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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 you 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

Reference List

Acts of Parliament

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


Apps

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


Blogs


Book (with one author)


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.’ 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.


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


**Broadcasts (interviews within)**


**Broadcast online (iPlayer/All4)**


**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.

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


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].


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


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].


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


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.


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


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 SURNAMES, ed. or eds. 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.

*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.


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].


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].


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.

BLANKEN, R., 2020. *Great Grey Owl* [online image]. Available from:
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)
AUTHOR, Year. Title of article. Title of Journal [online]. Volume number (Issue number in brackets), pp. page numbers. Available from: URL [Accessed date].


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.


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.


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.

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].


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


Music (individual track on album)

Music (compilation album)

Musical (score)


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.

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


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].


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.


Report
AUTHOR, Year. Title of Report.


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

Statutory Instrument

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


Twitter


Websites

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


YouTube

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