

A quick guide to Harvard Referencing

If you are intending to quote, paraphrase or refer to someone else's work, 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. Failing to do this could lead to plagiarism investigations.
2. To build the story of your work. Citing work that precedes or contrasts your own research.



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. This can be done in a number of ways.

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).

<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, in addition to their name as above, you should make sure the text is contained in quotation marks and include the page number, or numbers after the quote:

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

Or

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

References

At the end of your work you should include a list of works referenced within your text. Depending on the format of the content being referenced you may have to include different information. This list should be alphabetised by the authors' name, and in the event of multiple publications, their date.

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:

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

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

Two to more authors

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

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

Bloggs, J.R., Bloggs, J.B., and Smit 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 quoting or referencing articles in journals you should include Author, 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	Year	Title of the article	Title of the publication
Bloggs, J.R.,	2002.	How to Cite Works.	<i>The Study Skills Journal,</i>
Volume, issue and part	Page range		
2(4/7),	22-30.		

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

Newspaper articles

When you are referencing a newspaper you need to include the column "letter" (counting from left to right) when the article begins. In the example below the article is on the 4th page, and starts in the 3rd column.

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

Bloggs, J.R., 2002. How to cite work. *The Daily Planet*, 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 a corporate author, if no author is given) year of publication, the web page's title, the fact that it is [online] and how and when it was accessed.

You may also struggle to find a date for the publication of the site, you can use 'n.d.' to indicate the date is unknown.

Author's name BBC,	Year n.d.,	Title of the Website <i>Compiling a bibliography.</i>	Format [online].
Available at Available at: <URL>	Date accessed [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 source and format of the book, as well as when it was accessed.

Author's name Bloggs, J.R.,	Year 2002.	Title of the book <i>Plagiarism the book.</i>	Format [Kindle version].
Publisher Fictional Publisher	Available from Available at Amazon <URL>	Date accessed [Accessed 21 January 2014].	

Bloggs, J.R., 2002. *Plagiarism the book*. [Kindle version] Fictional Publisher. Available at Amazon <<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
[e-journal]	2	Available at Amazon <URL>	[Accessed 21 January 2014].

Bloggs, J.R., 2002. How you should cite. *Plagiarism Weekly*, [e-journal] 2. Available through: Emerald website <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
[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.

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