

5 The Harvard referencing style

Reference: When writing the thesis, it is compulsory to provide accurate and verifiable information on the sources used. Referencing means that during the preparation of professional materials, when the content of another publication is used (whether in paper or online format), a clear and precise reference must be made to the bibliographic data of the document used.

5.1 References to textual content

Data from the literature should be clearly referenced both in the text and at the end of the text. All training programs must apply the reference used by the IEEE database. In justified cases, the Head of Department may decide to use the Harvard referencing style. The formatting requirements for this are set out in Appendix 4.

5.1.1 Verbatim citation

Verbatim citation: When a passage of an author's cited work is used word for word. In this case, quotation marks must be used, and the sentence must not be altered (no omissions/additions), nor can the word order of the text be changed.

In the case of a verbatim citation, the exact page number should also be given, using the following format: (Mező, 2019:15) or (Mező, 2019, p.15), where Mező is the author's surname, 2019 is the year of publication, (p.) 15 is the exact page number.

Example of verbatim citation:

"During test operation, certain fans exhibited strong vibration and noise. In order to avoid fan damage, and to guarantee safe operation, a diagnostic investigation was carried out on the air supply system, by means of concerted application of CFD technique and experimentation." (Vad and Lukács, 2020:17)

In the bibliography:

J. Vad and E. Lukács (2020) Fluid Mechanics Measurements. [Digital edition.]

Budapest: Akadémiai Kiadó. In: mersz.hu
https://mersz.hu/hivatkozas/m635fmm_73_p17#m635fmm_73_p17 (Date of
download: 2021.02.22. 10:15)

5.1.2 Summarizing, paraphrasing

Summarizing, paraphrasing: When there is no verbatim citation of a referenced work by an author, but its content is referred to. In this case, quotation marks should not be used.

Example of summary, paraphrase:

Decisions in a sustainable city are made with the goal of determining if the outcomes will be of any help concerning the city's long-term growth. It is key to consider in what ways a certain measure might improve the city's growth from economic, social, and environmental standpoints at the same time. (Tóth and Esztergár-Kiss, 2019)

In the bibliography:

[1] J. Tóth and D. Esztergár-Kiss. (2019) Smart City, [Digital edition.] Budapest: Akadémiai Kiadó. In: mersz.hu.
https://mersz.hu/hivatkozas/m440sc_1_p1#m440sc_1_p1 (Date of download:
2021.02.22. 10:07)

5.1.3 Requirements for in-text references

- Regardless of the form of the in-text citation (verbatim or paraphrase), reference in round brackets/parentheses immediately following the quoted text should be used to indicate the source of the reference. For example: (Mező, 2019:15), or (Törőcsik, 2018).
- It is not allowed to include the exact link in the text. It can only be included in the bibliography. In the text, it is advisable to replace the link with an identifier created from the name of the website (except if the page contains exact publication details /author, title, year of publication/), which must be assigned to the exact link in the bibliography.
 - An example of how to cite a source from the website of the Hungarian Central Statistical Office (Központi Statisztikai Hivatal) in the text and in the

bibliography:

- in the text: (KSH1, 2021), KSH2 (2022)

- in the bibliography:

- KSH1: https://www.ksh.hu/stadat_files/epi/hu/epi0001.html Date of download: 2021.09.03.

- KSH2: https://www.ksh.hu/stadat_files/epi/hu/epi0002.html Date of download: 2021.09.03.

- Immediately after the referenced text (whether verbatim or paraphrase), the corresponding reference should be added.
- Any paragraph that does not contain/ is not followed by a reference is considered to be the student's own thoughts.
- In heavily fragmented texts, it is advisable to cite after each paragraph (if not the student's own), even if it is from the same source.
- If the thesis also includes literature in a foreign language, interpreted/translated by the author of the thesis, the original source must still be cited.

5.2 Referencing figures/tables

The same rules apply to the citation of sources for figures and tables as for textual content. The exact source must be given in the text in round brackets/parentheses.

5.2.1 Example of referencing figures

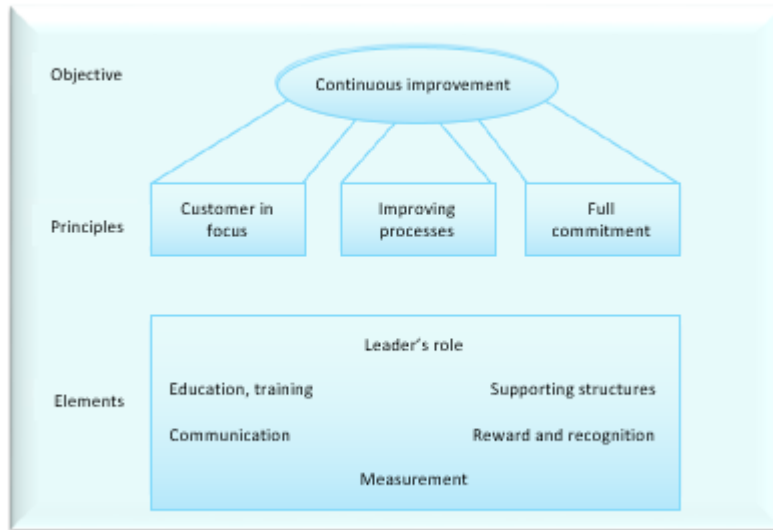


Figure 1: Model for implementing TQM (Tenner, 1999:42)

In the bibliography:

Tenner A. R., Detoro I. J. (1999) TQM : teljes körű minőségmenedzsment. Budapest, Műszaki Kvk. ISBN: 978-0201563054 p. 42.

5.2.2 Example of referencing tables

Table 1: Manager-leader roles (Kövesi, 2006:103)

Manager-leader roles	
Management	Leadership
Planning	Vision
Organizing	Adaptation
Controlling	Delegation of greater scope of authority
Coordinating	Training
Checking	Care
Achieving results	Improving the systems

In the bibliography:

[8] Kövesi J., Topár J. (eds.) (2006) A minőségmenedzsment alapjai. Budapest, BMGE GTK : Typotex. ISBN 963-9664-11-1 p.103.

5.2.3 Example of referencing the student's own figures/tables

If the figure or table is self-edited based on a source, the reference must be indicated after the title of the figure/table as follows:

Figure X: Figure Title self-edited based on (Topár, 2006:103)

If the figure or table is entirely the student's own, the following reference must be provided after the title of the figure/table:

Figure Y: Figure title – self-edited

5.3 References in the bibliography

The thesis must include at least 10 peer-reviewed books, book excerpts, or journal articles as sources. Deviations from this may be made with the supervisor's agreement.

Bibliography:

- All works referred to in the main text must be indicated.
- Only literature used by the student and referred to in the thesis may be included in the bibliography.
 - It is considered unethical to present documents in the bibliography that have not been used at all.
 - It is considered unethical to cross-reference someone else's ideas, i.e. the student uses document A, which has used sources B, C, D and E, but the student does not cite document A as the source, but its literature.
- The bibliography must also include the exact reference of the figures and tables. See the example in chapter 5.2.
- The bibliographical references should be listed in alphabetical order by the first author's surname (or by title if no author is listed). Each author's name must be included.
- In addition to national literature, it is also necessary to draw on foreign-language sources.

Below are examples for each type of document.

Book:

Kovács J., Takács G. and Takács M. (2007) *Analízis*. Budapest, Nemzeti Tankönyvkiadó. ISBN 978 963 19 5491 3

Book chapter:

Barótfi I. (2000) 'Harnessing solar energy'. In: Barótfi I. ed., *Környezettechnika*. Budapest, Mezőgazda. pp. 32–70. ISBN 963 286 009 8

Conference proceeding:

Gieva E. E., Nedelchev K. I., Kralov I. M. and Ruskova I. N. (2019) *Analyses of Energy Harvesting Methods and Devices for Use in Transport Noise Harvesting*. In: 2019 X National Conference with International Participation (ELECTRONICA), Sofia, Bulgaria. pp. 1-4. doi: 10.1109/ELECTRONICA.2019.8825649.

Journal article:

Harvard: Chiampi M. M. and Zilberti L. L. (2011) *Induction of Electric Field in Human Bodies Moving Near MRI: An Efficient BEM Computational Procedure*, IEEE Transactions on Biomedical Engineering, Biomedical Engineering, IEEE Transactions on, IEEE Trans. Biomed. Eng, 58(10), pp. 2787–2793. doi: 10.1109/TBME.2011.2158315.

Dissertation:

Hoseini A. (2017) *Thermal performance of aerogel blanket insulation*, Ph.D. dissertation. Simon Fraser University, Canada.

Zhao X. (2020) *Thermal and Optical Management of Windows with Nanoengineered Transparent Insulation Materials*, Ph.D. dissertation. University of Colorado at Boulder, USA.

Regulation:

MSZ EN 12261:2002/A1 Gas meters. Turbine gas meters. Effective date: 1 November 2006. *Date of withdrawal*: (if relevant) Budapest, Hungarian Standards Institution, 2006.

Product brochure:

MUREXIN Limited Liability Company (1977) Tile adhesion system Betonol.
Budapest, MUREXIN Ltd.

Website:

Most of the websites used include the author and the title, so in these cases they must be included, otherwise it is sufficient to include only the website title, the exact web address (link) and the date of download.

Vörösné Leitner A. and Kajtár. L. (2020) Újra a gáztűzhelyekről... : Gyakorlati következtetések. In: e-gepesz.hu. <https://www.e-gepesz.hu/cikkek/18078-ujra-a-gasztuzhelyekrol> (Date of download: 2021.01.16. 10:11)

Company document:

The most important details of the document (author, year of publication, title) should be provided if possible.

Kerektudomány Zrt. (2019) Annual report

If it is not possible to provide any identifying information other than the name of the company, it must be indicated the following way:

Kerektudomány Zrt. Internal company document

5.4 Sample bibliography (Harvard reference style):

Barótfi I. (2000) Harnessing solar energy. In: Barótfi I. ed., Környezettechnika. Budapest, Mezőgazda. pp. 32–70. ISBN 963 286 009 8.

Gieva E. E., Nedelchev K. I., Kralov I. M. and Ruskova I. N. (2019) Analyses of Energy Harvesting Methods and Devices for Use in Transport Noise Harvesting. In: 2019 X National Conference with International Participation (ELECTRONICA), Sofia, Bulgaria. pp. 1-4. doi: 10.1109/ELECTRONICA.2019.8825649.

Harvard: Chiampi M. M. and Zilberti L. L. (2011) Induction of Electric Field in Human Bodies Moving Near MRI: An Efficient BEM Computational Procedure, IEEE Transactions on Biomedical Engineering, Biomedical Engineering, IEEE Transactions on, IEEE Trans. Biomed. Eng, 58(10), pp. 2787–2793. doi: 10.1109/TBME.2011.2158315.

Hoseini A. (2017) Thermal performance of aerogel blanket insulation, Ph.D. dissertation. Simon Fraser University, Canada.

Kerektudomány Zrt. (2019) Annual report.

Kovács J., Takács G. and Takács M. (2007) Analízis. Budapest, Nemzeti Tankönyvkiadó. ISBN 978 963 19 5491 3.

MSZ EN 12261:2002/A1 Gas meters, Turbine gas meters. Effective date: 1 November 2006. Date of withdrawal: (if relevant) Budapest, Hungarian Standards Institution, 2006.

MUREXIN Limited Liability Company (1977) Tile adhesion system Betonol. Budapest, MUREXIN Ltd.

Vörösné Leitner A. and Kajtár. L. (2020) Újra a gáztűzhelyekről... : Gyakorlati következtetések In: e-gepesz.hu. <https://www.e-gepesz.hu/cikkek/18078-ujra-a-gasztuzhelyekrol> (Date of download: 2021.01.16. 10:11).

Zhao X. (2020) Thermal and Optical Management of Windows with Nanoengineered Transparent Insulation Materials, Ph.D. dissertation. University of Colorado at Boulder, USA.

5.5 Evaluation and credibility of sources

The literature review of the thesis must be based on professional literature and professional documents. This means that students must not use or refer to sources that are not made by professionals and have no professional credibility (e.g. Wikipedia). Thus, only those works that have been written by professionals are considered credible and professionally reliable, checked, and peer-reviewed.

The credibility, accuracy, and reliability of sources available on the Internet vary widely. A significant amount of online content is not subject to professional control. Therefore, it is advisable to consider the following when assessing materials or information found on the Internet:

- It is often not stated who the author is, but it is usually possible to deduce from the website which organization, institution or publisher is responsible for the publication. Based on these data, the acceptability of online content may be better determined.

Studies, articles, data, and information found on the websites of professional organizations with a credible, reliable, and recognized professional background are considered to be valid (e.g. International Monetary Fund (IMF), Organization for Economic Co-operation and Development (OECD), Hungarian Central Statistical Office). However, the content of websites that are not maintained by a professional organization is often questionable and less professional. Thus, such sites merely function as portals.

- It increases the credibility and verifiability of the material if the sources used are clearly indicated in the online document.
- The electronic databases and online content available through the websites of research institutions, higher education institutions and their libraries are useful, and even advisable for scientific research and for writing a thesis.