How to Do Your Referencing Using the Harvard System

The Harvard System (also called the Author - Date System) is one of several available methods of referencing and is the preferred choice of most departments in the University. However, you should check with your lecturers which system your course requires before you do your first assignment. This help sheet covers the referencing of many different types of material, both printed and electronic. **NB** There is no officially agreed system of referencing information in any electronic format, so these guidelines are a local interpretation of the Harvard style. **Electronic examples have a shaded background.**

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**What is a “Reference”?**

A reference or citation is a description of any document from which you have taken information, e.g. a complete book, a chapter from it, a journal article, a newspaper article, a web page, or DVD etc.

**What is “Citing”?**

“Citing” a reference is the act of recording it. It is made in two places:

1. a brief entry for each source in the text of your work, which then leads your reader to …
2. your source, in full, at the end of your work, as an alphabetical reference list.

As the list is in alphabetical order, it is easy to pick out the required author’s work.

**Why do I need to do it?**

It is both a legal requirement and academic practice to provide references to guide your reader to the sources you have used,

- to support the arguments you are making,
- to demonstrate the breadth of your research,
- to credit the established work of others.++
What happens if I don’t?
Failure to acknowledge your sources is likely to lead to a suspicion of plagiarism – i.e. trying to pass off someone else’s work as your own: it is a form of cheating. Incomplete or inaccurate referencing also reflects badly on your work. Please consult our Help Sheet 4 on Plagiarism.

How it works
There are 2 parts: 1. **Author + Date** in your text.
2. **Full reference** in the Reference List
Whoever you cite in your text has to match your reference list as the list is in alphabetical order, normally by author. It must be in alphabetical order e.g. In your text: …Marieb and Hoehn (2007)… leads to the reference list and finds: Marieb, E. N. and Hoehn, K. (2007) Human anatomy and physiology. 7th International ed. San Francisco: Benjamin Cummings.

**NB** This is just one example of a book which happens to have two authors, for further examples of different kinds of documents please read on.

Secondary Referencing
If you refer to a document which you **DID NOT** read, but which was cited (referenced) by somebody else whose work you **DID** read, you must make this clear. When you compile your reference list you must **only cite the work in which you read it**. Try to avoid this type of reference as you cannot always check the original and are relying on interpretation by others.

**Examples:**

**NB** your reference list will include the full details of the Campbell and Muncer work, but no mention of Dunn’s.

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**How to Put References into the Text of your Essay / Report**

**Author/s and Date**
For each reference you make in the text of your essay, you need to provide:

- **the authority:** usually **surname** (family name) of the **author(s)**, maybe a **corporate author**
- **the date** it was published.

**Example:** (Nursing and Midwifery Council, 2008)

**NB** Sometimes these details are not provided so:

- **Where there is no obvious author – for printed works** use a brief form of the title.

  **Example:** … which was described in some detail (A Writer’s Notebook, 1946).

- **Where there is no obvious author or title - for an electronic source** - simply cite the URL at the end of your sentence (in brackets) and add the date of the latest update. This is **only** if you have no other information to provide, which is very rare

  **Example:** The followers of the Arts and Crafts Movement believed that the Industrial Revolution removed creativity and individuality from society.  

- If you include the author’s name as part of the sentence statement, only the date needs to be in brackets.

  **Example:** … Hartley (1999) declared that …

- If it is not part of your sentence, both the name and date must be in brackets, separated by a comma.

  **Example:** … although other authors have denied this (Hartley, 1999).

- The page number(s) must be added if a specific part needs to be identified or a direct quote made.

  **Example:** …which is described there in detail (Hartley, 1999 p.172). (See below for more on this).
If there are two authors:
Example: In the much acclaimed work on the subject by Martin and Frost (2001), it is clear ...

For three authors or more, it is usual to use the Latin et al (meaning “and others”) after the name of the first author. You must put it in italics.
Example: … Anderson et al (2003) concluded that ...

Multiple references to the same author
If you cite different documents by the same author which were published in the same year, to distinguish between them add the letters a, b, c, etc. in lower case after the year. Repeat in the reference list.
Example: … (Williamson, 2001a), (Williamson, 2001b) etc. ...

Quotations in the Text
If you quote the exact words directly from a text you must use quotation marks to indicate this. The author(s) and date must be stated, and if possible the page number (or at least the chapter heading e.g. Chapter 6) from which the quote is taken. [NB Page numbers for books are not included in the Reference List]
Example: … Jackson (2004, p.575) declared that “This is the finest example of postmodernism …”
If page numbers are in separate sequences and therefore duplicated e.g. different issues of a journal throughout the year, or sections of a book, you must include the issue or section number or name.

Try to vary the way you introduce a quote into your text. Also, if the quote is long it is clearer to indent the text – quotation marks are not required in this example.
Example: Bender defines a marinade as:
   a mixture of oil with wine, lemon juice, or vinegar and herbs in which meat or fish is soaked before cooking, both to give flavour and to make it more tender (Bender, 1999, p.250).

Do not use quotations too often or their impact will be reduced, and try to indicate the relevance of each within the text. They should not be a substitute for your own opinion.

Partial Quotes
If you do not need to quote the complete original quotation, you can leave out any section as long as you make this clear by inserting three dots.
Example: Flinders (2001, p.71) comments that, “When MPs had an operational grievance they were encouraged to direct their question … directly to the agency”.

Paraphrasing
This is if you put the original text into your own words, but you must still cite the source in full.

Listing Your References at the End of Your Work
Your list should have both printed and electronic sources in one single alphabetical sequence. It should only contain the details of documents / sources of the quotes you have referred to within the text of your work. You may also be asked to compile a bibliography, which should contain all the sources you used in your research even if you did not refer to them, or quote from them, within your final work. Terminology varies between departments so if necessary, clarify what you are being asked to provide, with your lecturers, before you submit your work.

For each reference you need to record various pieces of information, which will vary between types of material, but should always include the author’s name, the date of publication and the title of the work. For electronic sources, you must also include extra details - make it clear that the information came from an electronic source and when you accessed it. See below for more details.

Tip – It is good practice to take the full details of each source of information as soon as you have read it, in case it is not available later and your reference is incomplete. Any book you borrowed from the library will be in your Reading History in your Library Account.
Bibliographic Details: Author, Date, Title etc.

The list of your citations quoted in your text, must be in **alphabetical order**, normally of the **author/corporate author**’s name, but if you have cited, using the brief title, this must be alphabetised as well.

The list is not put in numerical order as that is not how Harvard works. Other systems do use numbers.

**Authors with the same surname**
If two authors have identical surnames and first initials, a second initial or title will determine the order

*Example:*

Smith, J.A.
Smith, J.T.

**Where there is no obvious author:** List by full title, but use the short, main title (before any colon) in your text.

**Date**
The date and edition must correspond. If the date of publication is not clear look for the latest copyright date: ©, usually on the reverse of the title page. Do not use a reprint date.

Electronic information often has two dates, one for the information and one for the webpage itself. If there is one for the information, use that.

If you cannot find a date at all, make it clear that this is the case, by adding this information in square brackets.

**NB** Any date(s) without brackets after an author’s name is/are intended to distinguish between authors of the same name. This is nothing to do with the publication date, but is the date of the author’s birth and, maybe, death.

*Example:*

Burke, James, 1965 -

**The title (book or journal)**
Use *italics* (if typed), or *underlining* (if written in long hand), to emphasise the title.

For a book title, capitalise the first letter only, then use lower case for all other title words, unless there is a proper name. A journal title, though, has capital first letters for all the major words e.g. *Journal of Advanced Nursing*

**Hint:** use the library catalogue if in doubt.

**The title (chapter or article)**
These are neither underlined nor italicised, but like the book title, only the first letter of the first word is in upper case.

**Place of publication**
This is city or town, *not* just the country. Only include the first one acknowledged.

**Adding information, not present in the publication details**

- If you add information which does not actually appear in the original, this must be in *square brackets*.

  *Example: [no date], [n.d.] or [undated] Example: [no page numbers] Example: [editorial] Example: [Online].*

**Examples:**
The following examples show you what should be included for the most common sources. However, it is not possible to cover all types of resource, so please ask for advice from staff if necessary.

**Books**

Beware! If a book is *edited* it may be treated more like a periodical. When you first find a quote in a book, check to see if it has an editor. For 2 examples of edited books see next page.

Always take the details of the author, title, etc. from the **title** page of a book (not the front cover). The date, edition, publisher, etc. may be on the back of the title page. Do not confuse an **edition** with a reprint. Do not use the **reprint** date. Place a colon (:) after the short title, before a sub-title.
The preferred order of presentation within your reference list is:

- Surname of author(s), comma, initial(s), full stop
- Year of publication (in brackets)
- The title (in italics with only the first letter of first word capitalised), colon between short and secondary/sub title, full stop.
- The edition (if other than the first), full stop
- Place of publication (the first city or town) followed by a colon
- Publisher’s name, full stop

A book by two authors
Example:


If there is only one author.
Example:


If there are three authors or more, it is becoming more usual for the “et al” rule to be used here, as in the text entry. However, some LSBU departments prefer you to list ALL authors in full. You must therefore check with your lecturer first.

Examples:


or


If the book is edited, use the name of the editor(s) followed by (ed.) or (eds.) in place of the author.

Example:


A chapter from an edited book
If you refer to a chapter in a book edited by someone other than the author of the chapter, you need to make this clear by using “in” (followed by a colon). It is the author of the chapter you cite. The book title is in italics, not the title of the chapter.

Example:


Corporate author
When something is published by an organization or a company there may be no individual author to identify.

Example:

E-books (Electronic Books)
As above examples, except for certain additions. You need to include:
- Author (or editor) surname and initials
- Year (in brackets). Always use the publication date of the version being used.
- Title of book (and any subtitle) - italics or underlined. Only initial letter capitalised.
- Edition (other than the first)
- Place of publication (of printed original - if available) followed by a colon(:)
- Publisher’s name.
- [Online], in square brackets. See example for e-reader below.
- Available from: (i.e. the e-book service you used), URL (web address)
- (Date accessed).

Example 1:

Example 2 – from an e-reader:

Journal Articles
For journals, details are normally on the contents page and usually at the top or bottom of every page of each article. You need to include:
- Surname of the author(s), comma, initial(s), full stop
- Year of publication in brackets
- Title of the ARTICLE (only first word with capitalised initial letter, unless proper name), comma
- Title of the JOURNAL (in italics), comma
- Volume number, issue or part number (in brackets), comma
- First and last pages of the article separated by a hyphen and indicated by the abbreviation “pp.”

Example:

Example:

Electronic Journal Articles
Make it clear how you accessed each article as online journals sometimes omit sections found in the printed version, or add extra features. If you access the journal from a full-text collection e.g. through the LSBU Catalogue, you need to cite the resource provider’s (e.g. Business Source Premier) URL for the full text. Sometimes the online published date for an article will be different to the printed version.

E-Journal article obtained using a full-text database or journal collection.
You will need to provide the following:
- Author (or editor) surname and initials
- Year of publication (original print version or online version) (in brackets)
- Title of article (only first letter of first word capitalised; if an editorial, indicate this in square brackets after the title e.g. [editorial])
- Title of the journal in italics or underlined.
- Date (month or season)
- Volume number (if any), part or issue number (in brackets), page numbers (pp. plus page range).
- [Online].
- Available from: (the database provider, in italics), e.g. Business Source Premier. URL
E-Journal article directly from a web site
You will need exactly the same information as for the example above, except that in the 'Available from' statement you should give the precise URL or DOI (digital object identifier) for the article. Sometimes page numbers will be given, sometimes a running number within the "volume". Whatever the practice, reference the article precisely as given on the screen.

Example with DOI for a prepublication article:

An Article from a Newspaper
The same rules apply as for a journal reference, but the article title should be in quotation marks. Details of volume and issue numbers are not required as you must have the specific date. You do, need to indicate if your reference is from any particular section or edition of the paper.

Example:

Article in an Electronic Newspaper
You need to give similar information as for a journal article from a database, e.g. the URL of the ProQuest Newspapers or LexisNexis services, or the specific URL of the individual newspaper, e.g. the Guardian if you used a direct link. However, please note in addition:

• Editorials rarely have an attributable author
• The section of the newspaper is helpful if relevant (in brackets)
• Specific editions of many newspapers are indexed

Example:

Government Publications (Reports, Consultation Papers)
There are a variety of these and below are some examples The publisher is usually The Stationery Office (TSO) (formerly HMSO).

Legal material – case reports
This referencing is often different from Harvard, please see: How to do your Referencing: the OSCOLA System (Law Resources) (HS 29). For individual legal reports, include them with the Harvard citations in the Reference List, as usual, alphabetically, but follow the OSCOLA form e.g. square brackets for date.

Acts of Parliament (Statutes)
Example:
Housing Act 1996 (c.52). London: HMSO.
Each act is given a running number or “chapter” during the year, e.g. c.52.
Bills
Example:

Command Papers incl. Green (consultation papers) and White (policy statements) Papers
Example:

Departmental Reports
Example:

Major reports are known by the name of the chair of the committee which produced them, e.g. the Hutton Report; they must be referenced from the exact information on the title page, even if lengthy e.g.

House of Commons Papers
Example:

NB Your in-text citation would be: (Great Britain. Parliament. House of Commons, 2003)

House of Lords Papers
Example:

NB The session number for the House of Lords is in brackets, unlike that for the House of Commons

Electronic Government Documents
Many government publications are now only available electronically and their updating is often problematic. Check dates and “versions” carefully, especially when departments merge or change name. What you must include:
- Country.
- Name of Department or Committee
- Year of publication (in brackets)
- Title of the document in italics or underlined
- Publisher
- Series information - if any.
- [Online].
- Available from: URL
- [Date accessed]

Example:

Reports from Online Databases
Example (Market Research reports):

Example (Financial reports):
Conference Papers
The title, date, and location of the conference need to be identified, give the editor’s name if available, plus the name and author of the actual paper, the precise pages within the proceedings in which the paper appears, and the publisher and place of publication.

Example:

Electronic Conference Papers
This illustrates the referencing of a single paper from a conference. It should include:

- Author surname and initial
- Date (of publication)
- Title of the paper in italics or underlined
- Where and when it was presented.

Example:

Thesis / Dissertation
You should indicate whether the research is published or not, the date approved, what level award it was, and the name and location of the awarding institution. Include the location of the institution if it is not clear from the name alone.

Example:

Digitised Thesis / Dissertation
You need to provide the following:

- Author surname and initial
- Date (in brackets)
- Title – in italics or underlined
- Level of thesis, awarding University.
- [Online].

Example:

Standards
You should cite the standard number plus, any specific part indicated, the year, title, and publisher.

Example:

**DVD / Video - Recorded (broadcast) material**

This is unlikely to have an “author” so put the title first. If part of a series, state this first, then the programme title (in italics). Give the year of the original broadcast in round brackets, then the format, in square brackets, the name of the broadcasting company, and finally the actual date of the recording.

**Example:**


**Film**

Title in italics. Year in brackets. Format / medium in square brackets […]. Provide the name of the director or producer, the location and name of the production company responsible. Where titles are available on DVD or video, add details of the specific version you used, giving the date and distributor, if known.

**Example:**


**Live Performances (theatre, ballet, etc.)**

You need to identify the playwright or choreographer, the date of the premiere performance, the title of the work and details of where and when it was seen.

**Example:**

Miller, A. (1955) *A View from the Bridge* [performance viewed 12 February 1987, National Theatre, London]

**Illustrations/Artwork**

Make it clear whether you viewed the original in location or from a reproduction in a book, catalogue or webpage. Illustrations in books/journals etc. are referenced as you would a normal book/journal etc. (see examples on previous pages). It does not matter whether the author is the illustrator or not, it is the author you reference not the artist. The type of illustration should be noted in the text citation.

**Example:**

In text: … Barker’s illustration (1998, p176 fig. 10.5) shows a young girl leaving the village …

If you viewed an illustration/artwork, part or whole, you reference the artist.

**Example:**


If you view online include: [Online. Available at: URL [Accessed: date].

**NB** If you reproduce any part of an illustration you need permission.

**Interviews**

Keep notes and transcripts ready to produce on demand, or list them as appendices. Cite the surname and initials of the person interviewed using the title “Personal Interview”. Indicate the subject matter (in brackets) and the interview date(s).

**Example:**


**Lecture Notes/Handouts**

Warning! Some lecturers do not wish to have their notes regurgitated back to them – ask first.

If they do not mind you must include:

- Author surname and initial
- Year of handout (in brackets) if given, if not year of lecture
- Title of lecture
- Module code.
- [Handout], or [Lecture Notes].
- Title of lecture notes – *italics* or *underlined*
- Title of Module

**Example:**

### Blackboard Materials

Make it clear what you are referencing, e.g. lecturer’s notes or course documents. Ask your lecturers whether you should be quoting from their notes, before you do it.

- Tutor's or author's surname and initials
- Year (in brackets)
- Title of notes or document
- Name of the module/unit in *italics* or *underlined.*

**Example:**

### Web pages / Web documents (including pdf documents)

**NB** Downloaded images should always be acknowledged even if it is ‘free’ clip art.

Check with your lecturers the types of web sites from which you **should not** be quoting. Better sites include: LSBU e-resources, Google Scholar which has peer-reviewed articles only, Intute or Pinakes

Freely available and unregulated web pages are the sources most likely to be unstable as material can be removed or changed. Make sure you have the full details at the time of access.

- Author/editor (if available) or name of organisation
- Year of publication or last update (in brackets)
- Title of the web document – in *italics*
- Edition – usually expressed as version or update
- Place of publication (if clear)
- Name of publisher (if available).

**Example:**

Where there is **no obvious author**

**Example:**

If the web page contains **insufficient detail** (e.g. lacking date or author), indicate such omissions or cite the main web site and indicate how to link from it.

**Example:**
Weblogs (Blogs)
Possibly the most unreliable electronic source - postings can be removed and amended without warning, and contributions added anonymously. Many authors give first names or aliases/pseudonyms, so use the name they have used in your reference.
You will need to provide:
- Author (or pseudonym)
- Year of posting or last update (in brackets)
- Title in italics or underlined
- Type of internet site, e.g. Blog name
- Version (if clear)
- Date of posting (day / month)
- Available from: URL
- [Date accessed].

Example:

Discussion List Messages
You need to supply the following information:
- Author of message, surname and initials
- Year of the communication (in brackets)
- Message title/subject
- Discussion list name in italics or underlined
- Date posted (day / month).
- [Online].
- Available from: URL of the list archive,
- [Date accessed].

Example:

In the above example the discussion list is in upper case letters, but this is not usual.
Messages are archived for a limited period only by the list owners.

Personal E-Mail Messages
- Name of sender
- Year sent (in brackets)
- Message Subject / Title in italics or underlined
- Personal e-mail to: name of recipient
- Date of message (day / month)

Example:
Beam, J. (2005) RE: New passwords for off-campus access. Personal e-mail to: J. Daniels, 12 June

RefWorks
RefWorks is an online, research management, writing and collaboration tool designed to help researchers gather, manage, store and share all types of information. It will then generate citations and bibliographies in the format needed. This is not an easy option. You still need to know how to do your referencing. A help sheet is available and there are online tutorials.

Useful additional reading:
The following publication lists more examples, and is available to buy RRP = £8.99: