

# The Harvard system of referencing



## Introduction

When writing a piece of work you should provide references to the sources used. A **reference** is the detailed bibliographic description of the item from which you gained your information. In simple terms, this means the details of the material that you have used, e.g. author, title, date of publication. References are briefly cited within the text, and then given in full at the end of your work in a **reference list** and/or **bibliography**.

References are used to:

- enable the reader to locate the sources you have used;
- help support your claims and provide your work with credibility;
- acknowledge the source of an argument or idea. Failure to do so could result in a charge of plagiarism.

## Citation styles

Various citation styles exist. They convey the same information; only the presentation of that information differs. Most style guides fall into two commonly used systems:

- **author-date system** (e.g. Harvard);
- **numeric system**

Your choice of method may be restricted by departmental rules or the person for whom you are writing. It is advisable to check which system you are expected to use.

**Whichever system you use, it is important that you are consistent in its application.**

This guide is intended to provide you with advice on how to use the **Harvard** (author-date) system where you supply the author's name and the date of publication of the document referred to *within the text*. In order to find out more about the document a reader can simply look up the author's name in the reference list.

## Collecting and organising references

It is often not easy (or possible) to retrieve sources after you have written your text. For this reason it is best to keep a good record of everything that you use. Bibliographic software, such as Endnote, Procite or Reference Manager, will help you organise your references according to different citation systems and to add the citations to your text. Alternatively, you could store your references on index cards.

## Citations in the text

To link the information you use in your text to its source (book, article, etc.), put the author's name and the year of publication at the appropriate point in your text. If the author's name does not naturally occur in your writing, put the author's surname and date in brackets.

**e.g.** *There is some evidence (Jones 1992) that these figures are incorrect.*

If the author's name is part of the statement, put only the year in brackets:

**e.g.** *Jones (1992) has provided evidence that these figures are incorrect.*

If there are **two authors**, give both:

**e.g.** *It is claimed that government in the information age will "work better and cost less" (Bellamy and Taylor 1998, p. 41).*

**Note:** if you are giving a direct quotation then you need to include the page number.

If there are **more than two authors**, cite only the first followed by 'et al.' (and others):

**e.g.** *...adoptive parents were coping better with the physical demands of parenthood and found family life more enjoyable (Levy et al. 1991).*

If an **author has published more documents in the same year**, distinguish between them by adding lower-case letters:

**e.g.** *In recent studies by Smith (1999a, 1999b, 1999c)...*

## References

Full references of sources used are given at the end of your work. This list of references or bibliography is arranged alphabetically. Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication. Each reference should give the elements and punctuation as found below. In these examples, the source (e.g. title) has been *italicised*; you can also emphasise the source by underlining or typing in **bold**. It does not usually matter which you use, so long as you are consistent throughout your reference list.

## Books

AUTHOR(S) (Year) *Title*, Edition. Place of publication, Publisher.

**e.g.** GOLOMBOK, S. (2000) *Parenting: what really counts?* London, Routledge.

## Books with two or three authors

**e.g.** LI, X. and CRANE, N.B. (1993) *Electronic style: a guide to citing electronic information*. London, Meckler.

## Books with more than three authors

Give the name of the first author, followed by 'et al.' (and others).

**e.g.** LEVITT, R. et al. (1999) *The reorganised National Health Service*. 6th ed. Cheltenham, Stanley Thornes.

## Chapters in books

AUTHOR(S) (Year) Title of chapter. In: AUTHOR(S)/EDITOR(S) *Book title*. Place of publication, Publisher, Pages (p. or pp.).

**e.g.** TUCKMAN, A. (1999) Labour, skills and training. In: LEVITT, R. et al. *The reorganised National Health Service*. 6th ed. Cheltenham, Stanley Thornes, pp. 135-155.

## Electronic information

Electronic references should contain the following elements:

AUTHOR(S) (Year) *Title of document* [Type of resource, e.g. CD-ROM, e-mail, WWW] Organisation responsible (optional). Available from: URL address. [Date accessed].

**e.g.** UNIVERSITY OF SHEFFIELD LIBRARY (2001) *Citing electronic sources of information* [WWW] Sheffield, University of Sheffield. Available from: <http://www.shef.ac.uk/library/libdocs/hsl-dvc2.html> [Accessed 6/8/03].

If you are referencing an item, such as a journal article, use the normal format for that item then add the type of resource, URL and accessed details, as for electronic information.

**e.g.** DREXHAGE, J. (2004) Still up in the air. *Carbon finance*, January, pp 16-17 [WWW] Available from: [http://www.iisd.org/pdf/2004/climate\\_still\\_up\\_air.pdf](http://www.iisd.org/pdf/2004/climate_still_up_air.pdf) [Accessed 12/2/04].

## Exhibition catalogues

ARTIST (Year) *Title of exhibition* [Exhibition catalogue] Place of publication, Publisher.

**e.g.** HARRIS, W. (1983) *William Harris as designer* [Catalogue of an exhibition held at the Whitworth Art Gallery, 3 May – 4 June 1983] London, Arts Council.

## Journal articles

AUTHOR(S) (Year) Title of article. *Title of journal*, Vol. no. (Part no.), Pages (p. or pp.).

**e.g.** LU, H., and MIETHE, T.D. (2002) Legal representation and criminal processing in China. *British journal of criminology*, 42 (2), pp. 267-280.

## Media (video, film, or broadcast)

*Title* (Year) Type of media. ORIGINATOR (e.g. director). Place of production, Producer.

**e.g.** *Rebel without a cause*. (1983) Film. Directed by Nicholas RAY. USA, Warner Bros.

A television broadcast should also include the date and time of broadcast, where possible.

**e.g.** *Dyslexic children*. (1999) TV. Channel 4, July 29, 1900 hrs.

## Newspaper articles

AUTHOR(S) (Year) Article title. *Newspaper title*, Day, Month (abbreviated), Page(s).

**e.g.** BROWN, P. (2002) New foot and mouth outbreak suspected. *Guardian*, 27 Feb., p. 1.

## Online images

*Description or title of image* (Year) [Online image] ORIGINATOR (if relevant). Available from: URL address. [Date accessed].

**e.g.** *Hubble space telescope release in the space shuttle's payload bay* (1994) [Online image] Available from: <http://explorer.arc.nasa.gov/pub/SPACE/GIF/s31-04-015.gif> [Accessed 1/10/96].

## Papers in conference proceedings

AUTHOR(S) (Year) Title. In: EDITOR(S) *Title of conference proceedings*. Place and date of conference (unless included in title). Place of publication, Publisher, Page(s).

**e.g.** GIBSON, E.J. (1977) The performance concept in building. In: *Proceedings of the 7th CIB Triennial Congress. Edinburgh, September 1977*. London, Construction Research International, pp. 129-136.

## Publications from a corporate body (e.g. Government publications)

NAME OF ISSUING BODY (Year) *Title*. Place of publication, Publisher, Report no. (where relevant), Page(s).

**e.g.** DEPARTMENT OF THE ENVIRONMENT, Development Commission (1980) *38th Report. 1st April 1979 to 31st March 1980*. London, HMSO, 1979-80 HC. 798, pp. 70-81.

## Theses and dissertations

AUTHOR (Year) *Title*. Designation (Level, e.g. MSc., PhD.), Institution.

**e.g.** MARSHALL, J. (2002) *The Manuscript tradition of Brunetto Latini's "Tresor"*. Unpublished thesis (PhD), University of London.

## Further Information

Further help and guidance on citation and referencing can be obtained from the following online sources. Remember, it is always advisable to consult the person for whom you are writing, whether it is a tutor or an editor, as to which style of referencing they want you to use.

HARNACK, A., and KLEPPINGER, E. (2003) *Online! A reference guide to using internet sources* [WWW]. Bedford, St Martin's. Available from: <http://www.bedfordstmartins.com/online/index.html> [Accessed 1/3/04].

HOLLAND, M. (2003) *Citing references – the Harvard system* [WWW]. Bournemouth, Bournemouth University. Available from: [http://www.bournemouth.ac.uk/library/using/citing\\_references.html](http://www.bournemouth.ac.uk/library/using/citing_references.html) [Accessed 1/3/04]

UNIVERSITY OF BIRMINGHAM [2002], *Preparing & quoting references* [WWW]. Birmingham, University of Birmingham, Information Services. Available from: <http://www.is.bham.ac.uk/ppm/publications/skills/preparing.pdf> [Accessed 1/3/04].

UNIVERSITY OF SHEFFIELD LIBRARY (2001) *Citing electronic sources of information* [WWW] Sheffield, University of Sheffield. Available from: <http://www.shef.ac.uk/library/libdocs/hsl-dvc2.html> [Accessed 1/3/04] thesis (PhD), University of London.