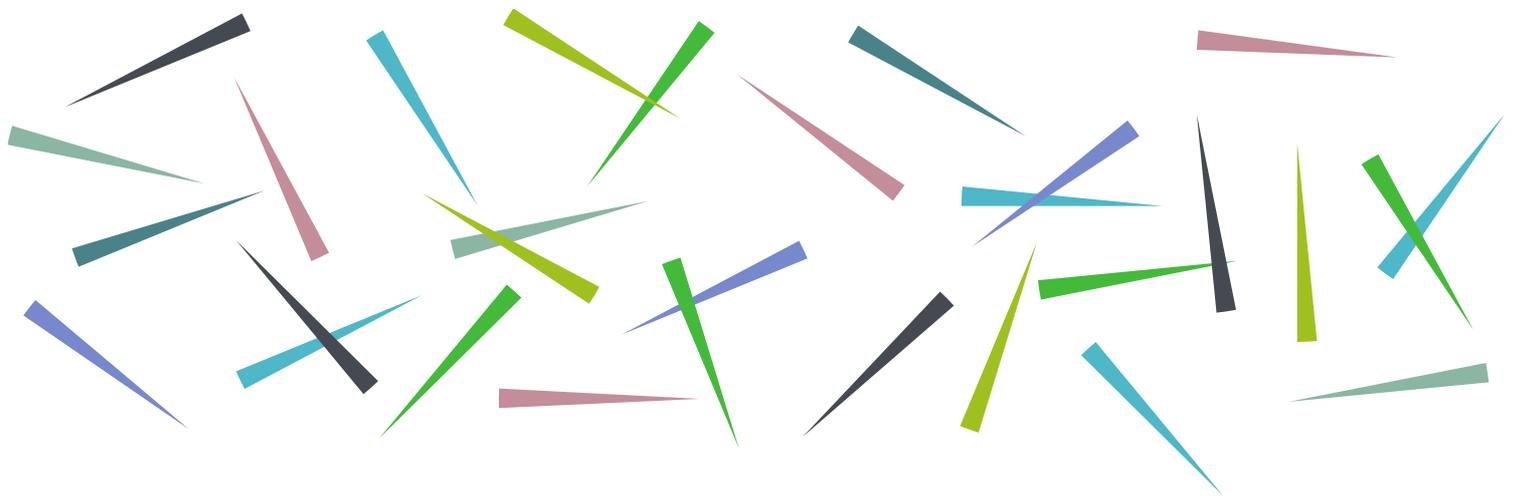




Harvard Referencing Style Guide 2014 Learning Services Guide

Last updated 2018



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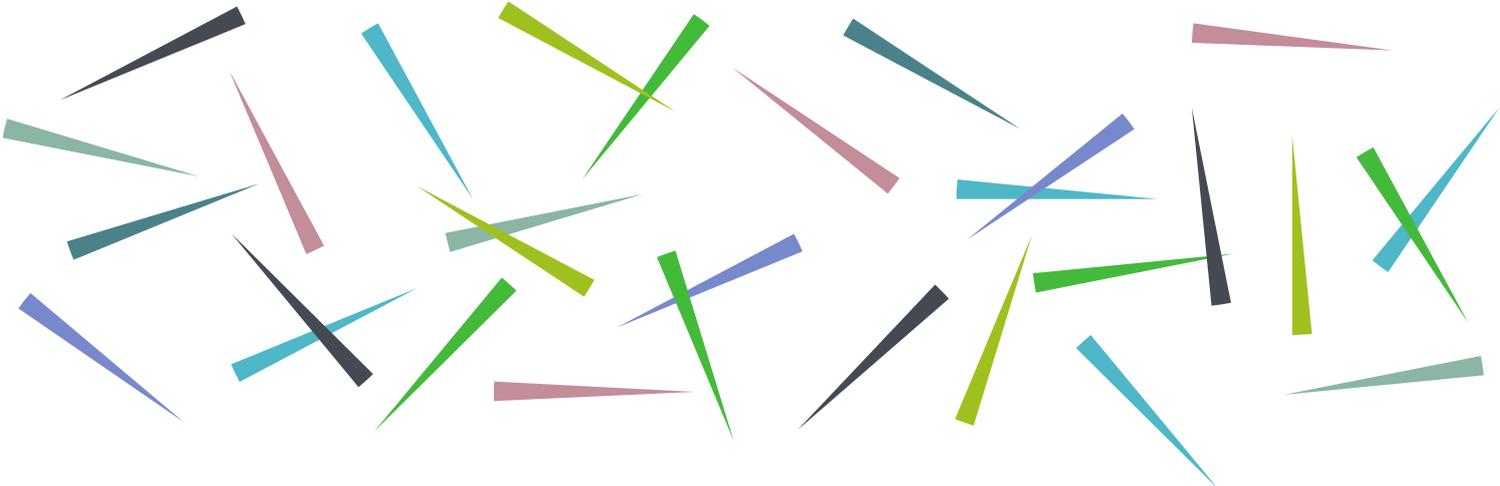


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This guide is based on the British Standard ISO 690:2010 Information and documentation - Guidelines for bibliographic references and citations to information resources.



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

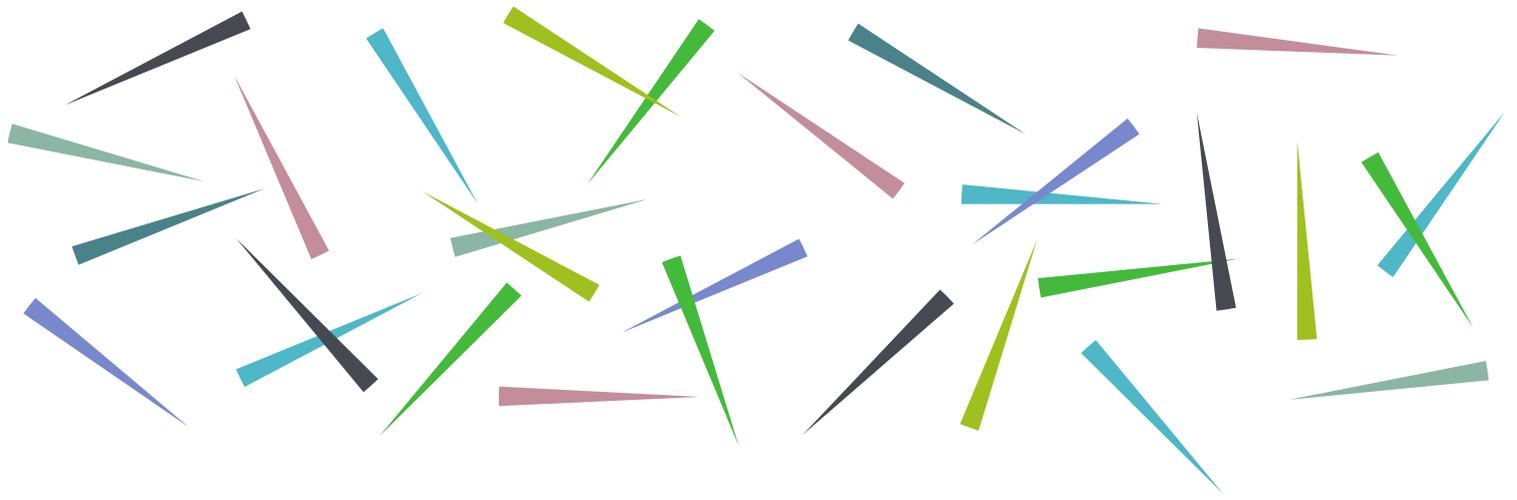
It is important that your referencing is consistent.

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

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

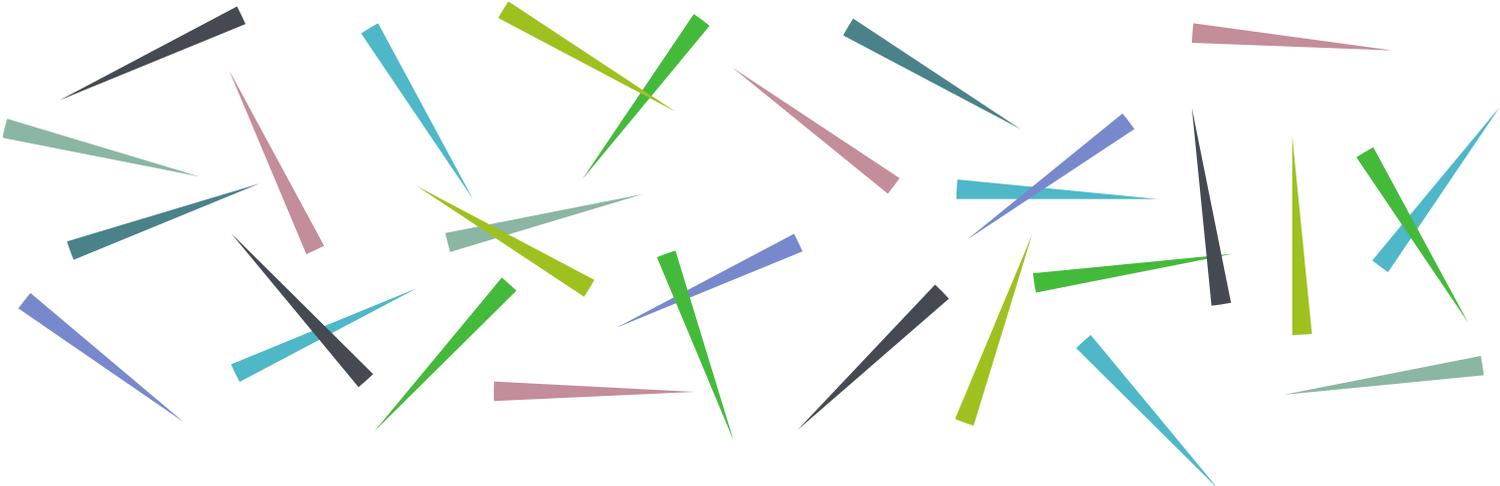
If you reference an organisation or government body such as WHO, the Departments for Education or Health, the first time you mention the organisation give their name in full with the abbreviation in brackets, from then on you can abbreviate the name.

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

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: web address [Date of access].

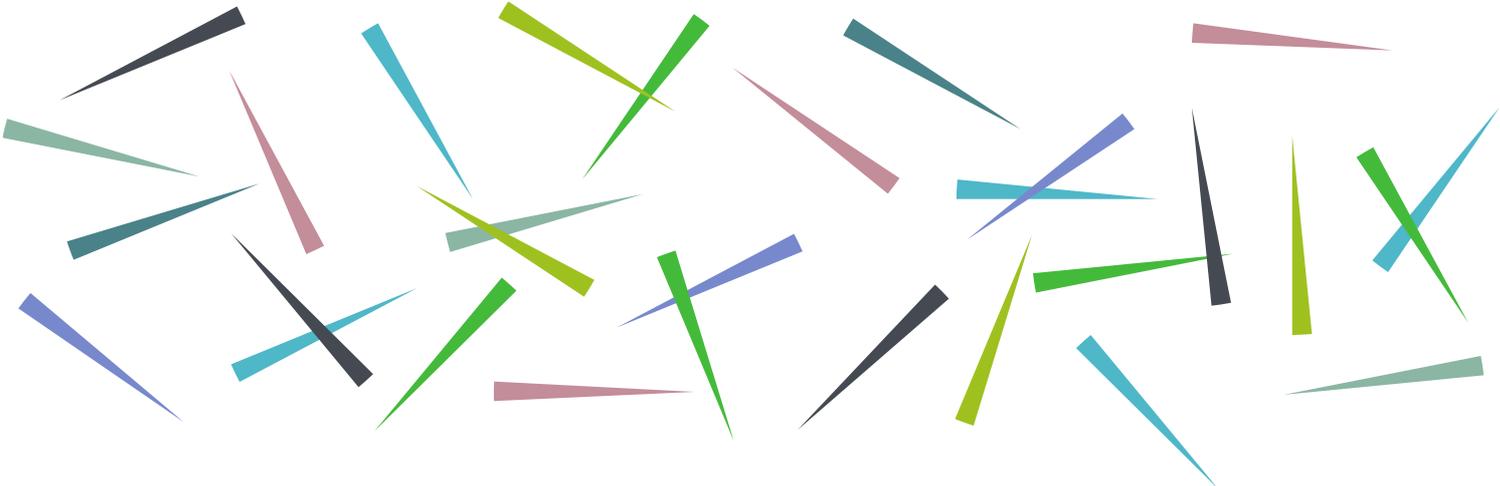
BROOKS, T., 2013. Government should make greater use of university academics as specialist consultants. *LSE: British Politics and Policy*. [Blog online]. 23 August. Available from: <http://blogs.lse.ac.uk/politicsandpolicy/in-praise-of-theacademicconsultant/> [Accessed 15 July 2014].

Book (with one author)

Standard format:

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.

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.

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 (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.

Broadcasts

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

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

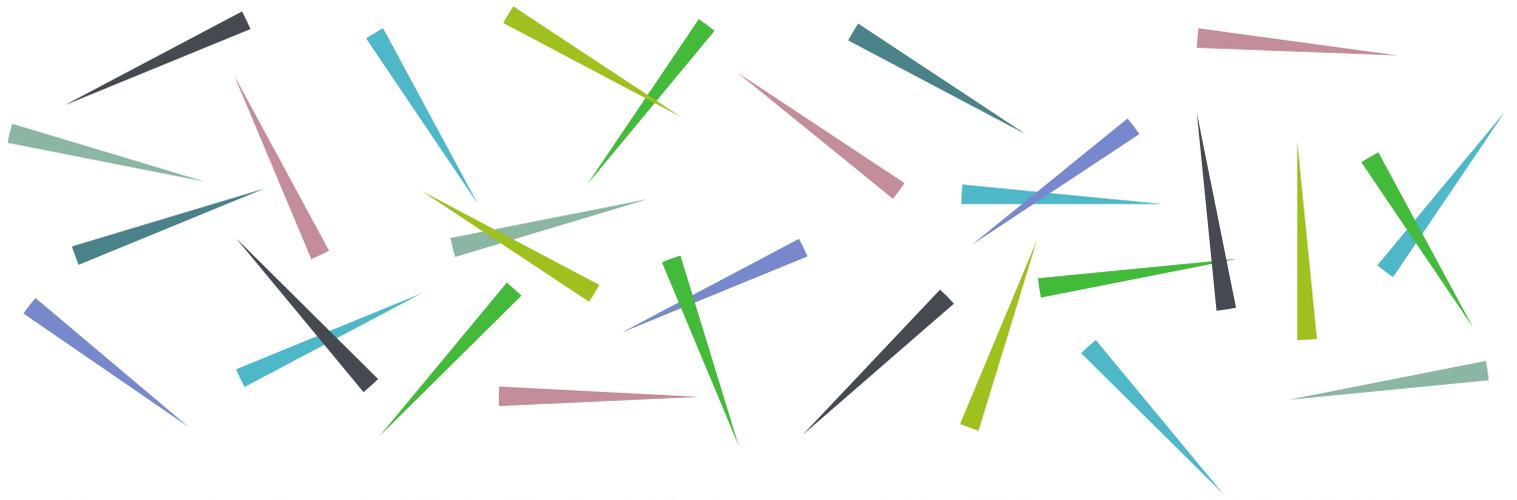
Doctor Who. 2013. Episode 8, Cold War. BBC1. 13 April. 1800 hrs.

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 [Date accessed].



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. Series 1 Episode 3. Channel 4OD [online] 17 July. 20:00 hrs. Available from: <http://www.channel4.com/programmes/the-secret-lifeofstudents/4od#3726817> [Accessed 23 July 2014].

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 fullstop.

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

WILLATS, J., 2010. The Draughtsman's Contract: how an artist creates an image. In: J. COLLINS and A. NISBET, eds. *Theatre and Performance Design: a reader in Scenography*. Abingdon: Routledge. pp. 21-32.

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]. Available from: URL [Accessed date].

DEPARTMENT FOR EDUCATION, 2010. *The Importance of Teaching* [online]. 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, 2011. *Health inequalities: progress and next steps* [online]. London: National Health Service. Available from: <http://dh.gov.uk/en/publichealth/healthinequalities/index.htm> [Accessed 23 January 2014].

Dictionaries

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

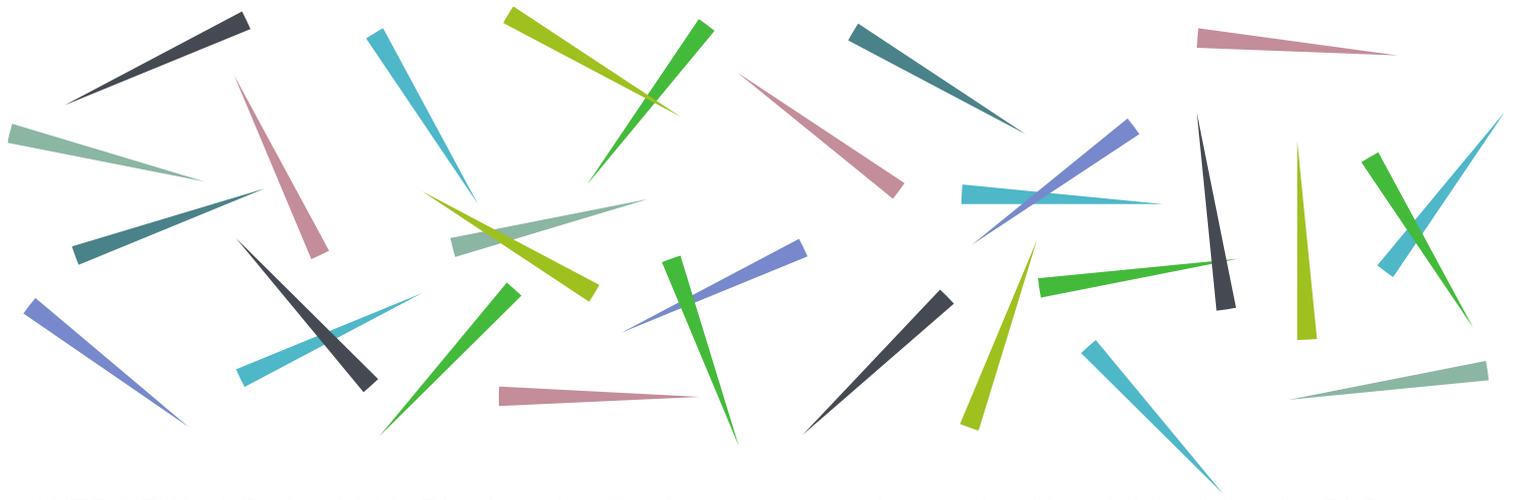
AUTHOR, Year. Title. Place of publication: Publisher.

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

CHAMBERS, 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.

ebook

AUTHOR, Year. *Title of book* [e-book]. 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].

Edited book

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

YASIN, E., ed., 2012. *World cinema*. 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 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].

JISC, 2014. *Jisc education* [Facebook]. 8 July. Available from: <https://www.facebook.com/jiscsocial> [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.

Images in a book

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

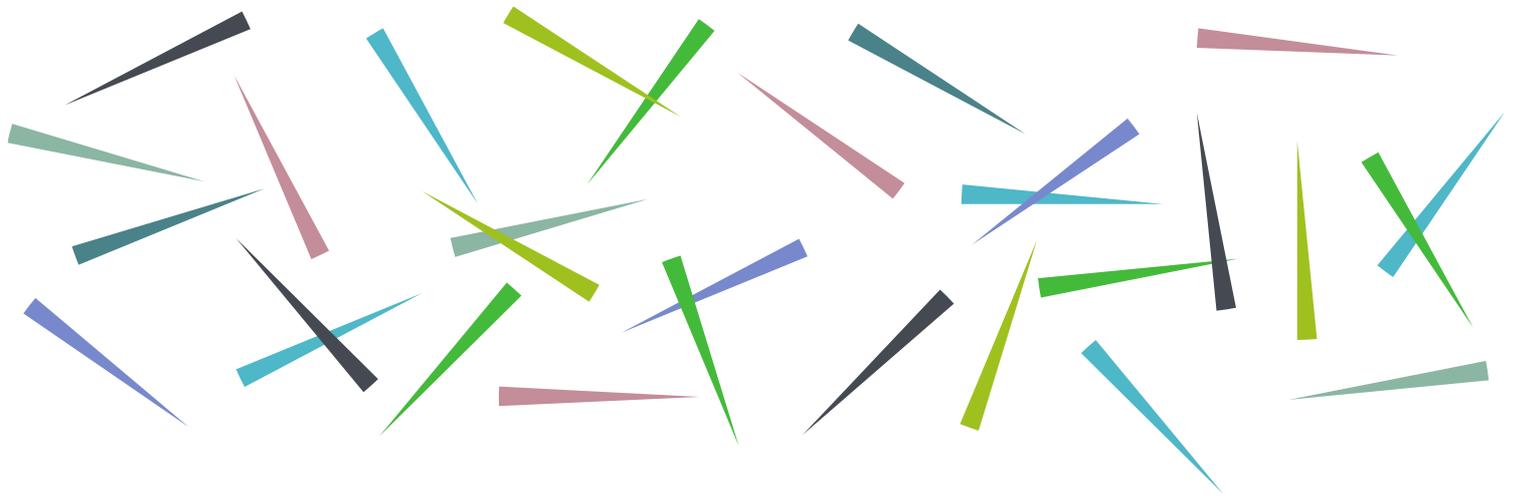
POLLOCK, J., 1950. Number 22 [enamel on masonite]. In: A. TINKER, 2006. *A Century of Art: Creative Display and Activities Inspired by Twentieth Century Art*. Dunstable: Belair.

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.

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



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.)

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)

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: <http://0www.emeraldinsight.com.library.edgehill.ac.uk/journals.htm?articleid=17110927> [Accessed 8 July 2014].

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.

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 – 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.



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, 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

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



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.

Twitter

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

CYCLING WEEKLY, 2014. *Tour de France's cobbled stage set to shake up race* [Twitter]. 8 July. Available from: <http://www.cyclingweekly.co.uk/racing/tourdefrance/tour-de-frances-cobbled-stage-will-shake-race-129449> [Accessed 8 July 2014].

CILIP, 2014. *Is web filtering in the UK excessive?* [Twitter]. 8 July. Available from: <http://t.co/a6Nxa9lupM> [Accessed 8 July 2014].

Websites

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

CHARTERED INSTITUTE OF LIBRARY AND INFORMATION PROFESSIONALS, 2014. *BiblioTech: a library without books* [online]. Available from: <http://www.cilip.org.uk/cilip/news/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: <http://www.bbc.co.uk/news/education-01090231> [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].