

## Referencing books

### 1. Introduction

When you refer to another source in your work or assignments, you need to provide a reference. This activity will help you to understand the basics of referencing books.

This activity forms a set covering referencing. If you haven't already done so, we recommend you complete the [Introduction to referencing activity](#) before starting this one.

### Learning outcomes

By the end of this activity, you should:

- know what an in-text citation is
- understand how to create an in-text citation
- understand how to create a full reference.

### 2. Referencing styles

Referencing styles are guides that help you create your references.

They assist by showing you:

- the information to include in your reference
- how your reference should be formatted.

You do not read a referencing style from beginning to end. Instead you focus on the parts that show you how to reference the type of resource you have read. This activity will focus on how you create a reference to a book.

### Which referencing style?

There are lots of different referencing styles. Are you an OU student? If yes, your module website will contain the referencing style you need to use.

For those studying at other institutions you will need to find out which referencing style you need to use. For this activity non OU students will find it easiest to concentrate on the Cite Them Right Harvard options.

This activity will provide example references using the OU Harvard referencing style and the Cite Them Right Harvard referencing style. You only need to look at one style, choose which now.

### 3. In-text citations

An in-text citation is a marker that tells your reader that part of your work comes from an external source (e.g. a book). This could be a direct quote or someone else's thoughts that you have written in your own words.

In-text citations are short. They commonly contain:

- author or authors
- date of publication
- page numbers (if you are referring to a particular section)

### 4. Creating an in-text citation

Choose whether you want to look at the OU Harvard referencing style or the Cite Them Right Harvard style (shortened to CTR Harvard). You only need to read one.

#### Citing a book by one author (OU Harvard)

##### Examples

Later research by Duncan (2014) supports this claim.

Later research supports this claim (Duncan, 2014).

Both examples are valid ways to incorporate your in-text citations to your work.

Full details must always be provided in your reference list.

#### Citing a book by multiple authors (OU Harvard)

When referring to a book with two authors include both names and link with the word and.

##### Examples

Later research by Bowles and Box (2011) supports this claim.

Later research supports this claim (Bowles and Box 2011).

When referring to a book with three or more authors include the first author and then the words 'et al' followed by a full stop. 'Et al' means and others.

## Examples

Later research by Witten et al. (2006) supports this claim.

Later research supports this claim (Witten et al., 2006).

## Citing a short quote within a sentence (OU Harvard)

A short quote is up to two to three lines. Short quotes are surrounded by quotation marks. These do not need to be on a new line. They should include a publication date and page number in brackets, either at the start of the quote or at the end of the sentence.

## Examples

Reading can provide a form of companionship. It can 'connect us to other lives, emotions and possibilities' (Duncan, 2014, p. 13).

Reading can provide a form of companionship. Duncan states that It can 'connect us to other lives, emotions and possibilities' (2014, p. 13).

## Citing a long quote (OU Harvard)

Larger quotes should be displayed in a separate paragraph and indented from your main text.

## Example

Reading for pleasure takes different forms.

Reading for pleasure is very often an individual and silent practice and this is certainly our dominant cultural image. Yet it can also be a very loud and collective practice: a performance, an exchange, a communication. To complicate things further, individual reading for pleasure is not always silent. (Duncan, 2014, p. 15)

## Citing a book by one author (CTR Harvard)

### Examples

Later research by Duncan (2014) supports this claim.

Later research supports this claim (Duncan, 2014).

Both examples are valid ways to incorporate your in-text citations into your work.

Full details must always be provided in your reference list.

Being digital Copyright © 2020 The Open University

## Citing a book by multiple authors (CTR Harvard)

When referring to a book with two or three authors include all names and link with the word and.

### Examples

The former point is discussed at length in Witten, Gori and Numerico's (2010) seminal text.

Later research supports this claim (Bowles and Box 2011).

When referring to a book with four or more authors include the first author and then the words 'et al' in italics followed by a full stop. 'Et al' means and others.

### Example

This was proved by Cragin *et al.* (2007) also supporting this claim.

## Citing a short quote within a sentence (CTR Harvard)

A short quote is up to two to three lines. Short quotes are surrounded by quotation marks. These do not need to be on a new line. They should include a publication date and page number in brackets, either at the start of the quote or at the end of the sentence.

### Example

Reading can provide a form of companionship. Duncan states that It can 'connect us to other lives, emotions and possibilities' (2014, p. 13).

## Citing a long quote within a sentence (CTR Harvard)

Longer quotes should be displayed in a separate paragraph and indented from your main text.

### Example

Reading for pleasure takes different forms.

Reading for pleasure is very often an individual and silent practice and this is certainly our dominant cultural image. Yet it can also be a very loud and collective practice: a performance, an exchange, a communication. To

complicate things further, individual reading for pleasure is not always silent.  
(Duncan, 2014, p. 15)

Note the in-text citation does not need to be on a new line.

## 5. Elements of a full reference

In-text citations are brief, often they only contain an author name and publication date. For every in-text citation you have included within your work, there should be a detailed reference in your reference list. These references contain enough detail to allow anyone reading your work to find the items you have referenced.

### What to include in a reference

The key pieces of information you need to include for a book are:

- the author's surname and initials
- the year the book was published
- the full title of the book
- the specific edition of the book, if this is available
- the place the book was published
- the name of the publisher

## 6. Creating a full reference OU Harvard

Different referencing styles request that you include the same information when referencing a book. How the references are formatted varies slightly between referencing styles.

If you are interested in creating a full reference using the OU Harvard referencing style this step by step guide will take you through the order and format required for a full reference.

For the same guidance using the Cite Them Right Harvard referencing style move to [section 7](#) of this document.

### Step 1: Author surname and initials

Start with the author's surname and initials:

Duncan, S.

### Step 2: Year of publication

Add the year the book was published, in brackets:

Being digital Copyright © 2020 The Open University

Duncan, S. (2014)

### **Step 3: Full title of book**

Add the full title of the book, in italics. Follow with a comma:

Duncan, S. (2014) Reading for Pleasure and Reading Circles for Adult Emergent Readers,

### **Step 4: Place of publication**

Add the place the book was published, followed by a comma:

Duncan, S. (2014) Reading for Pleasure and Reading Circles for Adult Emergent Readers, Portland,

### **Step 5: Name of publisher**

Finish with the name of publisher, followed by a full stop.

Duncan, S. (2014) Reading for Pleasure and Reading Circles for Adult Emergent Readers, Portland, National Institute of Adult Continuing Education.

## **7. Creating a full reference Cite Them Right Harvard**

If you are interested in creating a full reference using the Cite Them Right Harvard referencing style this step by step guide will take you through the order and format required for a full reference. Otherwise move to the next section ([8. Quiz](#)).

### **Step 1: Author surname and initials**

Start with the author's surname and initials:

Duncan, S.

### **Step 2: Year of publication**

Add the year the book was published, in brackets:

Duncan, S. (2014)

### **Step 3: Full title of book**

Add the full title of the book, in italics. Follow with a full stop:

Duncan, S. (2014) Reading for Pleasure and Reading Circles for Adult Emergent Readers.

## Step 4: Place of publication

Add the place the book was published, followed by a colon:

Duncan, S. (2014) Reading for Pleasure and Reading Circles for Adult Emergent Readers. Portland:

## Step 5: Name of publisher

Finish with the name of publisher, followed by a full stop.

Duncan, S. (2014) Reading for Pleasure and Reading Circles for Adult Emergent Readers. Portland: National Institute of Adult Continuing Education.

## 8. Quiz

How much do you know about referencing books? Why not have a go at our quiz to find out.

### Question 1 of 3

True or false, you need to read all the information in a referencing style.

1. True
2. False

### Question 1 Feedback for Option 1

Are you sure you must read all of a referencing style in its entirety? Your answer is incorrect

### Question 1 Feedback for Option 2

To reference a resource find the referencing style you have been asked to use, find the section for the type of resource you wish to reference and follow that. You do not need to read a referencing style in its entirety.

Your answer is correct!

### Question 2 of 3

Choose the correct option. An in-text citation may include:

1. (Author, Publisher, Date)
2. (Author, Title, Date)
3. (Author, Date, Page number)
4. (Author, Edition, Page number)

Being digital Copyright © 2020 The Open University

### **Question 2 Feedback for Option 1**

An in-text citation is pointer to your reader that you have used an external source. An in-text citation is very brief it does not include the publisher of the work you are referencing. Please try again.

Your answer is incorrect

### **Question 2 Feedback for Option 2**

An in-text citation is pointer to your reader that you have used an external source. An in-text citation is very brief it does not include the title of the work you are referencing. Please try again.

Your answer is incorrect

### **Question 2 Feedback for Option 3**

An in-text citation includes an author, a date of publication and may include page numbers.

Your answer is correct!

### **Question 2 Feedback for Option 4**

An in-text citation is pointer to your reader that you have used an external source. An in-text citation is very brief it does not include the edition of the work you are referencing. Please try again.

Your answer is incorrect

### **Question 3 of 3**

A full reference to a complete book may include the following: (tick all that apply)

1. Publisher
2. Author
3. Date of publication
4. Edition
5. Title
6. Page number

### **Question 3 Feedback**

A full reference to a complete book may include the following:

Publisher

Author

Being digital Copyright © 2020 The Open University



Date of publication

Edition

Title

## 9. Summary

We have covered:

- What to include in an in-text citation
- What to include in a full reference
- How referencing styles can help you

There are many different referencing styles. Your module or course will provide you with details of which one you should be using, along with the relevant guidelines for that style. If you are unsure, you will find the information in your study or assessment guide. And remember referencing styles are there to help you.

## Next Steps

This activity has focused on referencing books. Being Digital also covers:

[Referencing ejournals](#)

[Referencing websites](#)