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This guide is based on the British Standard ISO 690:2010 Information and documentation - Guidelines for bibliographic references and citations to information resources.
Harvard referencing style guide
The purpose of this guide is to provide a brief introduction to referencing in the British Standard Harvard style. The layout of this guide has been informed by Harvard style conventions currently being followed in UK Universities.

Unless your department or tutor has advised you otherwise, you should follow the advice provided in this guide.

What is referencing?
Referencing is the way that you acknowledge your use of other people’s work or ideas. Whenever you summarise, refer to, or quote from an author’s work, you must acknowledge (cite) your information source.

What is a reference?
There are two parts:

- A citation goes in the text your work and acts as a flag indicating that you are using someone else’s ideas.
- The reference gives the full details of where the information came from. You put it in a reference list at the end of your work

General guidance
It is important that your referencing is consistent.

Anonymous works
If you cannot identify an author, corporate author, organisation, or the item does not appear to have an author, use Anon.

Alphabetical order
A bibliography/reference list should be presented in alphabetical order, with the author’s family name preceding the author’s initials.

Layout and formatting
Information should be taken from the cited source. You should follow the format/layout on the document or information source, this includes things like spelling and capitalisation.

Incomplete references – no date
If you want to cite a source of information but are unable to identify a date, you may replace the year with the letters n.d. which simply means no date.
Citations (in text)
A citation goes in the text your work and acts as a ‘flag’ indicating that you are using someone else’s ideas. The author’s surname and year of publication are cited in the text of your work and the full details of the source are included in a reference list or bibliography at the end of the assignment.

Reading is a part of learning and becomes easier with practice. ‘Readers become more proficient the more that they practice’ (Eron, 2013: 48).

Eron (2013) suggests that practice can improve reading ability and …

Citations - Quotations from a book or journal article
Quotations are the actual words of an author and should be in speech marks. You should include a page number.

Smyth (2014: 62) argues that ‘this is an extremely complex process and no one factor alone can provide a satisfactory explanation.’

It has been suggested that ‘this is an extremely complex process and no one factor alone can provide a satisfactory explanation’ (Smyth, 2014: 62).

Citations - Paraphrasing a book or journal article
Paraphrasing is when we sum up an author’s work in our own words. This can be done two ways, either is correct.

Turner (2013) argues that academic writing is important.

It has been suggested that academic writing is important (Turner, 2013).

Citations - Joint or multiple authors
If you are referencing a book or journal article with two or more authors the form is:

Smith and Jones (2010) or Smith, Jones and Bloggs (2010).

For more than three authors you would write

Smith et al. (2010).

The phrase, ‘et al’ is Latin and simply means ‘and others’.

Citing a source within a source (secondary citation)
If you want to cite a source within a source, you should try to trace the original reference. If this is not possible, you should acknowledge both sources in the text, but only include the item you actually read in your reference list.

Freire (1972, cited in Vella, 2002: 6) refers to ‘thematic analysis’ as the…
Citing several authors who have made similar points in different texts
In text citations with more than one source, use a semi colon to separate the authors.

There has been much debate about parents’ right to discipline their children (see for example, Green, 1999; Jones, 2002; Brown, 2004 and Smith, 2004).

Citations – Works by the same author, written in the same year
If an author has produced several reports or articles in the same year, distinguish between them by adding lower-case letters:

Recent studies by Broad (2012a, 2012b, 2012c) seem to suggest…

Citations - Government bodies or organisations
If you reference an organisation or government body such as WHO, the Departments for Education or Health, the first time you mention the organisation give their name in full with the abbreviation in brackets, from then on you can abbreviate the name.

The World Health Organisation (WHO) (1999) suggests that…..

Citations - Websites
If there is no named author, use the name of the website. For example

Shelter (2011) have campaigned against…..
Reference List

Examples of commonly used sources of information

Acts of Parliament
AUTHOR, Year. Title. Place of publication: Publisher.
Where the source of information cited is an act of parliament then ‘GREAT BRITAIN. PARLIAMENT’ becomes the author.


Apps
DEVELOPER, Year. Name of app (version) [mobile app]. Available from: URL


Blogs
AUTHOR, Year. Title of the posting. Title of the site [Blog online]. Day & month of posting. Available from: web address [Date of access].


Book (with one author)
Standard format:
AUTHOR, Year. Title (in italics). Edition (if not the 1st). Place of publication: Publisher.


Book (with two authors)

Books and journal articles with more than three authors
For four or more authors, give the name of the first author then ‘et al.’ in your essay text. ‘Et al.’ means ‘and others’. You should list all of the authors in your bibliography.


**Book (information about the edition)**
You should include information about the edition of a book where it is given. This is because different editions of books may contain different material or have different page numbering.


**Broadcasts**
*Title.* Year. Broadcasting organisation and Channel. Date. Time of transmission.

*The Culture Show.* 2013. BBC2. 20 March. 2200 hrs.

*Doctor Who.* 2013. Episode 8, Cold War. BBC1. 13 April. 1800 hrs.

**Broadcasts (interviews within)**

**Broadcast online (iPlayer/4OD)**
*Title.* Year. Broadcasting organisation and channel [type of medium]. Day/Month of broadcast. Time of broadcast. Available from: URL [Date accessed].


**Chapter in an edited book**
CHAPTER AUTHOR surname and initials. Year of chapter. Title of chapter. In: BOOK EDITOR initials first followed by surname with ed. or eds. after the last name. *Title of book.* Place of publication: Publisher. First and last page numbers followed by full-stop.

Cite the author of the chapter in your essay text (not the editor of the book); in this case, Willats.

Computer Games
AUTHOR or ORIGINATOR, Year. Title [Medium of item, i.e. DVD, CD or online]. Platform (Xbox, PS3 etc.) Place of Publication: Publisher.


Conference (published paper)
AUTHOR, Year. Title of paper. In: AUTHOR (if applicable), Title of conference, date of conference, location of conference. Place of publication: Publisher. Page number(s).


Dance (live performance)
NAME (of the choreographer), Year of première. Title. [Where seen. Date].
ASHTON, F., 1940. Dante sonata. [Lincoln Centre, New York. 10 July 2004].

Dance (recording)
NAME (of the director/producer). use ‘dir.’ or ‘prod.’ as appropriate. Year published /first transmission. Title of video or programme. [Type of medium, e.g. video]. Production company or Publisher [further details to identify dance works].


Department for Education
AUTHOR, Year. Title of document/webpage [online]. Available from: URL [Accessed date].


Department of Health
AUTHOR, Year. Title of document/webpage [online]. Place of publication: Publisher. Available from: URL [Accessed date].

**Dictionaries**

When you are quoting a definition from a dictionary, if there is no identifiable author then use the publisher as the author.

**AUTHOR, Year. Title. Place of publication: Publisher.**


**Dissertation/thesis**

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


**ebook**

**AUTHOR, Year. Title of book [e-book]. Place of publication: Publisher. Available from: URL [Accessed date].**


**ebook (kindle edition)**

If you need to use a direct quotation from an ebook that does not have page numbers, use the chapter number or section heading in your in-text citation instead.


**Edited book**

**EDITOR(S), ed. or eds., Year. Title. Place of publication: Publisher.**


**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 where appropriate.

**AUTHOR, Year. Title of chapter. In: Encyclopaedia editor(s) INITIALS FIRST FOLLOWED BY SURNAMES with ed. or eds. after the last name. Title, Volume (if applicable), Edition. Place of publication: Publisher. Page nos.**

Facebook
AUTHOR, Year. Title of page [Facebook]. Day & month post written. Available from: URL [Accessed date].


Film
Title [film]. Year. DIRECTOR (use dir.) Place of production: Production company.


Film (on DVD/video/Blu-ray)
Title [medium]. Year. DIRECTOR (use dir.) Country of origin: Production company.


Government publications
NAME OF ISSUING BODY, Year. Title. Place of publication: Publisher.


Images in a book
ARTIST, Year. Title of work [material type]. In: AUTHOR, Year. Title. Place of publication: Publisher.


Images (online)
ARTIST, Year. Description or title of image [online image]. Available from: web address [Accessed date].

Note: If you do not know who created the image, begin the reference with the subject and/or title of the image.

Images (in a gallery)
ARTIST, Year. *Title of work* [material type]. At: Town/City: Gallery.

Journal article
AUTHOR, Year. Title of article. *Title of Journal* (in italics). Volume (Issue number in brackets) Pages where article starts and ends (p. or pp.)


Journal article (online)

Journal article (with more than three authors)
If more than three authors, give the name of the first author then ‘et al.’ in your essay text. ‘Et al.’ means ‘and others’. You should list all of the authors in your bibliography.


Leaflets and pamphlets
AUTHOR, Year. *Title*. Place of publication: Publisher.


Lecture notes – electronic version
You should check with the member of staff who gave the lecture to make sure that they agree and give permission for course material to be referenced.


Music (CD/Vinyl)
ARTIST, Year. Title [format]. Place of distribution: Record label.


Music (individual track on album)

Music (compilation album)

Musical (score)


National Curriculum
AUTHOR, Year. Title. Place of publication: Publisher.


National Health Service
AUTHOR, Year. Title of document/webpage [online]. Available from: URL [Accessed date].


Newspaper
AUTHOR, Year. Title of article. Full Title of Newspaper. Day and month. Page number.

Newspaper (online)
AUTHOR, Year. Title of document or page. Name of newspaper [type of medium]. Day/Month. Available from: URL [Accessed date].


Ofsted
AUTHOR, Year. Title. Reference number. (if applicable) Place of publication: publisher.


Religious/Sacred texts
When you quote from the Bible, Quran, Torah or any sacred text, the required elements are:

Name of religious text, Book. Sura or Chapter: Verse

In assignment text
‘In the beginning, God created the heavens and the earth’ (The Holy Bible, Genesis. 1:1)

Note: Convention dictates that you do not use page numbers with religious/sacred texts.

In bibliography

Secondary citation or referencing
If you want to cite a source within a source, you should try to trace the original reference. If this is not possible, you should acknowledge both sources in the text, but only include the item you actually read in your reference list.

In assignment text
Freire (1972, cited in Vella, 2002: 6) refers to …

Note that, Vella, not Freire, will go in the bibliography because you have not read Freire’s original work: you read about it in Vella’s book.

In bibliography
**Twitter**
AUTHOR, Year. *Full text of tweet* [Twitter]. Day & month when message posted. Available from: URL [Accessed date].


**Websites**
AUTHOR, Year. *Title of document/webpage* [online]. Available from: URL [Accessed date].


**YouTube**
AUTHOR, Year. *Title* [Type of medium]. Available from: URL [Accessed date].
