

# HARVARD REFERENCING

*How to use Harvard Referencing  
for in-text citations, references  
and Bibliography.*

# What is referencing?

It is a method used to demonstrate to your readers that you have conducted a thorough and appropriate literature search, and reading. Equally, referencing is an acknowledgement that you have used the ideas and written material belonging to other authors in your own work.

- A reference gives full details of the source cited in the work; the parts or elements of the reference should be noted in a consistent order. Use of a recognized style guide will help ensure consistency, and will also ensure that all required elements are included.
- Every reference should be given a citation in the text. If we have looked at a source but not mentioned or cited it in the text, then we do not include it as a reference.

As with all referencing styles, there are three parts: **citing**, **reference list** and **bibliography**.

# What is a citation?

A citation is an indication (signal) in the text that this (material) is not ours; we have “borrowed” it (as a direct quote, paraphrase or summary) from someone or somewhere else. The citation in the text can be:

- in the form of an introductory phrase, or
- at the end of the statement, or
- indicated by a superscript or bracketed number that leads to a similarly numbered footnote or endnote.

Every citation should be given a full reference that enables the reader to locate the exact source used. When you are using the Harvard style, your citation should include:

1. The author or editor of the cited work
2. The year of publication of the cited work

# How do I write citations using the Harvard style?

## 1. Citing one author

A recent study investigated the effectiveness of using Google Scholar to find medical research (Henderson, 2005).

## 2. Citing two or three authors

Recent research indicates that the number of duplicate papers being published is increasing (Arrami & Garner, 2008).

Evidence shows that providing virtual laboratory exercises as well as practical laboratory experience enhances the learning process (Barros, Read & Verdejo, 2008).

## 3. Citing four or more authors

If the work has four or more authors/editors the abbreviation 'et al' should be used after the first author's name. It is also acceptable to use 'et al' after the first author if the work has three authors.

Social acceptance of carbon capture and storage is necessary for the introduction of technologies (van Alphen et al, 2007).

# Citing a direct quotation

If a direct quote from a book, article, etc., is used you must:

- Use single quotation marks (double quotation marks are usually used for quoting direct speech)
- State the page number

Simons, Menzies and Matthews (2001) state that the principle of effective stress is 'imperfectly known and understood by many practising engineers' (p.4).

# Citing an image/ illustration/ table/ diagram/ photograph/ figure/ picture

You should provide an in-text citation for any images, illustrations, photographs, diagrams, tables or figures that you reproduce in your work, and provide a full reference as with any other type of work.

They should be treated as direct quotes in that the author(s) should be acknowledged and page numbers shown; both in your text where the diagram is discussed or introduced, and in the caption you write for it.

In-text citation:

Table illustrating checklist of information for common sources (Pears and Shields, 2008:p.22).

or

'Geological map of the easternmost region of São Nicolau' (Ramalho et al, 2010:p.532).

# How do I write a reference?

To write your own references you need different bits of information about each item that you read when you are researching a piece of work. These bits of information are called 'bibliographic' information.

For all types of references the key bits of information you need to start with are:

**1. Author or editor** - This means the primary (main) person who produced the item you are using. If you are using a website or web page, and there isn't an author, you can use what is called a 'corporate author'. This will usually be the name of the organization or company to whom the website or web page belongs.

**2. Date of publication/broadcast/recording** - This means the date the item was produced. It is usually a year, but if you are using a newspaper article, an email, or a television recording, you will have to include a full date (day/month/year) in your reference.

**3. Title of the item** - This means the primary (main) title of the item you are using. That sounds very obvious, but have a look at a web page and try to work out what the main title is. We would advise common sense in this situation – you have to identify the key piece of information that describes what you have used, and will allow the reader of your work to identify that information.

# How to reference a book in Harvard format?

- The title is italicised
- The first letter of the first word is capitalised, after that only proper nouns are capitalised

Edition eg: 2<sup>nd</sup> edn.

Author surname(s), initial(s). (Year Published) *Title*. Edition. Place of publication: publisher.

## Book Referencing Example:

Mitchell, J.A. and Thomson, M. (2017) *A guide to citation*. 3rd edn. London: London Publishings.



# How to Cite an E-Book in Harvard Format?

Author surname(s), initial(s). (Year published). *Title*. Edition. *Name of e-book collection* [online]. Available at: URL or DOI (Accessed: day month year).

The name of the e-book collection is italicised and followed by [online]

This is the date you accessed the book.

## E-Book Example:

Mitchell, J.A., Thomson, M. and Coyne, R.P. (2017) *A guide to citation. E-book library* [online]. Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 10 September 2016)

# How to Cite a Journal Article in Harvard Format?

The title of the article is written within single quotation marks.

This is the title of the newspaper, in italics. Capitalise the first letter of each word.

Author names. (year) 'Title of article', *Title*, volume(issue/season etc), page numbers.

The volume number is written outside brackets and the issue or season number is written immediately after within brackets.

## Journal Article Example

Mitchell, J.A. 'How citation changed the research world', *The Mendeley*, 62(9), p70-81.

## Journal Article Online Example

Mitchell, J.A. 'How citation changed the research world', *The Mendeley*, 62(9) [online].

Available at: <https://www.mendeley.com/reference-management/reference-manager> (Accessed: 15 November 2016)

# How to Cite an Online Journal or Newspaper Article in Harvard Format?

To cite an online journal or newspaper article, the page numbers section from the print journal or newspaper reference is swapped with the URL or DOI the article can be accessed from and when it was accessed.

So the reference for an online journal article is:

Author surname(s), initial(s). (Year) 'Title of article', *Title of journal*, volume(issue/season) [online]. Available at: URL or DOI (Accessed: day month year)

And the reference for an online newspaper article is:

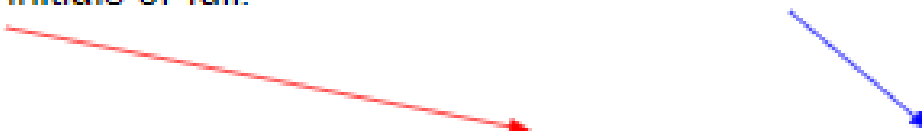
Author surname(s), initial(s). (Year) 'Article Title', *Newspaper Title* (edition), day month [online]. Available at: URL or DOI (Accessed: day month year)

# How to Cite a Film in Harvard Format?

The director's name is written in order: first name followed by surname. Use the director's preferred name, this could be initials or full.

Format refers to the format of the movie you are referencing, this could be film, DVD etc.

*Title of film* (Year of distribution) Directed by **director's name** [**format**]. Place of distribution: Distribution Company.

A red arrow points from the text 'Use the director's preferred name, this could be initials or full.' to the 'director's name' part of the citation format. A blue arrow points from the text 'Format refers to the format of the movie you are referencing, this could be film, DVD etc.' to the '[format]' part of the citation format.

## Film Example:

*Rear Window* (1954) Directed by Alfred Hitchcock [Film]. Los Angeles: Paramount Pictures.

# How to Cite a TV Programme in Harvard Format?

Title of episode in in quotations marks and the title of the show is in italics. Both should only have the first letter of the first word and proper nouns capitalised.

Note 'Series' is capitalised by episode is not.

'Title of episode' (Year of transmission) *Title of TV show*, Series #, episode #. Name of channel or streaming service, day month of transmission.

## TV Programme Example:

'Fly' (2010) *Breaking Bad*, Series 2, episode 10. AMC, 23 May 2010.

# How to Cite Music in Harvard Format?

If the artist's name is in forname surname form the cite them the usual way: surname followed by initials. If the artist goes by a stage name that is not forname surname, just state the full name.

Format refers to the format of the music, this could be CD or visual album for example.

**Artist name** (Year of publication) *Title of album* [format] Place of distribution: distribution company. Available at: URL (Accessed: day month year)

This should only be used if the music was accessed online.

## Music Example:

Beyonce (2016) *Lemonade* [Visual Album] New York: Parkwood Records. Available at: <https://www.beyonce.com/album/lemonade-visual-album/> (Accessed: 17 February 2016).

# How to Cite a Website in Harvard Format?

The basic format to cite a website is:

Author surname(s), initial(s). (Year of publishing) *Title of page/site* [Online]. Available at: URL (Accessed: day month year)

Website Example:

Mitchell, J.A. (2017) *How and when to reference* [Online]. Available at: <https://www.howandwhentoreference.com/> (Accessed: 27 May 2017)

# How do I write a reference list?

This is your list of all the sources that have been cited in the assignment. The list is inclusive showing books, journals, etc., listed in one list, not in separate lists according to source type.

- ✓ The list should be in alphabetical order by author/editor.
- ✓ Books, paper or electronic journal articles, etc., are written in a particular format that must be followed.
- ✓ Your reference list contains all the items you have cited or directly quoted from.
- ✓ When you have used more than one piece of work by the same author, in your reference list you should list the works in date order, beginning with the most recently published work.



# EXAMPLE OF A REFERENCE LIST

Arrami, M. & Garner, H. (2008) A tale of two citations. *Nature*, 451 (7177), 397-399.

Barros, B., Read, T. & Verdejo, M. F. (2008) Virtual collaborative experimentation: an approach combining remote and local labs. *IEEE Transactions on Education*, [Online] 51 (2), 242-250 Available from: doi:10.1109/TE.2007.908071 [Accessed 29th June 2010].

Department of Health. (2008) More help for people with dementia. [Online] Available from: <http://nds.coi.gov.uk/content/detail.asp?NewsAreaID=2&ReleaseID=371217> [Accessed 20th June 2008].

Goldacre, B. (2008a) Dore - the media's miracle cure for dyslexia. *Bad Science. Weblog*. [Online] Available from: <http://www.badsience.net/2008/05/dore-the-medias-miracle-cure-for-dyslexia/#more-705> [Accessed 19th June 2008].

Goldacre, B. (2008b) Trivial Disputes. *Bad Science. Weblog*. [Online] Available from: <http://www.badsience.net/2008/02/trivial-disputes-2/> [Accessed 19th June 2008].

Henderson, J. (2005) Google Scholar: A source for clinicians? *Canadian Medical Association Journal*, 172 (12), 1549-1550.

Holding, M. Y., Saulino, M. F., Overton, E. A., Kornbluth, I. D. & Freedman, M. K. (2008) Interventions in Chronic Pain Management. 1. Update on Important Definitions in Pain Management. *Archives of Physical Medicine and Rehabilitation*, 89 (3, Supplement 1), S38-S40.

Pears, R. & Shields, G. (2008) *Cite them right: the essential referencing guide*. 3rd ed. Durham, Pear Tree Books.

Ramalho, R., Helffrich, G., Schmidt, D.N. & Vance, D. (2010) Tracers of uplift and subsidence in the Cape Verde archipelago. *Journal of the Geological Society*. [Online] 167 (3), 519-538. Available from: doi:10.1144/0016-76492009-056 [Accessed: 14th June 2010].

Simons, N. E., Menzies, B. & Matthews, M. (2001) *A Short Course in Soil and Rock Slope Engineering*. [Online] London, Thomas Telford Publishing. Available from: <http://www.myilibrary.com?ID=93941> [Accessed 18th June 2008].

Smith, A. (2004) *Making mathematics count: the report of Professor Adrian Smith's inquiry into post-14 mathematics education*. London, The Stationery Office.

Van Alphen, K., Voorst, Q. V. T., Kekkert, M. P. & Smits, R.E.H.M. (2007) Societal acceptance of carbon capture and storage technologies. *Energy Policy*, 35 (8), 4368-4380.

The layout for each type of publication can be found on the following pages. If you are using the bibliographic software RefWorks, you should use the 'Imperial College London – Harvard' style which follows the same format as this guide.

# What is a bibliography?

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list.

If you can cite from every work you consulted, you will only need a reference list. If you wish to show to your reader (examiner) the unused research you carried out, the bibliography will show your extra effort.

# Reference List for this PowerPoint

Cite this for Me | Free Reference Generator – Harvard, APA, MLA, Chicago... (2018). *FREE Harvard Referencing Generator | Cite This For Me*. [online] Available at: <http://www.citethisforme.com/citation-generator/harvard> [Accessed 8 Apr. 2018].

Imperial.ac.uk. (2018). [online] Available at: <https://www.imperial.ac.uk/media/imperial-college/administration-and-support-services/library/public/harvard.pdf> [Accessed 8 Apr. 2018].

Mendeley.com. (2018). *How to Cite Sources in Harvard Citation Format - Mendeley*. [online] Available at: <https://www.mendeley.com/guides/harvard-citation-guide> [Accessed 8 Apr. 2018].

IBO, 2014. *Effective Citing and Referencing*. 1st ed. Cardiff, United Kingdom: IBO.