Harvard Referencing Style

PART 1: The Basics

Harvard referencing is the most commonly used system at the university BUT some departments use other systems (such as APA and footnoting). Make sure you check your programme handbook or with a tutor which system you should be using.

When to reference?

Every time you use the ideas, facts or opinions of others in your work, whether it is quoted directly, indirectly, summarised or paraphrased.

When not to reference?

- When what you are saying is common knowledge (e.g. Theresa May is Prime Minister)
- When writing your own ideas

When deciding whether you need a reference, ask yourself:

✓ Did I know this information before I started my course?
✓ Did this information/idea come from my own brain?

If the answer is ‘no’ to either question, then you need to include a reference.

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Key Terms

<table>
<thead>
<tr>
<th>Citations (in-text)</th>
<th>Brief details of any source you have used, included in the body of your essay.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference list</td>
<td>Lists full details of all the sources (books/articles/websites) that you have referred to in your work, arranged alphabetically in a list at the end of your work.</td>
</tr>
<tr>
<td>Bibliography</td>
<td>Lists ALL of the sources that you consulted for your work (i.e. also includes background reading) arranged in alphabetical order by author’s surname, arranged alphabetically in a list at the end of your work.</td>
</tr>
</tbody>
</table>
PART 2: In-text citations

Citing

Citing is when you put someone else’s writing into your own words. Referencing the source is very important so it does not look like you are passing off someone else’s ideas as your own. In the body of your essay you need to include:

- Author surname(s)
- Year of publication
- Page number (if quoting or referring to specific pages)

This is known as an ‘in-text citation’

It has been argued that squirrels like to eat nuts (Robinson, 2010)
Robinson (2010) argues that squirrels like to eat nuts.

Sources with multiple authors

If source has two or three authors, all are listed in the in-text citation. If there are more than three, cite the first name followed by *et al.* (meaning ‘and others’)

Recent research (Lewis and Jones, 2009) suggests...
A study by Lewis, Jones and Smith (2009) argues...
This is supported by recent research (Lewis *et al.*, 2009)...

If you are citing multiple sources

If you want to refer to more than one source in a sentence then you can include them in one bracket. They should be cited chronologically by year of publication with earliest first, separated by a semi-colon (;).

Recent studies of squirrels (Becker, 2004; Lewis *et al.*, 2009; Robinson, 2012)
Same author, multiple texts

If you want to refer to more than one work by the same author then you can list them in the same bracket, with the earliest first.

Robinson (2012; 2014) found that...

Same author, same year

If you want to cite sources by one author from the same year you need to differentiate between them using letters (a, b, c etc.).

Robinson (2010a; 2010b)

Secondary referencing

If you want to cite the work of one author when it has been mentioned or quoted in the work of another author (i.e. you have not read the original).

If you are reading a text that quotes another author and you would like to cite this then you need to use the phrase ‘quoted in’ followed by the details of where you read the quote. If the work is mentioned but not quoted directly (it is paraphrased or summarised) then you use the phrase ‘cited in’.

In this example you are reading a book written by Smith in which the author has included a quote by Jones:

Jones (2013, quoted in Smith, 2014, p.23) argues...

- You only include the works you have read in your reference list/bibliography so in these examples you would only list the Smith text
Quotations

Quoting is when you use an author’s exact words in your essay. These need to be in either ‘single’ or “double” quotation marks. You need to include the page number in your in-text citation. Short quotations (up to 2 or 3 lines) should be included in the body of your text.

Robinson (2010, p.20) argues that ‘squirrels do really like nuts’.

If the quote is longer than 2 or 3 lines then it needs to be entered as a separate paragraph and indented. You do not need to include quotation marks.

Robinson studied squirrels and concluded that:

Squirrels really do like to eat nuts and seeds but some also consume meat, especially when faced with hunger. Squirrels have been known to eat insects, eggs, small birds, young snakes and smaller rodents. Indeed, some tropical species have shifted almost entirely to a diet of insects. (Robinson, 2010, p.20)

PART 3: Constructing a reference list/bibliography

Books

Citation order for reference list/bibliography:

- Surname, initial of author (include all contributing names, in same order as title page)
- Year of publication (in round brackets)
- Title (*italics*)
- Edition (only if 2\textsuperscript{nd} edition or later)
- Place of publication: Publisher (separated by a colon)


Chapter in an edited book

If you are reading a book that has chapters written by different authors then you need to reference not only the author of the chapter you are referring to but also the editor(s) of the whole book. In your in-text citation you only need to mention the name of the person who wrote the chapter.

In your reference list/bibliography you need to include the following information:

- Surname and initial of chapter author
- Year of publication (in round brackets)
- Title of the chapter (‘in single quotation marks’) 
- ‘in’ plus the surname and initial of the book’s editor(s)
- Title of the book (in italics)
- Place of publication: Publisher (separated by a colon)
- Page numbers of chapter/section


eBooks

When an ebook looks like a printed book (i.e. with page numbers and publication details) you can reference is like a printed book.

- On some devices (Kindles, Kobo etc.) you will not have page numbers. Instead use the information you do have (such as %).

If you have downloaded an eBook then you should also include the date you downloaded it and where you downloaded it from in your reference list.

**Journal Articles**

To reference a printed or electronic journal article in your reference list/bibliography you need the following information:

- Author surname & initial
- Year of publication (in round brackets)
- Title of article (in ‘single quotation marks)
- Title of journal (in italics)
- Volume, issue (in brackets), month or season (if applicable)
- Page numbers of article


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**The Internet**

This section is for referencing internet sites produced by individuals and organisations. Other sources from the internet, such as blogs, podcasts, government papers, images and videos, are referenced in a different way (see section 7).

To reference a website you need to include the following information:

- Author surname & initial or organisation as author (e.g. BBC)
- Year site was published/last updated (in round brackets)
- Title of internet site (in italics)
- Available at: URL
- Date accessed

Web pages with no authors: Use the title of the site

Web pages with no authors or titles: Use the site’s URL. If a web page has no author or title you may want to question its value in academic work.

Other Sources

There are many other sources you may come across that you need to reference during your degree. For example:

- Blogs
- Government papers
- Paintings & drawings
  (Green and White Papers)

- Photos
- EU publications
- Musical scores

- Wikis
- Scientific datasets
- Lyrics

- Social networking sites
- Graphs
- Podcasts

- CD-Roms
- Manuscripts
- YouTube

- Market research
- TV, radio, films, cartoons
- Lectures

To find out how to reference these sources please refer to the recommended reading below.

Highly Recommended


Find it in the library at 808.027/PEA