A GUIDE TO HARVARD STYLE OF CITING AND REFERENCING
# TABLE OF CONTENT

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>1.1 Books</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>1.2 Print Journal</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>1.3 Electronic Journal</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>1.4 Newspapers</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>1.5 Internet Sources/Website/World Wide Web (WWW)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>1.6 CD-ROM – No Author</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>1.7 Films or Video</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>1.8 Personal Communications</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>1.9 Personal Email Messages</td>
<td>9</td>
</tr>
<tr>
<td>2</td>
<td>Reference Lists</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>2.1 Books</td>
<td>11</td>
</tr>
<tr>
<td></td>
<td>2.2 Print Journal</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>2.3 Electronic Journal (E-Journal)</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>2.4 Print Newspapers</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>2.5 Electronic Newspaper</td>
<td>18</td>
</tr>
<tr>
<td></td>
<td>2.6 Internet Sources/Website/World Wide Web (WWW)</td>
<td>19</td>
</tr>
<tr>
<td></td>
<td>2.7 Email Discussion Lists</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>2.8 Internet Blogs (Weblogs)</td>
<td>21</td>
</tr>
<tr>
<td></td>
<td>2.9 CD-ROM</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>2.10 Films or Video</td>
<td>22</td>
</tr>
<tr>
<td></td>
<td>2.11 Television And Radio Programmes</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>2.12 Personal Communications</td>
<td>23</td>
</tr>
</tbody>
</table>
2.13 Personal Email Messages 23

3.0 Summary for Reference Lists 25

Bibliography 28
Guide to Harvard Style of Citing and Referencing

Introduction

Good referencing makes it easy for the reader to see where the ideas behind your writing have come from. Referring to the work of established experts in your subject area gives your writing authority and demonstrates to tutors that you have researched the topic properly. They should get enough information from your references to allow them to check any of the sources themselves, if they need to. Most importantly, good referencing should protect you from any possibility of committing plagiarism.

These references may be from work presented in journal or newspaper articles, government reports, books or specific chapters of books, research dissertations or theses, material over the internet etc. References should be cited twice in your assignment:

1. **In-Text Citations**: At the point at which the source is referred to in your text. Use the name of the author, followed by the year of publication when citing references within the text of an assignment.

2. **Reference List**: In an alphabetical reference list (or bibliography) at the end of your assignment. The reference list is arranged alphabetically by author. Where an item has no author, it is cited by its title, and ordered in the reference list or bibliography alphabetically by the first significant word of the title.
Collecting all the details: Accurate referencing

In order to have an accurate record of what you have researched and therefore an accurate reference, it is important that you write down the details of your sources as you study.

For books, record:

1. The author’s or editor’s name (or names)
2. The year the book was published
3. The title of the book
4. If it is an edition other than the first
5. The city the book was published in
6. The name of the publisher

For journal articles, record:

1. The author’s name or names
2. The year in which the journal was published
3. The title of the article
4. The title of the journal
5. The page number/s of the article in the journal
6. As much other information as you can find about the journal, for example the volume and issue numbers

For electronic resources, try to collect the information as above if it is available, but also record:

1. The date you accessed the source
2. The electronic address or email
3. The type of electronic resource (email, discussion forum, WWW page, etc)
The first part of good citation is what you put in the text of your assignment each time you use someone else’s work.

When you use other people’s work you might be:

1. **Paraphrasing** – rephrasing the original ideas or opinions in your own words.
2. **Summarising** – writing a short description of the ideas or opinions in your own words but giving your own interpretation of what the source says, rather than a simple rephrasing.
3. **Referring to a source** – mentioning the work without giving much information about the content.
4. **Quoting** – using the actual words from the source enclosed in quotation marks.
5. **Using statistics or data** from a source, such as financial information or market research.

### 1.1 BOOKS

**Single author**

**Inserting the author’s name and date of publication**

In most cases where you are paraphrasing, summarising or referring to a source, simply insert the author’s name and the date of publication in brackets after you summarise, paraphrase or mention the information you have taken from the source.

Workers in teams tend to adopt particular roles (Belbin 1996).

**Where the author’s name appears naturally in your work**

In many cases, you can simply insert the author’s name, followed by the date of publication in brackets, into your text.
Role theory applied to the behaviour of individuals in teams was first elaborated on by Belbin (1996) who suggested that...

**Paraphrasing or summarising from a specific page or pages**

If giving specific information from an identifiable page or pages within a lengthy source such as a book or report, you may consider it appropriate to give the page number(s) as well as the date, enclosed in brackets, in your citation.

Maxwell (2008, p.213) gives three possible reasons for high levels of personal debt. These are...

**Author is a company or organization (corporate author)**

An organisation such as a company, university or government department can be the author of a publication. Often, the same organisation will also be the publisher. Just cite them in your text as you would a person.

Some further research in this area conducted by the Stroke Care Association (2007) seemed to show that many patients regard their interactions with nursing staff as...

**Two or three authors**

Give the names of the authors, separated by commas and an ampersand ‘&’ or the word ‘and’. Follow with the date in brackets or add the authors and date at the end of your summary, in brackets.

Shields, Ford and Taylor (2004) discuss the various uses of the apostrophe.

or

This manual attempted a definitive ruling on the uses of the apostrophe (Shields, Ford and Taylor, 2004).

**Four or more authors**

In the case of four or more authors, use the first author (from the title page) followed by either the words ‘and others’, or ‘et al.’ (this is an abbreviation of the Latin term for ‘and others’). Whichever form of words you choose, make
sure you use the same for all multiple author citations in the same piece of writing.

Johnson and others (2008) highlighted some potential problems with user generated content.

or

Johnson et al. (2008) highlighted some potential problems with user generated content.

More than one author at the same point in the text
When more than one author’s name is given at the same point in your text, they should be listed in order of publication date (earliest first).

Smith (1998), Brown (2001) and Jones (2004) all believed that...

Or, use semicolons to separate the authors:

Several independent pieces of research have been undertaken (Smith 1998; Brown 2001; Jones 2004) indicating that...

No author
If the source is anonymous (has no personal or corporate author) use the title instead.

It has been stated that this disease occurs most frequently in women of child bearing age (Women's health issues, 2006).

Multiple works by same author
Arrange citations in chronological order:

University research (Brown 1982, 1988) has indicated that ...

More than one author with the same surname and the same year
Author’s initials should only be used when two or more authors being cited in the same assignment have the same surname and have published in the same year, in which case they should be identified by initials in order to avoid confusion.
"...this demonstrates that my theory of motivation is sound." (Robinson, J., 1998, p.23). This was challenged later the same year (Robinson, M., 1998).

**Multiple works published in the same year by the same author**

Use lower case letters after the date if referring to more than one item published in the same year by the same author. Use a/b etc. to differentiate between works in same year.

Morgan (2001a) gives a useful description of this process as...

[followed later in the same assignment by]

Morgan (2001b) points out the paradox inherent in trying to achieve this; she acknowledges that...

**Direct quotations**

If you are directly quoting the author’s own words in your writing you should enclose these in quotation marks and give the author, date and page number(s) that the quotation was taken from, in brackets.

If other details of parts of the document are required, for example, section numbers track or title numbers of sound recordings, these should appear after the date within the brackets.

The standard abbreviations are:

page (p.), pages (pp.), section (s.) and sections (ss.).

“There is grandeur in this view of life, with its several powers, having been originally breathed into a few forms or into one; and that, whilst this planet has gone cycling on according to the fixed law of gravity, from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved" (Darwin 1859, p.490).

**Missing out part of the original quotation (use of ellipsis)**

If you want to use selected parts of the original quotation, then use ellipsis. This means a series of dots (usually three) to denote that some words are
missing. These should also be used if you are opening a quotation part way through a sentence.

“There is grandeur in this view of life... from so simple a beginning endless forms most beautiful and most wonderful have been, and are being, evolved” (Darwin 1859, p.490).

**Article or chapter in a book**
Edited books contain collections of chapters which are written by different authors and collated by an editor or editors. Cite author(s) of the chapter:

It has even been argued (Harrison 1989) that ...

**Secondary Sources (source cited within another source)**
You might want to cite a piece of work mentioned or quoted within another author’s work. This is known as a secondary reference as you have not actually seen the original source yourself.

In the text of your essay or assignment, cite both the original source and the secondary source, where you actually read about it, using the words ‘quoted in’ or ‘cited in’ depending on whether the source gives a direct quotation from, or a summary of, the original.


**No date on the publication**
If you do not know the date of publication, use ‘n.d.’ (which stands for ‘not dated’) in place of the year after the author’s name in your text.

All twenty five claims were found to be fraudulent (James, n.d.).

**1.2 PRINT JOURNAL**
If the page number is required, as it is for summarising, paraphrasing and direct quoting:

Bengtsson (1993, p.206) argues that ...
If you are citing the main idea of the article only:

(Bengtsson 1993)

1.3 ELECTRONIC JOURNAL
Full text from an electronic database
In their article Skargren and Oberg (1998) argue that ...

Full text from an electronic database - no author
Use the title of the publication
The internet has had a huge impact on the Australian economy (Internet economics and policy 2002, p.350)

1.4 NEWSPAPERS
Article - with author
(Judd 1997, p.4)

Article - no author
Where no author is given the name of the paper can be used.
... in The Times (22 January 2001, p.16) it was stated that ...

1.5 INTERNET SOURCE/WEBSITE/WORLD WIDE WEB (WWW)
Document on WWW
In his article, Young outlines the position taken by one such body (Young 2001, online).

Document on WWW - no article title and no author
Use the name of the company or organisation and year, followed by online:
(Curtin University of Technology 2004, online)

Document on WWW - organisation named but no individual author(s) named and no date
Use the name of the company or organisation and n.d., followed by online:
1.6 **CD-ROM - NO AUTHOR**

(Edinburgh University n.d., online)

1.7 **FILMS OR VIDEO**

Include the full title and year of release:

(Macbeth 1984)

1.8 **PERSONAL COMMUNICATIONS**

Give initials as well as the surname of the communicator, and provide some information about the context (personal communication, lecture, interview, tutorial etc.) and as exact a date as possible.

More and more buildings are now recycling energy according to R. Jann (personal communication, 22 March 2006).

1.9 **PERSONAL EMAIL MESSAGES**

It was confirmed that an outbreak occurred in London (Savieri 1999).
2. Reference Lists

There are three possibilities for listing references:

1. A list of references giving full details of all the items you have cited in the text of your essay or assignment. Only sources which match citations in the text will be included. (Some tutors refer to this as a ‘bibliography’).

2. A bibliography giving full details of all items cited in your text plus any other relevant items which you have consulted for background.

3. Two separate listings: a list of references which gives full details of all items cited in your text, plus a separate bibliography of background reading.

List of references or bibliography is organised alphabetically by author, whether a person or organisation, or by title where there is no author. It is evidence of all the sources you have used in your research. The author and date from each reference in your bibliography have already appeared in the text of your essay or assignment. A reader can move easily between the citations in the text and your list in order to check the relevant details.

Take your information from the title page of a book, rather than the cover; these are sometimes slightly different. Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book. In order to maintain consistency, use only the initial letters of the writer’s first name; even if you have more information. For example, Mohr, L. or Bowlby, J.

2. ‘ed.’ and ‘eds.’ are suitable abbreviations for editor and editors; for example, Spence, B. ed.

3. Year of publication - in brackets
4. Title and subtitle (if any) - underlined, or bold, or in italics and followed by a full stop. Whichever you choose, you must be consistent for all the references in your bibliography. Bold type is now most prevalent.

5. Series and individual volume number (if any) - followed by a full stop

6. Edition if not the first, for example ‘2nd ed.’

7. Place of publication if known - this guide suggests using a comma to separate the place of punctuation from the publisher and commas are used in all of our examples. However, it is also common practice to use colons and some tutors may prefer this:

   Maidenhead, Open University Press.

   or

   Maidenhead: Open University Press.

   Where one publisher is associated with multiple places of publication, reference the first. If a place is in the UK, you can indicate this as well.

8. Publisher - followed by a full stop.

2.1 BOOKS

Single author


Author is a company or organization (corporate author)
An organisation such as a company, university or government department can be the author of a publication. Often, the same organisation will also be the publisher. Reference them as you would a person.


Two or three authors
If there are one, two or three authors then give them all, separated by commas and an ampersand ‘&’ or the word ‘and’.

**Four or more authors**

Use the first author (from the title page) followed by either the words ‘and others’, or ‘et al’ (this is an abbreviation of the Latin term for ‘and others’). Whichever form of words you choose, make sure you use the same for all multiple author references in the same piece of writing.


**No author**

Where the author is not identifiable and there is no ‘corporate author’, start your reference with the title.


**Multiple works by same author**

Order chronologically in the reference list:


**Multiple works published in the same year by the same author**

If you are referencing more than one publication written by the same author in the same year, these need to be listed in the bibliography in the order they were cited in the text:


**Edited Book**

Different Editions
An edition number is placed after the title of the work.


Article or chapter in a book
It is easy to confuse the name of the contributor to a book of collected writings with that of the editor. It is important to include the editor of the book in the bibliography as this is the information that would be needed to trace the source on a library catalogue.

Include the following information in this order:
1. Author of chapter/section
2. Year of publication – in brackets
3. Title of chapter/section - followed by a full stop
4. The word ‘In’- followed by a colon
5. Author/editor of the book of collected work
6. Title of book - underlined, or bold, or in italics and followed by a full stop
7. Place of publication - followed by a comma
8. Publisher - followed by a comma
9. Page numbers of section referred to - followed by a full stop.


Secondary Sources
Include the date and publication details of the piece of work, and then ‘Quoted in:’ or ‘Cited in:’ followed by the reference for the source you have actually seen.

Electronic books (E-books)

Occasionally, the web address for an electronic book will be excessively long, as it will contain control codes. In such cases, just include enough of the address to identify the site the e-book came from.

Include the following information in this order:

1. Author(s), editor(s) or the organisation responsible for writing the book
2. Print version year (use the electronic version year if there is no print version) - in brackets
3. Title - *underlined*, or **bold**, or in *italics*
4. The word ‘Internet’ - in square brackets followed by a comma
5. Print version place of publication - followed by a comma
6. Print version publisher - followed by a full stop
7. The words ‘Available from’ - followed by a colon
8. The Internet location the electronic book was accessed from (for example, netLibrary)
9. The Internet address - in angled brackets
10. The word ‘Accessed’ and the date you viewed the electronic book - in square brackets and followed by a full stop.


Thesis

Include the name of the awarding institution, for example, Leeds Metropolitan University. The correct content and order is the same as for books.

Research reports

Conference proceedings
Include the following information in this order:
1. Name of conference - followed by a comma
2. Number (if appropriate) - followed by a full stop
3. Year - followed by a full stop
4. Location of conference (if appropriate) - followed by a comma
5. Year of publication - in brackets and followed by a full stop
6. Title of published work; if different from the name of the conference - underlined, or bold, or in italics and followed by a comma
7. Author/editor - followed by a full stop
8. Place of publication - followed by a comma
9. Publisher - followed by a full stop.


Conference papers
Conference papers are similar to book chapters in that they appear as part of a wider publication (i.e. the conference proceedings). Include the following information in this order:
1. Contributing author
2. Year of publication - in brackets
3. Title of conference paper - followed by a full stop
4. The word ‘In’ followed by a colon
5. Author/editor of conference proceedings (if applicable)
6. Title of conference proceedings including date and place of conference - underlined, or bold, or in italics and followed by a full stop
7. Place of publication - followed by a comma
8. Publisher - followed by a comma
9. Page numbers of contribution - followed by a full stop.


To cite a work reproduced in a book (image, poem, painting etc)
If you wish to specify that you used an image from a book, follow the normal rules for referencing a book and then add an abbreviation for illustration - ‘illus.’.


Government Publications
Include the following information in this order:
1. Author (usually the name of a Government department, committee, or other official body)
2. Year of publication - in brackets
3. Title of the work - underlined, or bold, or in italics and followed by a full stop
4. Edition number - followed by a full stop
5. Place of publication - followed by a comma
6. Publisher - followed by a full stop
7. Title of series and volume number (if applicable) - separated by a comma, in brackets and followed by a full stop.

2.2 **PRINT JOURNAL**  
Include the following information in this order:  
1. Author of the article  
2. Year of the publication - in brackets  
3. Title of the article - followed by a full stop  
4. Title of the journal - underlined, or **bold**, or in *italics* and followed by a comma  
5. Volume  
6. Issue or part number in brackets, month or season of the year followed by a comma  
7. Page numbers of article - followed by a full stop.  


2.3 **ELECTRONIC JOURNAL (E-JOURNAL)**  
Occasionally, the web address for an electronic journal article will be excessively long, as it will contain control codes. In such cases, just include enough of the address to identify the site the journal came from.  

Include the following information in this order:  
1. Author/editor  
2. Year - in brackets  
3. Title of article - followed by a full stop  
4. Title of journal - underlined, or **bold**, or in *italics*  
5. The word ‘Internet’ - in square brackets and followed by a comma  
6. Volume number
7. Issue or part number in brackets, month or season of the year followed by a comma
8. Page numbers or online equivalent - followed by a full stop
9. The words ‘Available from’ - followed by a colon
10. The Internet address - in angled brackets (note general point about journal article addresses above)
11. The word ‘Accessed’ and the date you viewed the web page - in square brackets and followed by a full stop.


2.4 **PRINT NEWSPAPERS**
Include the following information in this order:

1. Author of the article where given, if not use the title
2. Year of publication - in brackets
3. Title of the article - followed by a full stop
4. Title of the newspaper - underlined, or bold, or in *italics* and followed by a comma
5. Date (no year needed) - followed by a comma
6. Page number(s) of article - followed by a full stop.


2.5 **ELECTRONIC NEWSPAPER**
Follow the same format as for an e-journal article but give the date information differently. Occasionally, the web address for an electronic newspaper article will be excessively long, as it will contain control codes. In such cases, just include enough of the address to identify the site the journal came from.
Include the following information in this order:

1. Author/editor
2. Year - in brackets
3. Title of article - followed by a full stop
4. Title of newspaper - underlined, or bold, or in italics
5. The word ‘Internet’ - in square brackets and followed by a comma
6. Date (no year needed) - followed by a comma then page numbers or online equivalent if given - followed by a full stop
7. The words ‘Available from’ - followed by a colon
8. The Internet address - in angled brackets (note general point about article addresses above)
9. The word ‘Accessed’ and the date you viewed the web page - in square brackets and followed by a full stop.

Guardian [Internet], 20 November. Available from: <http://www.guardian.co.uk/business>
[Accessed 21 November 2008].

2.6 **INTERNET SOURCE/WEBSITE/WORLD WIDE WEB (WWW)**

Web addresses can be excessively long if they contain control codes from your search. In such cases, just include enough of the address for your reader to identify the site.

Internet based material may only be available for a short time; it is advisable to keep a personal copy as evidence that the information existed, in addition to including the date you accessed it in your reference.

**Document on WWW**

Include the following information in this order:

1. Author/editor
2. Year in brackets. If none available, use ‘n.d.’ (stands for ‘not dated’)
3. Title - **underlined**, or **bold**, or in *italics*
4. The word ‘Internet’ - in square brackets and followed by a comma
5. Edition if available (for example, update 2 or version 4.1) - followed by a full stop
6. Place of publication - followed by a comma
7. Publisher (if identifiable) - followed by a full stop
8. The words ‘Available from’ - followed by a colon
9. The Internet address - in angled brackets
10. The word ‘Accessed’ and the date you viewed the web page - in square brackets and followed by a full stop.


**Document on WWW - no author**

**Document on WWW - no article title and no author**

**Document on WWW - organisation named but no individual author(s) named and no date**
Edinburgh University (n.d.) **Edinburgh Castle** [Internet], Edinburgh University, Department of Geography. Available from: <http://www.geo.ed.ac.uk/home/tour/castle.html> [Accessed 16 March 1998].
2.7 **EMAIL DISCUSSION LISTS**

Include the following information in this order:

1. Author/editor
2. Year - in brackets
3. Title of message - followed by a full stop
4. Discussion list name and date of message - *underlined*, or *bold*, or in *italics*
5. The words ‘Internet discussion list’ - in square brackets and followed by a full stop
6. The words ‘Available from’ - followed by a colon
7. The email list address - in angled brackets
8. The word ‘Accessed’ and the date you visited the discussion list - in square brackets and followed by a full stop.


2.8 **INTERNET BLOGS (WEBLOGS)**

Include the following information in this order:

1. Author of blog
2. Year - in brackets
3. Title of message - followed by a full stop
4. Title of blog or website and date of entry - *underlined*, or *bold*, or in *italics*
5. The words ‘Internet blog’ - in square brackets and followed by a full stop
6. The words ‘Available from’ - followed by a colon
7. The website address - in angled brackets
8. The word ‘Accessed’ and the date you visited the blog - in square brackets and followed by a full stop.

2.9 CD-ROM
If you have used a reference from a multimedia CD-ROM include the following information, as this is a piece of work in its own right:


2.10 FILMS OR VIDEO
Bear in mind the needs of researchers who may follow you. In the case of audio-visual sources they are not only going to need as much information as possible to trace the recording but they may also need to know the formats if they are actually going to be able to play it back. Where possible quote the format, such as VHS Video, 35mm film, CD, DVD, etc.

Include the following information in this order:

1. Title - underlined, or bold, or in italics and followed by a full stop
2. Year (for films the preferred date is the year of release in the country of production) - in brackets
3. Subsidiary originator (this is optional but the director is preferred - note that the director’s name is not written surname first) followed by a full stop
4. Place of production - followed by a comma
5. Organisation
6. Medium and then format - separated by a colon, in square brackets and followed by a full stop.

2.11 **TELEVISION AND RADIO PROGRAMMES**

It is important to include details of when the programme was broadcast, especially for series that are transmitted throughout the year. Include the following information in this order:

1. Series title - followed by a full stop
2. Series number (if appropriate) - followed by a full stop
3. Year of production - in brackets
4. Programme title - *underlined*, or **bold**, or in *italics* and followed by a full stop
5. Place of publication - followed by a comma
6. Transmitting organisation - followed by a comma
7. Date of transmission - followed by a comma
8. Medium and then format - separated by a colon, in square brackets and followed by a full stop.


2.12 **PERSONAL COMMUNICATIONS**

Personal communications can be cited in the text, but as the information is not recoverable they do not need to be included in the bibliography.

2.13 **PERSONAL EMAIL MESSAGES**

Include the following information in this order:

1. Sender
2. Sender’s email address - in brackets and followed by a comma
3. Day, month and year the email was sent - followed by a full stop
4. Subject of message - *underlined*, or **bold**, or in *italics* and followed by a full stop
5. The words ‘Email to’ followed by the recipient’s name
6. Recipient’s e-mail address - in brackets and followed by a full stop.
Lawrence, S. (slawrence.goyh@go-regions.gsi.gov.uk), 6 July 2001. Re: government office for Yorkshire and Humberside information. Email to F. Burton (f.burton@leedsmet.ac.uk).
3. Summary for Reference Lists

**Online image**


**Book**


**Journal article**


**E-journal article**


**Book**


**E-book**


**Newspaper article**


BIBLIOGRAPHY


