



Harvard Referencing Style Guide



Learning Services Guide

Contents

.....	1
Harvard Referencing Style Guide	4
What is referencing?	4
What is a reference?	4
General guidance	4
Alphabetical order	4
Layout and formatting	4
Incomplete references – no author / anonymous	4
Incomplete references – no date	4
Citations	5
Citations (in text)	5
Citations – Quotations from a book or journal article	5
Citations – Paraphrasing a book or journal article	5
Citations – Joint or multiple authors	5
Citing several authors who have made similar points in different texts	5
Citations – Works by the same author, written in the same year	6
Citations – Edited books	6
Citations – Edited book chapters	6
Citations – Government bodies or organisations	6
Citations – Websites	6
Secondary citation or referencing	7
Reference List	7
Acts of Parliament	7
Apps	7
Blogs	7
Book (with one author)	7
Book (with two authors)	8
Book (with more than three authors)	8
Book (edited)	8
Book (chapter in an edited book)	8
Book (information about the edition)	8
eBook	8
eBook (Kindle edition)	8
Broadcasts	9
Broadcasts (interviews within)	9
Broadcast online (iPlayer/4OD)	9
Computer Games	9
Conference (published paper)	9

Dance (live performance).....	9
Dance (recording)	9
Department for Education	10
Department of Health.....	10
Dictionaries	10
Dissertation/thesis	10
Encyclopedias.....	10
Facebook.....	10
Film	11
Film (on DVD / video / Blu-ray)	11
Government publications	11
Image (in a book).....	11
Image (online).....	11
Image (in a gallery)	11
Journal article	11
Journal article (online)	12
Journal article (with more than three authors).....	12
Leaflets and pamphlets.....	12
Lecture notes (digital)	12
Music (CD/Vinyl).....	12
Music (individual track on album).....	12
Music (compilation album)	12
Musical (score)	13
National Curriculum	13
National Health Service	13
Newspaper.....	13
Newspaper (online).....	13
Ofsted	13
Religious / Sacred texts	13
Twitter	14
Websites	14
YouTube	14

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 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. This could be as a direct quoted or paraphrased and can include sources such as books, journal articles and webpages.

What is a reference?

There are two parts to a reference:

- A **citation** goes in the main text of your work and acts as a flag to indicate that you are using someone else's ideas.
- A **reference** gives the full details of where the information came from. This goes in an alphabetical list at the end of your work.

General guidance

- You need to reference any time you use, or refer to, another person's work within your own.
- Check your module handbook or speak to your tutor to check you are using the right style.
- Make use of online style guides and toolkits available.
- Keep a record of all your sources – this will make writing them all up much easier.
- It is important that your referencing is consistent.

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 author / anonymous

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

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

Citations (in text)

A citation goes in the main body text of 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 / bibliography at the end of the assignment.

Reading is a part of learning and becomes easier with practice (Eron, 2013).

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 and include a page number(s).

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 you summarise an author's work in to your 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 four or more authors you would write:

Smith et al. (2010).

The phrase 'et al' is Latin and simply means 'and others'.

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 (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 – Edited books

If you are referencing the book in general, or from the editor's introduction / summary, then you cite the editor of the book in your essay text.

Morgan (2012) suggests that student experience in higher education has...

Then in your reference list / bibliography:

MORGAN, M., ed., 2011. *Improving the Student Experience: A practical guide for universities and colleges*. Routledge, London.

Citations – Edited book chapters

When referencing a specific chapter in an edited book you cite the author of the chapter in your essay text (not the editor of the book); in this case Krause:

It is important to employ a wide range of communication tools to engage with students (Krause, 2012).

Then in your reference list / bibliography:

KRAUSE, K., 2012. Arrival and orientation. In: M. MORGAN, ed., 2011. *Improving the Student Experience: A practical guide for universities and colleges*. Routledge, London. pp. 69-87.

Citations – Government bodies or organisations

If you reference an organisation or government body, such as World Health Organisation (WHO), the Departments for Education (DfE) or Department of Health and Social Care (DHSC), the first time you mention the organisation write their name in full and their 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...

Secondary citation or referencing

If you want to cite a source within a source, you should always 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 your reference list / bibliography because you have not read Freire's original work, you read about it in Vella's book.

In reference list / bibliography:

VELLA, J., 2002. *Learning to Listen, Learning to Teach: The Power of Dialogue in Educating Adults*. San Francisco: Jossey-Bass.

Reference List

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.

GREAT BRITAIN. PARLIAMENT, 2010. *Child Poverty Act 2010, Chapter 9*. London: HMSO.

Apps

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

TWITPIC INC., 2014. Twitpic (version 1.2.1) [mobile app]. Available from:
<https://play.google.com/store/apps/details?id=com.twitpic>

DROIDLA, 2014. QR Droid Private (version 5.3.3) [mobile app]. Available from:
<https://play.google.com/store/apps/details?id=la.droid.qr.priva&hl=en>

Blogs

AUTHOR, Year. Title of the posting. *Title of the site*. [Blog online]. Day & month of posting. Available from: URL [Accessed date].

BROOKS, T., 2013. Government should make greater use of university academics as specialist consultants. *LSE: British Politics and Policy*. [Blog online]. 23 August. Available from:
<https://blogs.lse.ac.uk/politicsandpolicy/in-praise-of-the-academic-consultant/> [Accessed 15 July 2014].

Book (with one author)

AUTHOR, Year. *Title* (in italics). Edition (if not the 1st). Place of publication: Publisher.

BARKER, P., 1993. *Michel Foucault: subversions of the subject*. 2nd ed. Hemel Hempstead: Harvester Wheatsheaf.

Book (with two authors)

JOHNSON, J.Y. and KEOGH, J., 2010. *Pediatric nursing demystified. A self teaching guide*. New York: McGraw Hill.

Book (with more than three authors)

For four or more authors give the name of the first author then 'et al.' in your essay text – [see citation](#). In your reference list / bibliography you should list all the authors.

BOCIJ, P., CHAFFEY, D., GREASLEY, A. and HICKIE, S., 2005. *Business information systems: technology, development and management for the e-business*. 3rd ed. Harlow: Financial Times Prentice Hall.

CLARK, S., PATTERN, D., HICKS, W. and OWEN, J., 2012. Differentiation in the classroom: an approach to teaching and learning. *Journal of Inclusive Education*. 20 (4), pp. 151-155.

Book (edited)

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

MORGAN, M., ed., 2011. *Improving the Student Experience: A practical guide for universities and colleges*. Routledge, London.

Book (chapter in an edited book)

CHAPTER AUTHOR and initials., Year of chapter. Title of chapter. In: BOOK EDITOR **initials first followed by surname** with ed. or eds. *Title of book*. Place of publication: Publisher. First and last page numbers of chapter.

KRAUSE, K., 2012. Arrival and orientation. In: M. MORGAN, ed., 2011. *Improving the Student Experience: A practical guide for universities and colleges*. Routledge, London. pp. 69-87.

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.

BAASE, S., 2013. *A Gift of Fire: Social, Legal and Ethical Issues for Computing Technology*. 4th ed. Harlow: Prentice Hall.

eBook

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

MCMILLAN, K. and WEYERS, J., 2012. *The study skills book*. [eBook] 3rd ed. Harlow: Pearson. Available from: <https://www.dawsonera.com/readonline/9780273773344> [Accessed 8 July 2014].

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.

FULCHER, J. and SCOTT, J., 2011. *Sociology* [Kindle eBook]. Oxford University Press. Available from: <http://www.amazon.co.uk> [Accessed 15 July 2014].

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)

CLEGG, N., 2012. Interview. In: *Today Programme*. BBC RADIO 4. 15 May. 0810 hrs.

Broadcast online (iPlayer/4OD)

Title. Year. Broadcasting organisation and channel [type of medium]. Day/Month of broadcast. Time of broadcast. Available from: URL [Accessed date].

100 Seconds to Beat the World: The David Rudisha Story. 2014. BBC4 [online]. 22 July. 22:00 hrs. Available from: <http://www.bbc.co.uk/iplayer/episode/b04bdr54/100seconds-to-beat-the-world-the-david-rudisha-story> [Accessed 23 July 2014].

The secret life of students. 2014. Channel 4OD [online] 17 July. 20:00 hrs. Available from: <http://www.channel4.com/programmes/the-secret-life-of-students/4od#3726817> [Accessed 23 July 2014].

Computer Games

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

ELECTRONIC ARTS, 2014. *FIFA 15* [DVD]. Xbox 360. London: Electronic Arts Inc.

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).

CLARK, I.J., 2013. The economics of neoliberalism. In: *Proceedings of the RLC conference*, 17-18 April 2013, Manchester. London: Fawcett Publishing. pp. 5-10.

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].

LOCKYER, B. dir., 1979. *Sadler's Wells Royal Ballet* [Video]. BBC TV in association with R.M. Productions Munich. [Les Patineurs, Ashton; Pineapple Poll, Cranko].

Department for Education

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

DEPARTMENT FOR EDUCATION, 2010. *The Importance of Teaching* [online]. London: TSO. Available from: <https://www.gov.uk/government/publications/the-importanceofteaching-the-schools-white-paper-2010> [Accessed 12 June 2013].

Department of Health

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

DEPARTMENT OF HEALTH, 2008. *Health inequalities: progress and next steps* [online]. London: National Health Service. Available from: https://webarchive.nationalarchives.gov.uk/20130123194028/http://www.dh.gov.uk/en/Publicationsandstatistics/Publications/PublicationsPolicyAndGuidance/DH_085307 [Accessed 23 January 2014].

Dictionaries

When quoting a dictionary definition if there is no identifiable author use the publisher as the author.

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

SIMPSON, J. A. and WEINER, E.S.C., (eds.) 1989. *The Oxford English Dictionary*. 2nd ed. Vol. 9, Oxford: Oxford University Press.

CHAMBERS, 2010. *Chambers paperback dictionary*. London: Chambers Harpers Publishers Ltd.

Dissertation/thesis

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

WEDGEWOOD, C., 2012. *Big data: implications for network security*. Unpublished thesis (PhD). University of Lancaster.

Encyclopedias

If an encyclopedia entry has a named author, then the format for an edited book chapter should be used with the addition of the encyclopedia volume number where appropriate.

AUTHOR, Year. Title of chapter. In: Encyclopedia 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.

DRAKE, P. P., 2013. Dividend discount models. In: F. J. FABOZZI ed. *Encyclopedia of financial models*, Vol. 2. Hoboken: John Wiley & Sons. pp. 3-14.

Facebook

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

EDGE HILL UNIVERSITY, LEARNING SERVICES, 2014. *EHU Learn Service* [Facebook]. 8 July. Available from: <https://www.facebook.com/EHULearnService/timeline> [Accessed 8 July 2014].

Film

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

Aliens [film]. 1986. JAMES CAMERON dir. USA: Twentieth Century Fox.

Film (on DVD / video / Blu-ray)

Title [medium]. Year. DIRECTOR (use dir.) Country of origin: Production company.

Gladiator [DVD]. 2000. RIDLEY SCOTT dir. USA: Universal, DreamWorks, Scott Free Productions.

Government publications

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

DEPARTMENT OF HEALTH, 2011. *Choosing life: making healthy choices*. London: The Stationery Office.

Image (in a book)

ARTIST, Year. Title of work [material type]. In: AUTHOR, Year. *Title*. Place of publication: Publisher.

POLLOCK, J., 1950. Number 22 [enamel on masonite]. In: A. TINKER, 2006. *A Century of Art: Creative Display and Activities Inspired by Twentieth Century Art*. Dunstable: Belair.

Image (online)

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

NHS CHOICES, 2012. *Nicotine patch* [online image]. Available from: <http://www.nhs.uk/Livewell/smoking/Pages/Copingwithcravings.aspx> [Accessed 21 June 2014].

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

Image (in a gallery)

ARTIST, Year. *Title of work* [material type]. At: Town/City: Gallery.

TURNER, J. M. W., 1849. *The Wreck Buoy* [oil on canvas]. At: Liverpool: Sudley House.

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.)

BOLT, D., 2004. Disability and the Rhetoric of Inclusive Higher Education. *Journal of Further and Higher Education*. 28 (4), pp. 353-358.

Journal article (online)

AUTHOR, Year. Title of article. *Title of Journal* [online]. Volume (Issue number in brackets), Pages where article starts and ends (p. or pp.). Available from: URL [Accessed DATE].

GUO, H. and ZHI, C., 2014. Strategic flexibility and SME performance in an emerging economy: A contingency perspective. *Journal of Organizational Change Management* [online]. 27 (2), pp. 273-298. Available from: <https://doi.org/10.1108/JOCM-11-2012-0177> [Accessed 8 July 2014].

Journal article (with more than three authors)

For four or more authors give the name of the first author then 'et al.' in your essay text – [see citation](#). In your reference list / bibliography you should list all the authors.

CLARK, J., PATTERN, D., HICKS, W. and OWEN, J., 2012. Differentiation in the classroom: an approach to teaching and learning. *Journal of Inclusive Education*. 20 (4), pp. 151-155.

Leaflets and pamphlets

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

GLAXOSMITHKLINE, 2010. *Malaria: It Only Takes One Bite*. London: GlaxoSmithKline Travel Health.

Lecture notes (digital)

You should always check with the member of staff who gave the lecture to make sure that they are happy to give permission for course material to be referenced.

AUTHOR, Year. *Lecture title*, module code module title. [online via VLE] HE Institution. Available from: URL [Accessed date].

SMITH, J., 2014. *Guide to supply chain management*, BUS1000 Business Economics. [online via VLE] Edge Hill University. Available from: https://learningedge.edgehill.ac.uk/bb01000/courses/STAT_BUSINESS_ALL_PATH_WAYS/FAS%2022%20LOVE%281%29.pdf [Accessed 15 December 2014].

Music (CD/Vinyl)

ARTIST, Year. *Title* [format]. Place of distribution: Record label.

ALVVAYS, 2014. *Alvvays* [CD]. London: Transgressive Records.

DAVIS, M., 1959. *Kind of blue* [Vinyl]. Columbia: CBS.

Music (individual track on album)

GALLAGHER, N., 1994. Shakermaker. In: OASIS, *Definitely maybe* [CD]. Manchester: Creation Records.

Music (compilation album)

ORA, R., 2014. I Will Never Let You Down. In: *NOW That's What I Call Music! 88* [CD]. London: UMTV.

Musical (score)

NYMAN, M., 2003. *Pieces from the Piano* [score]. UK: Music Sales Ltd.

BRITTEN, B., 1980. *Eight folk song arrangements for high voice and harp* [score]. O. ELLIS, ed. London: Faber Music.

National Curriculum

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

DEPARTMENT FOR EDUCATION, 2014. *National curriculum in England: framework for key stages 1 to 4*. London: Department for Education.

National Health Service

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

NATIONAL HEALTH SERVICE CHOICES, 2011. *What's your poison? A special report on alcohol in the media* [online]. Available from: <http://www.nhs.uk/news/2011/10october/pages/alcohol-special-report.aspx> [Accessed 10 June 2015].

Newspaper

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

HOYLE, A., 2014. I'm aware that my life is uncertain. *The Daily Telegraph*. 21 July. pp. 20–21.

Newspaper (online)

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

CLARK, T., 2014. 'Jekyll and Hyde' – the two faces of Michael Gove. *The Guardian* [online]. 20 July. Available from: <http://www.theguardian.com/politics/2014/jul/20/michael-gove-education-secretarycompassionate-conservatism-divisive-policies> [Accessed 21 July 2014].

Ofsted

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

OFFICE FOR STANDARDS IN EDUCATION, 2009. *Gifted and talented pupils in schools*. HMI 090132. London: Ofsted publications.

Religious / Sacred texts

When you quote from the Bible, Quran, Torah, or any sacred text, follow the format below. Convention dictates that you do not use page numbers with religious/sacred texts.

Citation: Name of religious text: Book version. Sura or Chapter: Verse

'In the beginning, God created the heavens and the earth' (The Holy Bible: Genesis. 1:1)

Reference: *Name of religious text*: Book version, Date. Location: Publisher.

The Holy Bible: New international Version, 1979. London: Hodder & Stoughton.

Twitter

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

CYCLING WEEKLY, 2019. *Lutsenko wins stage three of the Tour of Oman*. #ToO2019 [Twitter]. 18 February. Available from: <https://twitter.com/cyclingweekly/status/1097446751009685505> [Accessed 19 February 2019].

CILIP, 2019. *Now, thanks to the internet, the obscene material created by our society is out there, accessible at a click, not hidden in the slightest*. <http://ow.ly/a8gZ30nHh7c> #erotica [Twitter]. 14 February July. Available from: <https://twitter.com/CILIPinfo/status/1095994844693045249> [Accessed 19 February 2019].

Websites

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

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS, 2014. *BiblioTech: a library without books* [online]. Available from: <https://archive.cilip.org.uk/blog/bibliotech-library-without-books> [Accessed 10 August 2014].

HARRISON, G., 2013. *School league tables: Most miss Baccalaureate target*. *BBC News: Education and Family* [online]. Available from: <https://www.bbc.co.uk/news/education-12163929> [Accessed 26 January 2014].

YouTube

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

CAAN, J., 2012. *How do you know if an interview has gone well?* [online video]. Available from: <https://www.youtube.com/watch?v=5qbRgGT6QCg> [Accessed 8 July 2014].

PROQUESTREFWORKS, 2014. *Migrating Your Research From RefWorks To Flow* [online video]. Available from: <https://www.youtube.com/watch?v=ZMLRkkD-wAU> [Accessed 23 July 2014].