Cheat Sheet: Harvard Referencing

This is an easy-to-use guide to Harvard Referencing.

Citing References In Text – General Rules
- The Harvard method requires the surname of the author(s) or editor(s) and the year of publication to be cited in the text.
- The surname(s) (not initials) should be followed by the year.
- Page numbers are included only when using a direct quotation or using ideas from a specific page.
- If the name of the author is used naturally in a sentence, then only the year (and page number if required) will appear in brackets.

The following examples demonstrate general rules for citing sources within text.

One author. Examples showing the layout when the name of the author occurs naturally in a sentence and when it does not.

In a recent article Turner (2010), argued the most important factor is... 'Information overload' is creeping into all aspects of life (Turner, 2010, p.213).

One author, multiple items. If an author has two or more publications in the same year, use lower case letters to denote different items.

Lyon (1997a) contends that access to information is not being dispersed to all Internet users, and that the power is concentrated in the hands of experts and corporations. This can be demonstrated through the increasing use of electronic surveillance (Lyon, 1997b).

Multiple authors. If the source is written by two or three authors, you must include all surnames in the text.

Gackenbach, Ellerman and Taylor (1998) demonstrated that the human brain is able to combat information overload in several ways.

For more than three use the first author's name followed by *et al.* N.B. *et al*. should be italicised and followed by a full stop. The names of all authors must be written in full in the reference list/bibliography, even when *et al*. has been used in the reference in the text.

One of the worries most people have about the information highway is that they are unable to cope with information overload (Erman *et al.* 1997).

Multiple sources are cited alphabetically, not by date, and are separated by a semi-colon.

The Internet has increased the existing fear of information overload felt by many people (Gackenbach, Ellerman and Taylor, 1998; Wurman, 1989).

Organisation as author. For a work produced by a corporate body/government institution with no obvious individual author, use the name of the organisation as you would use the name of an author.

The government believes that broadband access across the U.K is important for social and economic reasons (DTI, 2001).

No author. When there is no author listed use the title.

A recent report on the subject (Information and Society, 2007) indicated…

Quotations. When quoting directly from a source, use quotation marks and a sequence of three dots to mark any omissions. The quote should be referenced, indicating the page(s).

Short quotations (up to 2 lines) can be included in the body of the text.

Rheingold (1994, p.5) states that "...the Net is still out of control in fundamental ways but it may not stay that way".

Longer quotations should be indented in a separate paragraph.

"Substantial growth in information sources and formats means a more complex environment in which to conduct research. Content is dispersed among a wide range of platforms, from library catalogs to publisher" (Marshall, Herman and Rajan, 2006, p.172).

Tables/diagrams. When referring to a table or diagram, in the text of your work, a reference must be made to the source – including the page number.

(Taylor 2006, Table 7.1 p.33)

Data in a book or journal may not be the author's own, it may be a secondary source and this needs to be shown:

(European Union 2003, cited in Taylor 2006, p.33)

If a table or diagram is reproduced in its entirety, place a reference directly below the image. The source you read and found the table/diagram within should be listed in your reference/bibliography.

Reference Lists and Bibliographies
Reference lists/bibliographies should:
  • Acknowledge the sources which have been used – avoiding plagiarism.
  • Enable other readers to easily find the books, journals etc.
  • Always be presented in alphabetical order of author's surnames.
  • Be created using the details of books/journals provided on the main title
     page inside, not the front cover.
  • Offer a style of presentation that is consistent throughout.

The following are examples of how to record the details of works in a reference list or bibliography using the Harvard method.

Books
Details required: Author(s) or editor(s); (Date) of publication; *Title;* Edition (if other than first); Place of publication; Publisher.

Lynch, P. (2001) *Scottish government and politics: an introduction*. Edinburgh: Edinburgh University Press.

To identify an edited work, ed. or eds. should appear after the surname(s).

Appadurai, A. (ed.) (2001) *Globalization*. London: Duke University Press.

Multiple authors must all be listed fully by surname and initials in a reference list/bibliography. Note the use of the full stop and comma.

Green, T., Chilcott, J. and Flick, C. (2002) *Building web sites with Micromedia Studio MX*. London: New Riders Publishing.

For books produced by a corporate body or organisation - use the name of the organisation as the author.

British Medical Association. Board of Science and Education, (2000) *Eating disorders, body image and the media*. London: BMA.

When there is no author, use the title.

Beowulf: A Prose Translation (1957) New Jersey: Penguin Classics.

When an author has two or more works published in the same year, both publications must be listed separately.

Lyon, D.M. (1997a) *Title*. Place of publication: Publisher Lyon, D.M. (1997b) *Title*. Place of publication: Publisher.

Chapters in Books
Details required: Author(s) (Date) 'Title of chapter' (use single quotation marks)
In: Author/editor of main work *Title of main work* Place of publication: Publisher
Page numbers of chapter.

Ledyard Stebbins, G. (1992) 'Why should we conserve species and woodlands?'
In Fiedler, P.L. & Subodh, J.K. (eds.) *Conservation biology: theory and practice of nature conservation, preservation and management*. London: Chapman and Hall, pp.458-470.

When citing from the chapter in the text use: (Ledyard Stebbins, 1992)

Secondary Sources
A quotation or information found in a book/article, but which originates from another source is called a secondary source. You should keep secondary sources to a minimum and ideally you should attempt to find and read the original source. Details required: If you have only read the secondary source, you can only put this in your bibliography/reference list. When citing in the text make reference to both sources.

Bond, J. and Bond, S. (1986) *Sociology and health care: an introduction for nurses and other health care professionals* Edinburgh: Churchill Livingstone.
When citing in the text use: (Friedson, 1975 cited in Bond and Bond, 1986, p.6) *or* Friedson (1975) as cited by Bond and Bond (1986, p.6) states that...

Journal Articles (paper format)
Details required: Author(s) (Date) 'Title of article', *Title of journal* Volume number (Issue), Page numbers

Palmer, S. (2002) 'Enquiry – learning can maximise a student's potential', *Psychology Learning and Teaching,* 2 (2), pp.82-86.
When citing in the text use: (Palmer, 2002)

Newspaper/Non-Academic Journal Article
Details required: Author(s) (Date year only) 'Title of Article' *Title of Newspaper/Journal* Exact date {for a journal include the volume/issue numbers} Page number(s)

Shead, K. (2003) 'Kick start for exam takers'. *The Times Educational Supplement Scotland*. 9th March 2003, p.5.
When citing in the text use: (Shead, 2003)

Conference Proceedings – individual papers
Details required: Author(s) (Date) 'Title' (of specific paper) *Conference title*

Location and date of conference Place of publication Publisher Paper number of specific paper or page numbers if given.

Hall, H. and Abell, A. (2006) 'New role realities: avenues for extending the reach of information specialists'. *Proceedings of the American Society of Information Science and Technology Annual Conference*. Austin, Texas November 3-8. Austin: American Society for Information Science and Technology, pp.1-13.
When citing in the text use: (Hall and Abell, 2006)

Dissertations

Details required: Author (Date) *Title* Degree or award University or other institution.

Weckendorf, J. (2009) *Dynamic response of structural timber flooring systems.* PhD thesis, Edinburgh Napier University.
When citing in the text use: (Weckendorf, 2009)

Government Publications

Details required: Name of issuing body (Date) *Title* Place of publication Publisher Report number if applicable.

House of Lords, Select Committee on Science and Technology, (2000) *Sixth report. Complementary and alternative medicine*. London: Stationery Office [HL 257]
When citing in the text use: (House of Lords, 2000)

Acts of Parliament

Details required: *Title* Date (Chapter – c.) Place of publication Publisher

National Health Service and Community Care Act 1990 (c. 47). London: HMSO
When citing in the text use: (National Health Service and Community Care Act, 1990)

Public Acts

Details required: *Title* Date (may include an abbreviation of the name of the monarch and/or chapter number)

Disorderly Houses Act 1751 (25 Geo 2 c. 36) *County Courts (Penalties for Contempt) Act* 1983 (c. 45)

Local Acts

Details required: *Title* Date (may include an abbreviation of the name of the monarch)

Aberbrothwick Harbour Act 1839 (2 & 3 Vict c. xvii)

Personal and Private Acts
Details required: *Title* Date (may include an abbreviation of the name of the monarch and/or chapter number)

Hugh Small and Norma Small (Marriage Enabling) Act 1982 (c. *2*)

British Standards
Details required: Name of authoring organisation (Date) *Number and title of standard* Place of publication: Publisher

British Standards Institution (2010) *BS ISO 690:2010 Information and documentation. Guidelines for bibliographic references and citations to information resources.* London: British Standards Institution.
When citing in the text use: (British Standards Institution, 2010)

TV Programmes
Individual Programme
Details required: *Programme title* (Year of broadcast) Name of channel, Date of broadcast year/month Date of broadcast year/month.

Camera That Changed the World (2011) BBC Four Television, 28th June.
When citing in the text use: (Camera That Changed the World, 2011)

Episode from a Series
Details required: 'Title of episode' (Year of broadcast) *Title of programme,* Series and episode numbers Name of channel, Date of broadcast year/month

'Genesis' (2007) *Heroes*, Series 1, episode 1. BBC Two Television, 25th July.
When citing in the text use: (Genesis, 2007)

DVDs
Details required: *Title* (Year produced) Directed by [DVD or Blue-ray] Place of distribution (if known): distribution company.

Gladiator, (2000), Directed by Scott, R., [DVD]. Los Angeles: Dreamworks.
When citing in the text use: (Gladiator, 2000)

Online Material
You should include the full URL and the date the document was accessed. This is important as web pages often move or are updated. If possible, it is also useful to include the date the document was created. However, not all web pages carry this information; try looking at the bottom of pages, or the homepage for extra details. If you can't find a date, put this in your reference as: (no date).

Web Pages with Organisations as Authors

Details required: Organisation (Date site was published/last updated) *Title of site* Available at: give the URL [Date Accessed]

The Scottish Government (2011). *Scotland Performs*. Available at:
http://www.scotland.gov.uk/About/scotPerforms [accessed 3rd August 2011]
When citing in the text use: (The Scottish Government, 2011)

If the website has an individual author, use their name.
If the website has no author, use the title of the site.
If you can't find a date for the website, use (no date).

Blogs
Details required: Author (Year site was published/last updated) 'Title of message', title of website, date of posted message. Available at: URL [Date accessed].

Webber, S. (2011) 'Is it really true that only librarians like to search and that everyone else wants to find? (No)', *Information Literacy Weblog*, 20th July 2011.
Available at: http://information-literacy.blogspot.com/ [accessed: 3rd August 2011].
When citing in the text use: (Webber, 2011)

Electronic Books – full text available online
Details required: Author (Date) *Title* Available at: URL Publisher [Date accessed].
Qualman, E. (2009) *Socialnomics: How Social Media Transforms The Way We Live and Do Business*. Available at: http://ezproxy.napier.ac.uk:2522/book/sales-and-marketing/9780470477236 Wiley & Sons [accessed 21st August 2011].
When citing in the text use: (Qualman, 2009)

Electronic Journals
You should indicate that you accessed an article online as this may differ from the print version.

Journal articles from an online collection/full-text database (Science Direct, Proquest etc).
Details required: Author(s) (Date) 'Article title', *Journal title,* Volume (Issue), Page numbers, *Name of collection/database* [Online] Available at URL - or if available the digital object identifier – DOI [Date accessed]

Garcia, E., Romero, C., Ventura, S. and de Castro, C. (2011) 'A collaborative educational association rule mining tool', *Internet and Higher Education* 14(2), pp.77-88, Science direct [Online]. Available at:
http://www.sciencedirect.com/science/article/pii/S1096751611000431
(Accessed: 21st July 2011).
When citing in the text use: (Garcia et al. 2011)

Wodzicki, K., Schwammlein, E. and Moskaliuk**,** J. (2011) '"Actually, I Wanted to Learn": Study-related knowledge exchange on social networking sites', *Internet and Higher Education*, [Online]. Available at: doi:10.1016/j.iheduc.2011.05.008
(Accessed: 22nd July 2011).
When citing in the text use: (Wodzicki, Schwammlein and Moskaliuk, 2011).

Individual Online E-Journals (journals published on the internet but not as part of an online collection)
Details required: Author(s) (Date) 'Article title', *Journal title,* Volume (Issue), Page numbers, [Online] Available at URL - or if available the digital object identifier – DOI [Date accessed]

Stone, G., Ramsden, B. and Pattern, D. (2011) 'Looking for the Link between Library Usage and Student Attainment', *Ariadne*, 67 [Online]. Available at:
http://www.ariadne.ac.uk/issue67/stone-et-al/ (Accessed: 20th July 2011)
When citing in the text use: (Stone, Ramsden and Pattern, 2002)

This is only a general guide. You must refer to the specific guidelines provided by your university.