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 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 in using RefWorks, please see our reference management guide at: http://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 c. e.g. Webb (c.2012)

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

**e.g.** Jones (2011, 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:

  **e.g.** British Medical Association (2012, para. 2) states that…

- An overarching heading plus a paragraph number within that section:

  **e.g.** NHS (2012, Migraines, para. 3) states that…

- A short title in quotation marks, in cases in which the heading is too unwieldy to cite in full:

  **e.g.** 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 must 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.

**e.g.** There is some evidence (Jones, 2012) that these figures are incorrect.

www.library.dmu.ac.uk  justask@dmu.ac.uk  0116 257 7042 4
If the author’s name *is* part of the statement, put only the year in brackets:

**e.g.** Jones (2012) has provided evidence that these figures are incorrect.

If there are **two or three authors**, give all:

**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 three 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).

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 (2013a, 2013b, 2013c)…

**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 2012 study (cited in Jones, 2013) 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 this 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, 2012; Smith, 2013) argue…
3. Reference List/Bibliography

Full references of sources used should be listed as a reference list at the end of your work. 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 not only all items used within the text but also any other sources you have read as part of your research. Examples of these can be found at the end of journal articles or books (but might not be in Harvard style).

Example of a Reference List


Whenever possible, elements of a bibliographical reference should be taken from the title page of the publication or from the library catalogue. Each reference should give the elements and punctuation as found below. Authors should always be in capitals, followed by the date in brackets. In the following 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.

If the author is James Robert Jones this will become JONES, J.R.

Abdul-Rahman Al-Haddad would be AL-HADDAD, A.

If there is no author use ANONYMOUS.

3.1 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./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./eds.) 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.

3.2 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: Journal 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 and just use the main web address, not the unique address of the individual article.


Newspaper articles  


Where there is no page number e.g. for an online newspaper use the source, and add the date accessed.


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 and just use the main web address, not the unique address of the individual article. e.g. http://www.guardian.co.uk not http://www.guardian.co.uk/business/2012/aug/08/bank-of-england-cuts-uk-growth-forecasts.
Systematic reviews (for example, from the Cochrane Library)

AUTHOR(S) (Year) Title of review. [Systematic Review] *Title of source*, Issue. [Accessed date].


Image(s) or Diagram(s) within a book

Where the image or diagram cited from a book is the work of the author use the citation for the book and add the page number as you would for a direct quote.

Where the image or diagram 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 type]. At or In: (where found, for example in a book or museum). AUTHOR(S)/EDITOR(S) of book (Year) *Title*. Edition. Place of publication: Publisher, Page number.


or

**Diagram:**


Papers in conference proceedings

AUTHOR(S) (Year) Title. In: *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).

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 name of the official body.

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.

**e.g.** The Cleveland Enquiry – see GREAT BRITAIN. DEPARTMENT OF HEALTH AND SOCIAL SECURITY (1988).

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.

**e.g.** Cadbury report – see COMMITTEE ON THE FINANCIAL ASPECTS OF CORPORATE GOVERNANCE (1992).

COMMITTEE ON THE FINANCIAL ASPECTS OF CORPORATE GOVERNANCE (1992)

**Legislation**

Legislation includes Acts of Parliament (also known as Statutes) and Statutory Instruments (also known as Rules, Orders and Regulations).

Legislation does not have an author.

**Acts of Parliament**

_Title of the Act and year_ (chapter number of the act; abbreviated to ‘c.’). Place of publication: Publisher.

**e.g.** _Environment Act 2005_ (c. 25). London: The Stationery Office.

**Statutory Instruments**

_Title of the Statutory Instrument and year_ (SI year/number). Place of publication: Publisher.

**e.g.** _Insolvency Rules 1986_ (SI 1986/925). London: HMSO.

**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**

These rules can be applied to all 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 including place and date] Place of publication: Publisher.


Music scores

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


3.3 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].

Plays

Title by Author. (Year of performance) Directed by add DIRECTOR’S NAME. Company (optional). [Location, Date seen].


3.4 References – Electronic or audiovisual

Electronic books and electronic journals should be cited in the same way as print, using the guidelines in sections 3.1 and 3.2 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. The nature of web resources means that author names are often not available and dates can be very vague. You will therefore 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).

**Web pages**

Electronic references should contain the following elements:

**AUTHOR(S) (Year) Title of document.** [Type of resource] Organisation responsible (optional). Available from: web address [Accessed date].


If you are referencing an electronic journal article, 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* [Online] Patient.co.uk. Available from: http://www.patient.co.uk/health/Hypothyroidism-Underactive-Thyroid.htm [Accessed 08/08/12].

**Computer games**

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


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

**AUTHOR (of message) (Year) Subject of the message.** [Online] *Electronic conference or bulletin board, Day/month of posting*. Available from: email address [Accessed date].

Weblogs (Blogs)


Wikis

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 should be referenced as such.

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


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, if applicable.

*Title.* (Year) Episode number and name if applicable. [Type of media] ORIGINATOR (e.g. channel). Exact date and time of broadcast.

**e.g.** The culture show. (2013) [TV] BBC2. 13th March, 2200 hrs.

**or** Doctor Who. (2013) Episode 8, Cold war. [TV] BBC1. 13th April, 1800 hrs.


Individual contributors or interviewees should be cited as follows:

Online films
Examples include Youtube films.

ORIGINATOR (Year) Title of film. [Type of resource] Available from: web address [Accessed date].

e.g. PROQUESTREFWORKS (2012) 1.2 Adding references to Refworks using direct export. [Online film] Available from: http://www.youtube.com/watch?v=0CzBU5rTzGY [Accessed 17/07/13].

Podcasts
BROADCASTER (if available) (Year) Name of podcast. [Type of resource i.e. Podcast] Organisation/publisher responsible (optional). Day of podcast (day, month). Available from: web address [Accessed date].


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


3.5 References – personal communication
A personal communication can be a letter, memo, email, fax, interview, informal conversation, telephone call or lecture presentation. (Some faculties do not permit lecture notes to be included as references.) They should be included within the text but not 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 2014 J. Brown stated that…
or In a conversation on 25th March 2013 B. Jones confirmed that…
or In a lecture on 8th January 2014 V. Rolfe outlined…

Lecture notes on Blackboard
NAME (Year of presentation) Lecture title, from MODULE CODE Title of module. Teaching organisation, location and date of presentation. Available from: Blackboard [Accessed date].
3.6 References – reference works

Dictionaries/encyclopaedias

If an encyclopaedia entry has a named author 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./eds.) 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 not the year.

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

4. Further information

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

Remember, it is always advisable to consult the person for whom you are writing, whether a tutor or an editor, as to which style of referencing they want you to use.

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

This guide is available online at: www.library.dmu.ac.uk/Images/Selfstudy/Harvard.pdf