



Harvard Referencing Style Guide

Learning Services Guide

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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, you may use Anon. However, in most cases, it is important that you identify the source of any evidence you include in your work. Therefore, you may wish to consult your tutor about using references that cannot be verified.

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

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 family name (or name of organisation) 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, 2019: 48).

Eron (2019) 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 (2020: 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, 2020: 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 (2019) argues that academic writing is important.

It has been suggested that academic writing is important (Turner, 2019).

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 (2020) *or* Smith, Jones and Bloggs (2020).

For more than three authors you would write:

Smith et al. (2020).

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 (see for example, Green, 2015; Jones, 2017; Brown, 2020 and Smith, 2020).

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 (2020a, 2020b, 2020c) seem to suggest...

Citations - Government bodies or organisations

If you reference an organisation or government body such as World Health Organization, the Departments for Education or Health and Social Care, 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 Organization (WHO) (2020) suggests that.....

Citations - Websites

If there is no named author, use the name of the website. For example:

Shelter (2019) have campaigned against.....

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*

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

Name of Act Year, Chapter number [online]. Place of publication: Publisher. Available from: URL [Accessed date].

Coronavirus Act 2020, Chapter 7 [online]. London: The Stationery Office. Available from: <http://www.legislation.gov.uk/ukpga/2020/7/contents> [Accessed 2 April 2020].

Apps

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

DUOLINGO, INC., 2019. Duolingo – Language Lessons (version 6.61.0) [mobile app]. Available from: <https://apps.apple.com/us/app/duolingo-language-lessons/id570060128>

EVERNOTE CORPORATION, 2020. Evernote (version 8.24.6) [mobile app]. Available from: <https://play.google.com/store/apps/details?id=com.evernote&hl=en>

Blogs

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

FLINDERS, M. and DIMOVA, G., 2020. Bringing in the experts: blame deflection and the COVID-19 crisis. *LSE: British Politics and Policy*. [Blog online]. 3 April. Available from: <https://blogs.lse.ac.uk/politicsandpolicy/bringing-in-the-experts-blame-deflection-and-the-covid-19-crisis/> [Accessed 3 April 2020].

Book (with one author)

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

GREETHAM, B., 2019. *How to Write Your Undergraduate Dissertation*. 3rd ed. London: Red Globe Press.

Book (with two authors)

GRIFFITH, R. and DOWIE, I., 2019. *Dimond's Legal Aspects of Nursing: A Definitive Guide to Law for Nurses*. 8th ed. Upper Saddle River, NJ: Pearson.

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.' abbreviates a Latin phrase which means 'and others'. Please note that et al. is always punctuated with a full stop. You should list all of the authors in your reference list.

JACKSON, H., TEMPLE, D., KELLY, B, CRAIGS, K. and FUENTES, L., 2019. *Introduction to Electric Circuits*. 10th ed. Oxford: Oxford University Press.

LEVEY, R., BALL, L., CHABOYER, W. and SLADDIN, I., 2020. Dietitians' perspectives of the barriers and enablers to delivering patient-centred care. *Journal of Human Nutrition and Dietetics* [online]. 33 (1), pp. 106-114. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1111/jhn.12684> [Accessed 11 May 2020].

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.

GOODMAN, S., 2019. *Psychology & Sociology in Nursing*. 3rd ed. London: Learning Matters.

Broadcasts

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

The One Show. 2020. BBC1. 15 May. 1900 hrs.

Walking with Elephants. 2020. Episode 3. Channel 4. 24 May. 2115 hrs.

Broadcasts (interviews within)

INTERVIEWEE, year. Interview. In: *Name of programme*. Broadcasting organisation and channel. Date of broadcast. Time of broadcast.

COFFEY, T., 2020. Interview. In: *Today Programme*. BBC Radio 4. 19 May. 0812 hrs.

Broadcast online (iPlayer/All4)

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

Panorama: Coronavirus: When Will We Be Safe. 2020. BBC One [online]. 4 May. 19:30 hrs. Available from: <https://www.bbc.co.uk/iplayer/episode/m000hybb/panorama-coronavirus-when-will-we-be-safe> [Accessed 19 May 2020].

Joe Lycett's Got Your Back. 2020. All4 [online] 15 May. 20:00 hrs. Available from: <https://www.channel4.com/programmes/joe-lycetts-got-your-back/on-demand/70400-006> [Accessed 19 May 2020].

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*. Edition (if not the 1st). 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, Brown.

BROWN, F., 2019. Playwork. In: A. BROCK, P. JARVIS and Y. OLUSOGA, eds. *Perspectives on Play: Learning for Life*. 3rd ed. Abingdon: Routledge. pp. 272-289.

Command Paper

AUTHOR, Year. *Title*, Command no [online]. Place of publication: Publisher. Available from: URL [Date accessed].

FOREIGN AND COMMONWEALTH OFFICE, 2020. *The Antarctic Treaty: Measures adopted at the Forty-second Consultative Meeting held at Prague, Czech Republic, 1 – 11 July 2019*, CP247 [online]. London: The Stationery Office. Available from: <https://www.gov.uk/government/publications/the-antarctic-treaty-measures-adopted-at-the-42nd-consultative-meeting-2019> [Accessed 17 June 2020].

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, 2019. *FIFA 20* [DVD]. Xbox One. Redwood City, Ca.: Electronic Arts Inc.

Conference (published paper)

AUTHOR, Year. Title of paper. In: AUTHOR (if applicable), *Title of conference*, date of conference. location of conference [online]. Place of publication: Publisher. Page number(s). Available from: URL [Accessed date].

ASHJAEI, M. and GIRS, S., 2020. Dynamic Resource Distribution using SDN in Wireless Networks. In: *2020 IEEE International Conference on Industrial Technology (ICIT)*, 17-18 April 2013, Buenos Aires [online]. Piscataway, N.J.: Institute of Electrical and Electronics Engineers. pp. 967-972. Available from: <https://dx.doi.org/10.1109/ICIT45562.2020.9067117> [Accessed 2 June 2020].

Dance (live performance)

NAME (of the choreographer), Year of première. *Title*. [Place of performance. Date].

OSSERMAN, W., 2020. *Combustion*. [Theater for the New City, New York. 11 March 2020].

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].

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.

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

CHAMBERS, 2014. *The Chambers Dictionary*. 13th ed. London: Chambers Harrap.

Dissertation/thesis

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

FLEETWOOD, L., 2019. *The vertical globe: altitude and science in the exploration of the Himalaya, 1800-1850*. Unpublished thesis (PhD). University of Cambridge.

eBook

AUTHOR, Year. *Title of book* [eBook]. Edition (if not the 1st). Place of publication: Publisher. Available from: URL [Accessed date].

KNEALE, P.E., 2019. *Study skills for Geography, Earth and Environmental Science students* [eBook]. 4th ed. London: Routledge. Available from: <https://ebookcentral.proquest.com/lib/edgehill/detail.action?docID=5741677> [Accessed 4 June 2020].

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.

AUTHOR, Year. *Title of book* [Kindle eBook]. Edition (if not the 1st). Place of publication: Publisher.

BROWNE, K., J., 2019. *An Introduction to Sociology* [Kindle eBook]. 5th ed. Cambridge: Polity Press.

Edited book

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

Emond, A., ed., 2019. *Health For All Children*. 5th ed. Oxford: Oxford University Press.

Encyclopedias

If an encyclopedia entry has a named author then the format for a chapter in a book 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 SURNAMENAMES, ed. or eds. *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, 2020. *EHU Learn Service* [Facebook]. 30 April. Available from: <https://www.facebook.com/EHULearnService/timeline> [Accessed 5 June 2020].

JISC, 2020. *Jisc* [Facebook]. 5 June. Available from: <https://www.facebook.com/jiscsocial> [Accessed 5 June 2020].

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

See Report and Report (online).

Hansard

Hansard Name of House abbreviated (ie HC or HL) Deb. vol. number col. number(s), date [online]. Available from: URL [Date accessed].

Hansard HC Deb. Vol. 676 col. 136, 12 May 2020 [online]. Available from:
<https://hansard.parliament.uk/Commons/2020-05-12/debates/7B585642-7EC5-456E-8CFF-AC3605AF5473/Covid-19EconomicPackage> [Accessed 17 June 2020].

House of Commons/Lords Paper

GOVERNMENT DEPARTMENT/COMMITTEE/ORGANISATION, Year. *Title*, House name abbreviated (ie HC or HL) series number, parliamentary session [online]. Place of publication: Publisher. Available from: URL [Accessed date].

NATIONAL AUDIT OFFICE, 2020. *Palace of Westminster Restoration and Renewal Programme*, HC 315, 2019-21 [online]. London: The Stationery Office. Available from:
<https://www.nao.org.uk/report/palace-of-westminster-restoration-and-renewal/> [Accessed 18 June 2020].

Images 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.

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.

BLANKEN, R., 2020. *Great Grey Owl* [online image]. Available from:
<https://www.flickr.com/photos/robblanken/49617184267> [Accessed 5 June 2020].

Images (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.)

BARKHAM, P., 2020. Rewilding childhood. *British Wildlife*. 31 (4), pp. 265-269.

Journal article (online)

AUTHOR, Year. Title of article. *Title of Journal* [online]. Volume number (Issue number in brackets), pp. page numbers. Available from: URL [Accessed date].

HELLSTRÖM, L. and BECKMAN, L., 2020. Adolescents' perception of gender differences in bullying. *Scandinavian Journal of Psychology* [online]. 61 (1), pp. 90-96.

Available from: <https://doi-org.edgehill.idm.oclc.org/10.1111/sjop.12523> [Accessed 9 June 2020].

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 reference list.

LEVEY, R., BALL, L., CHABOYER, W. and SLADDIN, I., 2020. Dietitians' perspectives of the barriers and enablers to delivering patient-centred care. *Journal of Human Nutrition and Dietetics* [online]. 33 (1), pp. 106-114. Available from: <https://doi-org.edgehill.idm.oclc.org/10.1111/jhn.12684> [Accessed 11 May 2020].

Law Reports

If the law report does not have a volume number, encase the year in square brackets. This highlights that the year is required to find the case.

Parties in the case [Year] Abbreviation of law report Page.

Simawi v Haringey LBC [2019] EWCA Civ 1770.

If the law report does have a volume number, encase the year in round brackets.

Parties in the case (Year) Volume number Abbreviation of law report Page.

JK v A Local Health Board (2020) 171 BMLR 184

Leaflets and pamphlets

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

METROPOLITAN POLICE, 2019. *The Little Leaflet of Cyber Advice*. London: Metropolitan Police Service.

Lecture notes

For guidance on the use of lecture notes in your assignment please speak to your tutor.

Music (online stream)

ARTIST, Year. *Title* [format]. Place of distribution: Record label. Available from: URL [Accessed date].

ASH, 2018. *Islands* [audio stream]. London: Infectious Music. Available from: <https://www.spotify.com/uk/> [Accessed 9 June 2020].

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

See Report and Report (online).

National Health Service

See Report and Report (online).

Newspaper article

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 article (online)

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

WOOLCOCK, N., 2020. A quarter of head teachers ready to quit. *The Times* [online]. 3 June. Available from: <https://link-gale-com.edgehill.idm.oclc.org/apps/doc/A625590765/STND?u=edge&sid=STND&xid=d06856bf> [Accessed 10 June 2020].

Ofsted

See Report and Report (online).

Parliamentary Bill

Title, Year. House name abbreviated to HC or HL Bill number, parliamentary session [online]. Place of publication: Publisher. Available from: URL [Accessed Date].

Fire Safety Bill, HC Bill 121, 2019-21 [online]. London: The Stationery Office. Available from: <https://bills.parliament.uk/bills/2730> [Accessed 19 June 2020].

Religious/Sacred texts

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

Citation in assignment text...

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) Note:

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

Reference in bibliography...

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

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

Report

AUTHOR, Year. *Title of Report*.

DEPARTMENT FOR DIGITAL, CULTURE MEDIA & SPORT, 2020. *Safer technology, safer users: The UK as a world-leader in Safety Tech*.

Report (online)

AUTHOR, Year, *Title of Report* [online]. Available from: URL [Accessed Date].

DEPARTMENT OF BUSINESS, ENERGY AND INDUSTRIAL STRATEGY, 2020. *National Living Wage and National Minimum Wage: Government evidence on compliance and enforcement 2018/19* [online]. Available from: <https://www.gov.uk/government/publications/national-living-wage-and-national-minimum-wage-government-evidence-on-compliance-and-enforcement-2019> [Accessed 16 June 2020].

Statutory Instrument

Title of the statutory instrument and year, Abbreviation SI year/number [online]. Place of publication: Publisher. Available from: URL [Date accessed].

The Electricity (Individual Exemption from the Requirement for a Supply Licence) (E.ON UK CHP Limited) (England) Order 2020, SI 2020/569 [online]. London: The Stationery Office. Available from: <http://www.legislation.gov.uk/uksi/2020/569/contents/made> [Accessed 17 June 2020].

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].

Websites

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

SMITH, G., 2020. *On patrol with Kenya's locust hunters* [online]. Available from: <https://www.bbc.co.uk/news/world-africa-52714163> [Accessed 6 June 2020].

BRITISH EDUCATIONAL RESEARCH ASSOCIATION, 2020. *BERA funds £12,000 of school based research* [online]. Available from: <https://www.bera.ac.uk/news/bera-funds-12000-of-school-based-research> [Accessed 13 August 2020].

YouTube

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

NEW REWORKS, 2019. *Introduction to Refworks* [online video]. Available from: <https://www.youtube.com/watch?v=9mTYGIOBvag> [Accessed 12 June 2020].

WESCH, M., 2019. *10 Online Teaching Tips beyond Zoom: Teaching Without Walls Episode 1* [online video]. Available from: <https://www.youtube.com/watch?v=D7vooDcxUaA> [Accessed 12 June 2020].