The Harvard system of referencing

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The Harvard system of referencing

This is a guide to the Harvard system but you should always check your course handbook and/or module outline for any further guidance, as your lecturers may prefer a different style of referencing. It is always advisable to check which system you are expected to use and to what extent it may vary from this guide.

1. 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 items 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. Any other items read for background information but not referred to in the text should be given in full at the end of your work in a bibliography.

References are used to:

- Enable the reader to locate the sources you have used;
- Help support your arguments and provide your work with credibility;
- Show the scope and breadth of your research;
- Acknowledge the source of an argument or idea. Failure to do so could result in a charge of plagiarism.

Plagiarism

Plagiarism is defined by De Montfort University Student Regulations as “The significant use by a student of other people’s work and the submission of it as though it were his or her own”. For more information on how to avoid plagiarism please see www.library.dmu.ac.uk/Images/Howto/HowtoAvoidPlagiarism.pdf

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** (e.g. Vancouver, MLA, IEEE).

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. Reference management software, such as RefWorks, EndNote, Mendeley or Zotero, 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. For further information about reference management and help using RefWorks, please see our reference management guide at: libguides.library.dmu.ac.uk/referencing

A note about dates and page numbers

If no date can be established you can use n.d. e.g. Webb (n.d.)

If the date can be established but only approximately you should use Webb (c.2001)

Electronic books read via an e-reader such as the Kindle do not have traditional page numbers. In this case, use the chapters instead for indicating the location of a quoted section;

\[\text{e.g. } \text{Jones (2001, chapter 6) states that…}\]

If you wish to cite a web resource that does not include page numbers, you can include any of the following in the text to cite the quotation:

- A paragraph number, if provided; alternatively, you could count paragraphs down from the beginning of the document.
- An overarching heading plus a paragraph number within that section.
- A short title in quotation marks, in cases in which the heading is too unwieldy to cite in full.

\[\text{e.g. } \text{British Medical Association (2012, para. 2) states that…}\]
\[\text{or } \text{NHS (2012, Migraines, para. 3) states that…}\]
\[\text{or } \text{NHS (2012, Risks section, ‘Driving and mobile phones’) states that…}\]

2. Citations in the text

All ideas taken from another source regardless of whether directly quoted or paraphrased need to be referenced in the text of your assignment. 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.

So if the author's name is James Robert Jones, you would use the surname Jones and the date to cite in the text.

\[\text{e.g. } \text{There is some evidence (Jones, 1992) that these figures are incorrect.}\]
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.’ (which means ‘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).

**Note:** up to three author names can be given in your reference list/bibliography.

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)…

**Secondary referencing**

When an author quotes or cites another author and you wish to cite the original author you should first try to trace the original item. However, if this is not possible, you must acknowledge both sources in the text, but only include the item you actually read in your reference list.

**e.g.** If Jones discusses the work of Smith you could use:


or Smith’s 2009 study (cited in Jones 2012, p. 156) shows that…

Then cite Jones in full in your reference list.

**Information found in more than one source**

If you find information in more than one source, you may want to include all the references to strengthen your argument. In which case, cite all sources in the same brackets, placing them in order of publication date (earliest first). Separate the references using a semi-colon (;).

**e.g.** Several writers (Jones 2011; Biggs 2010; Smith 2009) argue…
3. Electronic resources

Electronic books and electronic journals should be cited as print using the guidelines in sections 4.1 and 4.2 respectively.

The principles for citing electronic resources are the same as for other formats; use the author and date of publication in the text, then follow the convention as detailed below in 4.4. The nature of web resources means that author names are often not available and dates can be very vague. Therefore you will need to decide who is responsible for producing the web page and use them as the author, often this will be an organisation rather than a personal name. You should be able to find this information by following “about us” or “contact us” links.

If there is no author, or organisation you can use the title of the web page, if there is no title use a truncated web address (you should consider whether this resource is suitable for academic work).

4. Reference List/Bibliography

Full references of sources used should be listed at the end of your work as a reference list. This list of references is arranged alphabetically usually by author. You may also be required by your tutor to include a bibliography which should list all items used within the text but also include any other sources you have read as part of your research.

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. Authors should always be in capitals.

If the author is James Robert Jones this will become JONES, J.R. Abdul-Rahman Al-Haddad would be AL-HADDAD, A.

The date in brackets after the author. 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.

4.1 References – Books

Books

AUTHOR(S) (Year) Title. Edition – if not the 1st. Place of publication: Publisher.

e.g. CLARKE, S. (2011) Textile design. London: Laurence King.

Books with two or three authors


Books with more than three authors – give the name of the first author, followed by ‘et al.’ (and others).

e.g. SHAW, R. et al. (2011) Management essentials for doctors. Cambridge: Cambridge University Press.
Books with one or more editor(s) – Include the abbreviation (ed.) or (eds.) after their surname.

EDITOR(S) (ed./eds.) (Year) Title. Edition. Place of Publication: Publisher


Chapters in books
AUTHOR(S) (Year) Title of chapter. In: AUTHOR(S)/EDITOR(S), ed(s). Book title. Edition. Place of publication: Publisher, Pages. (use p. or pp.)


Note: Electronic books should be cited exactly the same as print, following the rules above.

4.2 References – other sources

Journal articles
AUTHOR(S) (Year) Title of article. Title of journal, Vol. no. (Part no./Issue/Month), Pages, use p. or pp.


Note: If you are referencing an electronic journal article, use the standard referencing format for journal articles as detailed above.

Newspaper articles
AUTHOR(S) (Year) Article title. Newspaper title, Day and Month (abbreviated), Pages, use p. or pp. (where there is no page number e.g. an online newspaper use the source).


Newspaper articles taken from the Internet or a database should be cited as print using the rules above, only include the web address or database name if there are no page numbers. When including the web address just use the main web address e.g. http://www.guardian.co.uk not http://www.guardian.co.uk/business/2012/aug/08/bank-of-england-cuts-uk-growth-forecasts.

Image(s) or Diagram(s) within a book
Where the image cited from a book is not the work of the author, additional reference to the work should be made, as follows:

Image:
ARTIST (Year) Title of the work. [Material types]. At or In: (where found, for example in a book or museum). AUTHOR/EDITOR of book. (Year). Title. Place of publication: Publisher, Page number.

or

Diagram:


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, Pages, use p. or pp.


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

NAME OF ISSUING BODY (Year) Title. Place of publication: Publisher, Report no. (where relevant), Pages, use p. or pp.

Please note that where the author is a government body, the country becomes the author. If an official report has individual authors these should not be used, instead use the official body.


For reports known by the name of the chairman or person responsible for the inquiry, include a see reference in your reference list, in addition to the main entry.


For reports known by their title rather than their author/s, include a see reference in your reference list, in addition to the main entry.

Market research reports
NAME OF ISSUING BODY (Year) *Title, date if available*. Edition (if available). Place of publication: Publisher, Report no. (if relevant)


**or** KEY NOTE (2012) *Footwear: Key Note market report plus*. Hampton: Key Note.

British Standards
NAME OF AUTHORISING ORGANISATION (Year of publication) *Number and title of standard*. Place of publication: Publisher.


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


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


Music scores
COMPOSER (Year) *Title* [Music score] Place of publication: Publisher.


4.3 References – Live Performance

Dance
COMPOSER or CHOREOGRAPHER (Year of premiere) *Title*. Company (optional). [Location. Date seen].

**e.g.** ASHTON, F. (1948) *Cinderella*. [Royal Opera House, London. 13th January 2004].

Play
*Title by Author (Year of performance)* Directed by add DIRECTOR’S NAME. Company (optional). [Location. Date seen].
e.g. *An Inspector Calls* by J.B. Priestley (2009) Directed by STEPHEN DALDRY.
[Arts Theatre, Cambridge. 11th May 2009]

4.4 References – Electronic or audiovisual

Web Pages, e-mails and computer programs

Electronic references should contain the following elements:

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


If you are referencing an electronic journal guide, newspaper article or book, use the standard referencing format for that item. Guidelines can be found above.

Note: Dates are not always available for web pages, if this is the case use (n.d.) where n.d. represents no date so that the reader knows you have omitted this element.

e.g. PATIENT.CO.UK (n.d.) *Hypothyroidism – Underactive Thyroid* [WWW] Patient.co.uk. Available from: http://www.patient.co.uk/health/Hypothyroidism-Underactive-Thyroid.htm [Accessed 08/08/12].

Computer Games

AUTHOR or ORIGINATOR (Year) *Title of game* [Medium of item, i.e. DVD, CD or online]. Platform (Xbox, PC etc.) Place of Publication: Publisher.


Software

Individual authors are rarely acknowledged. If you cannot find a named author of an electronic source then use the organisation or title in place of the author.

AUTHOR or ORIGINATOR, (Year), *Title*, [Software], version/series etc, Place of publication: Publisher.

e.g. SPSS (2004), *SPSS for Windows*, [Software], version 12.0.1, Chicago: SPSS.

E-mail message from a public domain e.g. discussion boards or conferences.


Weblogs (Blogs)


Wiki

WIKI NAME. (Year) Title of article. [Online]. Available from: web address. [Accessed date].


Social networking sites (Facebook, Twitter, Bebo etc)

These are web pages so will be referenced as such.

AUTHOR(S) (Year) Title of page [Title of web site] Day/month of posted message. Available from: web address [Date accessed].


Media (video, film, or broadcast)

Title (Year) Type of media. ORIGINATOR (e.g. director). Place of production: Production company.

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

A television or radio broadcast should also include the date and time of broadcast and the episode number, where possible.

Title (Year) Type of media. ORIGINATOR (e.g. channel). Exact date and time of broadcast.

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

or Doctor Who (2008) Episode 8, Silence in the library. TV. BBC1. 31st May, 1900 hrs.


Individual contributors or interviewees should be cited as follows:

Online Film
SCREEN NAME. (Year). Title of film [type of resource]. Available from: web address [Date accessed].


Podcasts
BROADCASTER (if available). (Year) Name of podcast [type of resource e.g. podcast]. Organisation/publisher responsible (optional), day of podcast (day, month). Available from: web address [date accessed].


Online images
ORIGINATOR (Year) Description or title of image [Online image]. Available from: web address [Date accessed].


4.5 References – Personal Communication
A personal communication can be a letter, memo, email, fax, an interview, an informal conversation, telephone call or a lecture presentation. They should be included within the text but not generally in the reference list as the reference is not traceable.

When referencing a personal communication you should:

- Ask permission of the person before quoting them;
- Provide the communicator's initials and surname and the type of communication in the text;
- Provide the exact date of the communication.

e.g. In an email on 23rd July 2007 J. Brown stated that…
or In a conversation on 25th March 2008 B. Jones confirmed that…
or In a lecture on 8th January 2008 V. Rolfe outlined…
Lecture notes on Blackboard


4.6 References – Reference Works

Dictionaries/Encyclopaedias

If an encyclopaedia entry has a named author then the format for a chapter in a book should be used with the addition of the encyclopaedia volume number.

AUTHOR(S) (Year) Title of chapter. In: AUTHOR(S)/EDITOR(S) ed(s). Title, Volume (if applicable), Edition. Place of publication: Publisher, Pages. (use p. or pp.)


If there is no author then the title (e.g. Oxford English Dictionary) should be used both within the text and in the reference list.

Title. (Year) Volume (if applicable), Edition. Place of publication: Publisher.


Note: If you are referencing from an online source use the standard referencing format for reference works as detailed above.

Classical Works

Principal classical works such as the Bible and Koran/Qur’an should only be included in the text and not in the reference list. Appropriate details should be included but no year should be included.

e.g.  ‘Remain in me, and I will remain in you. No branch can bear fruit by itself’ (John 15:4, New International Version).
5. Further Information

If you need further help please contact your subject librarian or email justask@dmu.ac.uk. Alternatively further 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.**


This guide is also available on the library web site at:
www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf

A guide to referencing and using RefWorks is available at:
libguides.library.dmu.ac.uk/referencing