

A guide to Harvard Referencing

If you are intending to quote, paraphrase or refer to someone else's work in your own, it should be referenced and cited within your work. This is important for two reasons –

1. To distinguish your work from that of other people. Failure to do this could look as if you're trying to pass off other people's work as your own and could lead to plagiarism investigations.
2. To back up your arguments. Citing work from reputable sources demonstrates that you have researched your ideas and can prove them through other academic's work.



Referencing in the Harvard system comes in two parts, the in-text citation and the more detailed references at the end of your work.

How do I cite within the text?

Whenever you refer to someone else's idea, or quote from their work you should include their surname and the date of the publication. So that the reader or person marking your work can tell which ideas don't belong to you. The way your citation is structured depends on the way you refer to the other person's work. These rules apply no matter where you got your information from originally. It doesn't matter if you're quoting from a book, journal, newspaper website or table of statistics or using a photograph (with the permission of the copyright holder), **anything** that is not your own work needs an in-text citation and a reference in your reference list.

When citing somebody's idea

Whenever you refer to someone else's idea, or quote from their work you should include their surname and the date of the publication. This can be done in a number of ways.

The most simple in text citation is to include the author and year of publication in brackets after the statement that you are referencing; (Bloggs, 2002). But it is worth noting that this method is only used when you mention or paraphrase someone else's work.

<i>Number of authors</i>	<i>How to reference the first time</i>
One author	Bloggs (2002) states ... This idea (Bloggs, 2002).
Two or three authors	Bloggs and Wright (2002) states ... This idea (Bloggs and Wright, 2002).
3 or more authors	Bloggs et al. (2002) This idea (Bloggs et al, 2002).

When Quoting in the text

When quoting sections of someone else's work, you must ensure that it is contained in quotation marks, to clearly show where the other person's work starts and ends. If it is a short quotation (less than 25 words), you should cite like this:

Bloggs and Wright (2002) state, "This is a quote." (p.15).

Or, if it is a larger passage, it should be cited like this:

"This is a quote." (Bloggs & Wright, 2002, pp. 15-16)

If you are directly quoting a passage that is more than 75-100 words long, the common practice is to introduce the quotation and display it as a separate indented paragraph:

Bloggs and Wright argue:

"Long indented quotation" (Bloggs and Wright, 2002, pp.16-17)

References

At the end of your work you should include a list of works referenced within your text. This is a record of all the works you've cited in your work. The citations in the text direct the reader to You may also be asked to write a bibliography, which is a list of all the resources you read even if you didn't use them in your work. However, bibliographies are only usually needed for long or extended projects.

Depending on the format of the content being referenced you may have to include different information. This list should be alphabetised by the authors' surname, and, if you use multiple works by the same author, they should be listed in chronological order.

Please see the formats and examples below for your specific needs.

How do I reference a book?

Books should include the author(s), the year of publication, *the title of the book in italics* and the city of publication and publisher. The edition of the book should be included if it has had multiple, otherwise it can be omitted.

One author

This is how you build up a reference for a book with a single author:

<i>Author's name</i>	<i>Year</i>	<i>Title of the book</i>	<i>Edition</i>
Bloggs, J.R.,	2002.	<i>How to Cite Works.</i>	3 rd ed.
<i>Place of publication</i>	<i>Publisher</i>		
Manchester:	Fictional Publishing.		

Bloggs, J.R., 2002. *How to Cite Work*. 3rd ed. Manchester: Fictional publishers.

Two or more authors

If there are multiple authors, you should list them all and avoid using the ampersand (&) symbol.

<i>Author's name</i>	<i>Year</i>	<i>Title of the book</i>	<i>Edition</i>
Bloggs, J.R., Patel, J.B., and Smith, S.B.	2002.	<i>How to Cite Works.</i>	3 rd ed.
<i>Place of publication</i>	<i>Publisher</i>		
Manchester:	Fictional Publishing.		

Bloggs, J.R., Patel, J.B., and Smith, S.B., 2002. *How to Cite Work*. 3rd ed. Manchester: Fictional publishers.

Multiple works by the same author

When you want to reference multiple works from the same author you should list them by date, and add a letter to distinguish the papers being referenced, both in the text and at the end.

In text:

This is an idea (Bloggs, 2002a). This was extended to include another idea (Bloggs, 2002b), and then again the idea had something added (Bloggs, 2003).

In references:

Bloggs, J.R., 2002a. *How to Cite Work*. 3rd ed. Manchester: Fictional publishers.
 Bloggs, J.R., 2002b. *How to Cite More Works*. Manchester: Fictional Publishing.
 Bloggs, J.R. 2003. *How to Cite Even More Works*. Manchester: Fictional Publishing.

How do I reference a Journal article?

Journal articles

When referencing articles in journals, you should include: Author's surname and initials, Year. Title of article. *Full Title of Journal (in italics)*, Volume number (Issue/Part number), and Page number(s) of the article.

Author's name Bloggs, J.R.,	Year 2002.	Title of the article How to Cite Works.	Title of the publication <i>The Study Skills Journal,</i>
Volume, issue and part 2(4/7),	Page range 22-30.		

Bloggs, J.R., 2002. How to Cite Works. *The Study Skills Journal*, 2(4/7), pp 22-30.

Newspaper articles

When referencing newspaper articles, you should include: Author's surname and initials, Year. Title of the article. *Name of the Newspaper (in italics)*, Date it was printed and page number(s).

Author's name Bloggs, J.R.	Year 2002.	Title of the article How to Cite Works.
Title of the Newspaper <i>The Daily Paper,</i>	Date 21 Jan.	Page, column p. 4

Bloggs, J.R., 2002. How to cite work. *The Daily Paper*, 21 Jan. p.4c.

How do I reference content from the Internet?

Referencing a website

When referring to a website, you should include: the author (or organisation responsible if no author is given) year of publication, the web page's title in italics, the fact that it is [online], the URL and the date that you accessed it.

You may struggle to find a date for the publication of the site. Most websites, if they provide a publication date, will likely display it at the very bottom of the page. But if you can't find a date, you can use 'n.d.' to indicate the date is unknown.

<i>Author's name</i>	<i>Year</i>	<i>Title of the Website</i>	<i>Format</i>
BBC,	n.d.,	<i>Compiling a bibliography.</i>	[online].

<i>Available at</i>	<i>Date accessed</i>
Available at: <URL>	[Accessed 21 January 2014].

BBC, n.d., *Compiling a bibliography*. [online] Available at: <<http://www.bbc.co.uk/keyskills/extra/module6/1.shtml>> [Accessed 21 January 2014].

Referencing an eBook?

When referencing eBooks you should include the author, date, *title*, and publisher (as with printed books) but you should also reference the format of the book, as well as where and when it was accessed.

<i>Author's name</i>	<i>Year</i>	<i>Title of the book</i>	<i>Format</i>
Bloggs, J.R.,	2002.	<i>Plagiarism the book.</i>	[Kindle].

<i>Publisher</i>	<i>Available from</i>	<i>Date accessed</i>
Fictional Publisher	Available at: URL	[Accessed 21 January 2014].

Bloggs, J.R., 2002. *Plagiarism the book*. [Kindle] Fictional Publisher. Available at: <http://www.amazon.co.uk> [Accessed 21 January 2014].

Electronic journal articles and journals accessed through a database

When referencing from a journal in a database or a website, it is good practice to include where and when you accessed the article, as well as highlight the fact it is an electronic journal.

Author's name	Year	Title of the Article	Journal name
Bloggs, J.R.,	2002.	How you should cite.	<i>Plagiarism Weekly</i>
Format	Vol	Available from	Date accessed
[online]	2	Available at: URL	[Accessed 21 January 2014].

Bloggs, J.R., 2002. How you should cite. *Plagiarism Weekly*, [online] 2. Available at: <http://www.emeraldinsight.com> [Accessed 21 January 2014]

Referencing a Blog

Blogs should be referenced similarly to web pages, but including information like the specific post title, and date of the posting.

Author's name	Year	Title of the Article	Blog name
Bloggs, J.R.,	2002.	How you should cite.	<i>Study Skills Blog</i> ,
Format	Date	Available at	Date accessed
[online blog]	21 January	Available at: URL	[Accessed 21 January 2014].

Bloggs J.R., 2002. How to cite work. *Study Skills Blog*, [blog] 21 January. Available at <<http://blog.harvardstyle.org/harvardstyle/2014/01/how-to-cite-work.html>> [Accessed 21 January 2014].

Referencing a YouTube video

If you would like to reference from a YouTube or other online video you may not be able to find an author or corporate author. In this case you may use their username from the site.

<i>Author's name</i>	<i>Year</i>	<i>Title of the Article</i>	<i>Format</i>
University of Derby,	2012.	<i>A guide to Harvard Referencing.</i>	[Video online]
<i>available at</i>		<i>Date accessed</i>	
available at: <URL>		[Accessed 21 January 2014].	

University of Derby, 2012. *A guide to Harvard Referencing.* [Video online] available at: <<http://youtu.be/NDgqqPvMn0U>> [Accessed 21 January 2014].

If you need any more help or support with referencing, please speak to your tutor or contact either of the Library Facilitators, Graham Ireland and Hannah Wood, for advice and support with study skills.

Contact Details

Graham Ireland: graham.ireland@loucoll.ac.uk

Hannah Wood: hannah.wood@loucoll.ac.uk

Library desk: 01509 618318