Harvard Referencing Guide

Accredited Programmes Only

As people practitioners, CIPD stresses the importance of evidence-based practice. This means that you are expected to note in your accredited programme assessment, key references that underpin your thinking. It is unlike an academic essay, which must be extensively referenced, we do not expect lots of references, just the important models, theories, and research you have used.

We have provided examples here of some of the common situations where you will need to reference your work. All references must be correctly presented using the Harvard style referencing system, which uses the 'author date' approach. Here are some examples of how you do this:

Citing authors

For one author:	
Do not include initials in your citation, these should be included in the full reference at the end of your work. In your full reference, include the author, (Year) Title. Place of publication, Publisher	
In text citation:	Cheese, P. (2021, p.5)
Reference List:	Cheese, P (2021). The New World of Work. London: Kogan Page
For two or three authors:	
Include all names in your citation.	
In text citation:	Gifford, Maxwell and Young, (2021, p.6)
Reference List:	Gifford, J., Maxwell, G. and Young, J. (2021) *Mental wellbeing and digital work: evidence summary*. London: Chartered Institute of Personnel and Development.
For more than three authors:	
You should use the abbreviation 'et al.' ('and others'). Remember to list all authors in your reference list at the end of your work (do not use et al. in the reference list). It is also acceptable to use 'et al.' after the first author if the work has three authors.	
In text citation:	Beevers et al, (2019 p. 23)
Reference List:	Beevers, K.; Rea, A. and Hayden, D.(2019) Learning and Development Practice in the Workplace. London: CIPD - Kogan Pages

Direct quotations

It is important that you make this clear in your text by using quotation marks ("…") and including the page numbers of your source in your citation. Longer quotes should be put in a separate paragraph and indented. If there are no page numbers, insert the words "no page" after the year within the citation.

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In text citation: "Digital solutions have so much to offer, in terms of creating accessible learning, sharing relevant information and connecting dispersed learners, that simply isn't possible if we rely on a face-to-face model."(Lancaster 2020, p.138).
Reference List: Andy Lancaster (2020) Driving Performance Through Learning: Develop employees through effective workplace learning. London. Kogan Page

What if there is no author / no date of publication?

If there is no obvious personal author or corporate author, the title can be used instead.
In text citation: ACAS, (2021, Sept)
Reference List: ACAS, Dismissing Employees (2021, Sept Retrieved from ACAS: (Accessed: 14 Jan 2022)
If there is no obvious date of publication, you should put (**no date**).
In text citation: ukces.org.uk. (no date)
Reference List: ukces.org.uk. (no date) evidence-report-41-working-futures-2010-2020. Retrieved Webarchive.nationalarchives.gov.uk:
https://webarchive.nationalarchives.gov.uk/20140108134330/http:/www.ukces.org.uk/assets/ukces/docs/publications/evidence-report-41-working-futures-2010-2020.pdf (Accessed: 08 July 2020).

Email

1.Primary author/editor:	Name of the person who wrote the email
2. Date of publication:	The full date the email was sent (day/month/year)
3. Primary title of item	Subject of the email. This may include RE: or FWD:
In text citation:	Smith, (2021)
Reference List:	Smith, J. (2021) Email to Jane Doe, 3 August

Journal Article

1.Primary author/editor:	The author(s) (surname followed by initials)
2. Date of publication:	The year of publication (and suffix if used) (in brackets)
3. Primary title of item	The title of the article (in quotation marks)
4. Other info:	The name of the journal (in italics), the volume number, the part or issue number (in brackets), and the page numbers (use p. for one page, pp. for more than one page)
In text citation:	Peeters, T., Paauwe, J. and Van De Voorde, K. (2020),
Reference List:	"People analytics effectiveness: developing a framework", Journal of Organizational Effectiveness: People and Performance, Vol. 7 (No. 2,) pp. 203-219.

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Website

1.Primary author/editor:	Use an individual name if possible, or the name of the organisation or company to whom the website belongs
2. Date of publication:	Usually the current year, the year when the website was last updated, or the latest date next to the copyright statement/symbol
3. Primary title of item	Title of the website
4. Other info:	Author (Year) Title [Online] Available from: URLL [Accessed date]. A website address is not an author. An author is a named person or organisation.
In text citation:	CIPD (2020)
Reference List:	CIPD (27 April 2020) Data protection and GDPR in the workplace. Available at: https://www.cipd.co.uk/knowledge/fundamentals/emp-law/data-protection/factsheet (Accessed 23 July 2020)

Podcast

1.Primary author/editor:	Not required
2. Date of publication:	The full date on which the podcast was recorded
3. Primary title of item	Title of the podcast or title of the series if the podcast is part of a series
4. Other info:	URL of where to find the podcast, date of access.
In text citation:	Is your employee value proposition fit for a new era of work? (2022)
Reference List:	CIPD (2022) CIPD podcast: Is your employee value proposition fit for a new era of work? 4 Jan 2022. Available at https://soundcloud.com/cipd/raising-employee-value-proposition?utm_source=clipboard&utm_campaign=wtshare&utm_medium=widget&utm_content=https%253A%252F%252Fsoundcloud.com%252Fcipd%252Fraising-employee-value-proposition (Accessed 04 Jan 2020).

Social Media

1.Primary author/editor:	Author of the post
2. Date of publication:	Day/month the post was published
3. Primary title of item	Title of the website or network
4. Other info:	Web address/URL + date you accessed the blog
In text citation:	CIPD, (2020)
Reference List:	CIPD (06 Aug 2020) The CIPD and @HighPayCentre want decisions on #ExecPay and bonuses to be more fairly aligned with wider workforce pay, and to incentivise other areas critical to longer term sustainability. [Twitter]. Available at https://twitter.com/CIPD/status/1291275439080706053 (Accessed: 06 August 2020)

Please do note that any quotations from reference materials in your accredited programme evaluative review assessment **are** included in the wordcount.

We hope this information sheet is helpful and wish you well with your referencing.

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