., and Adams, M.A. (ed.) *Policy Making in the European Union*. 5th ed. Oxford: Oxford University Press, pp. 97-118.

Corporate Author

If researchers want to cite a recognised organisation and one of its publications they can either use the abbreviation of that organisation (example-EU) or use the full name of that organisation (example-European Union).

In the Bibliography, the full name of the organisation should be used.

Example: World Bank. (2008) *Strategies for Sustainable Financing of Secondary Education in Sub-Saharan Africa*. Washington, D.C.: World Bank.

Study with no author

When the author is anonymous or cannot be identified, researchers should use the term 'Anon' and the title of the work and date of the publication. In the Bibliography, the title should be in Italics.

Example: *Political Discourse* (Anon, 2006).

No Date

If the study or article has no date, the abbreviation 'n.d.' is used to denote this.

Example: Borg's study (n.d.) has demonstrated that

Websites and Online Newspapers

If an online website or newspaper are being cited, then the name of the website and date of the article should be cited.

Example: Far right movements have managed to double their support in the EU elections (BBC, 2014).

Second hand References

Researchers sometimes end up citing a work which they read in another piece of work. This is called second hand referencing.

Example: Radaelli believes that Europeanization is a theory which deserves more attention (Radaelli, 2001 cited in Bulmer, 2007) found that...

If a direct citation is used, then the researcher will also be required to include the page number.

The Bibliography

- At the end of the essay, assignment or thesis, add a bibliography. The bibliography must include all the sources that have been used/cited. No grouping according to categories is required, but simply a list in alphabetical order
- Below is a checklist of what should be included in the bibliography. **Note** that unlike the footnotes and references, in the bibliography author names must start with the surname and they must be listed in alphabetical order.

Some examples on how to write the bibliography

Books

Aluko, O. (1981), *Essays in Nigerian Foreign Policy*, London, Allen and Unwin.

Beetham, D., & Lord, C. (1998), *Legitimacy in the European Union*, London, Addison-Wesley Longman.

Chapter in Book

Czesnik, M. (2011) Voter turnout and electoral success of pro-European parties in post-communist Europe. In: Lewis, P. & Markowski (eds). *Europeanising party politics? Comparative perspectives on Central and Eastern Europe*. Manchester: Manchester University Press, pp. 97-115

Journals

Bull, H. (1982), 'Civilian Power Europe: A Contradiction in Terms?' *Journal of Common Market Studies*, 21 (2), 149-64.

Web-site

Bulmer, S. (2009), *Germany and the EU Constitutional Debate: From Launch to Salvage Operation*, Working Paper FG1/2009 and FG2, Stiftung Wissenschaft und Politik, Berlin. [online] Available from http://swpberlin.org/fileadmin/contents/products/arbeitspapiere/Bulmer_WorkingPaper_09_ks.pdf (accessed 10 October 2017).

Newspaper

Camilleri, I. (2011). Eurozone Rescue Fund: Malta Negotiates Special Deal, *The Times of Malta*, 25 March, front page.

Documents “Without” an Author

Council of the European Union, “Council Implementing Regulation (EU) No 282/2011 of 15 March 2011 laying down implementing measures for Directive 2006/112/EC on the common system of value added tax”, *Official Journal of the European Union*, L 77, 23 March 2011, Brussels, pp. 1-22.