

Harvard Referencing Guide – 2

Setting out your References

Also available on [Wolsey > Harvard Referencing](#)

At the end of your assignment or essay, you list all your sources into one alphabetical sequence, regardless of the type of source. So references to books, journals, online sources etc. all go together.

This brief guide tells you how to reference the most commonly used sources – books, journals, e-books, e-journals and websites. For other information, see or other guides:

- [Harvard Referencing – Advanced Guide](#) How to reference reports, theses, conferences, dictionaries, encyclopaedias, newspaper articles, reviews, music scores etc
- [Harvard Referencing – Audio-visual Material](#) How to reference videos, DVDs, sound recordings and online AV resources e.g. podcasts.
- [Harvard Referencing – Images](#) How to reference images and maps
- [Harvard Referencing – Legal Material](#) How to reference law reports and parliamentary publications, e.g. Acts of Parliament, Statutory Instruments and Bills.

Section 1: Books

To reference a straightforward quotation from a book with a single author

The information needed is:

- Author – Surname, followed by initial(s)
- Date of that edition (in brackets) **Do not use reprint dates**
- Title of the book, underlined and followed by a full stop. **If the book has a subtitle, it is separated from the main title by a colon, and all is underlined**
- Edition of the book if given (other than the first), followed by a full stop.
- The place of publication followed by a colon
- The publisher's name followed by a full stop

Shephard, A. (2009) [Gender and change : agency, chronology and periodisation](#). Oxford: Wiley-Blackwell.

If the book has two authors format is:

George, J. M. and Jones, G. R. (2002) [Organizational behaviour](#). 3rd edn. Harlow: Pearson Education.

If the book has more than two authors:

- Name of the first author - Surname, followed by initial(s)
- Followed by et al. This signifies "and others"
- Date of that edition (in brackets) **Do not use reprint dates**
- Title of the book, underlined and followed by a full stop. **If the book has a subtitle, it is separated from the main title by a colon, and all is underlined**
- Edition of the book if given (other than the first), followed by a full stop.
- The place of publication (name only the first place given) followed by a colon
- The publisher's name followed by a full stop

Burton, G. et al. (2002) [Quantitative methods for business and economics](#). 2nd edn. Harlow: Pearson Education.

(This book has three authors – Glyn Burton, George Carrol and Stuart Wall – but we only give the details of the first author and the other two are indicated by the **et al.**)

Books by corporate authors:

Some books have corporate authors, e.g. Suffolk County Council; Department for Health; Royal Academy of Arts etc. The corporate author can also be the publisher. The rules governing corporate authors are exactly the same as that for personal authors. Should there be two

corporate authors involved in the work, name both. If there are three or more, name just the first, followed by et al.

[Commission for Local Administration in England \(2006\) Casebook children and young people. London: Commission for Local Administration in England.](#)

If the book has an editor

- Editor's name - Surname, followed by initial(s)
- Followed by (ed.) - **note the brackets**
- Date of that edition (in brackets) **Do not use reprint dates**
- Title of the book, underlined and followed by a full stop. **If the book has a subtitle, it is separated from the main title by a colon, and all is underlined**
- Edition of the book if given (other than the first), followed by a full stop.
- The place of publication (name only the first place given) followed by a colon
- The publisher's name followed by a full stop

[McCalman, I. \(ed.\) \(2001\) An Oxford companion to the Romantic Age : British culture 1776-1832. Oxford: Oxford University Press.](#)

If the book has two editors:

- First named editor - Surname, followed by initial(s)
- and
- Second named editor – Surname, followed by initial(s)
- Followed by (eds.) - **note the brackets**
- Date of that edition (in brackets) **Do not use reprint dates**
- Title of the book, underlined and followed by a full stop. **If the book has a subtitle, it is separated from the main title by a colon, and all is underlined**
- Edition of the book if given (other than the first), followed by a full stop.
- The place of publication (name only the first place given) followed by a colon
- The publisher's name followed by a full stop

[Wolfendale, S. and Einzig, H \(eds.\) \(1999\) Parenting education and support : new opportunities. London: David Fulton.](#)

If the book has more than two editors:

- First named editor – Surname, initial(s)
- Followed by - et al. (eds.) This shows that more than two editors were responsible for the work.
- Date of that edition (in brackets) **Do not use reprint dates**
- Title of the book, underlined and followed by a full stop. **If the book has a subtitle, it is separated from the main title by a colon, and all is underlined**
- Edition of the book if given (other than the first), followed by a full stop.
- The place of publication (name only the first place given) followed by a colon
- The publisher's name followed by a full stop

The following book has four editors: Derek Doyle, Geoffrey Hanks, Nathan Cherny and Kenneth Calman. It would appear like this on your reference list:

[Doyle, D. et al. \(eds.\) \(2005\) Oxford textbook of palliative medicine. 3rd edn. Oxford : Oxford University Press.](#)

Referencing a secondary source

["No one person, system, or technique will make a company marketing oriented"](#) (Michaels, 1982, cited in Boddy, 2002, p. 203). This is an example of a secondary source, used in an essay. Some people have difficulty translating that to the reference list. Actually it is quite simple. You

give the details of the book in which you found the Michaels' quote. This came from the book by D. Boddy, called Management : an introduction.

So in your reference list **Michaels, 1982, cited in Boddy, 2002, p. 203** becomes:

Boddy, D. (2002) Management : an introduction. 2nd edn. Harlow: Prentice Hall.

Referencing a chapter from an edited book.

- Author of the chapter – Surname, initial(s)
- Date of publication of the book (in brackets) **Do not use reprint dates**
- Title of the chapter **Do not put a full stop here. Don't underline the chapter title.**
- **in** (emboldened)
- Author or authors of the book, according to the guidelines above
- Title of the book underlined
- Edition of the book if given (other than the first), followed by a full stop.
- Place of publication followed by a colon
- Publisher's name followed by a full comma
- Page reference – pages of the chapter – followed by a full stop

Example: Your quotation was written by H.S. Kim in Theoretical thinking in nursing : problems and prospects This was in fact a chapter in **Justis Akinsanya's book call Models of Nursing**. This appears in your reference list thus.

Kim, H. S. (1989) Theoretical thinking in nursing : problems and prospects **in** Akinsanya, J. A. (ed.) Theories and models of nursing. Edinburgh: Churchill Livingstone, pp. 106-122.

Referencing an e-book

The rules are almost the same as those for printed books, except that you have to say that it is an online version, to give the web address, and when you accessed it. Easy!

- Author(s) or Editor(s) – Surname(s), followed by initial(s)
- If an edited work, remember (ed.) or (eds.) after the name(s)
- Date of that edition (in brackets) **Do not use reprint dates**
- Title of the book, underlined and followed by a full stop. **If the book has a subtitle, it is separated from the main title by a colon, and all is underlined**
- Edition of the book if given (other than the first), followed by a full stop.
- [Online] in square brackets
- Place of publication followed by a colon
- Publisher's name followed by a full stop
- Available at followed by a colon **i.e. Available at:**
- The URL (web address)
- [Accessed: date you accessed it] followed by a full stop.

Graham, H. (2005) The Spanish Civil War : a very short introduction. [Online] Oxford: Oxford University Press. Available at : <http://lib.myilibrary.com/browse/open.asp?id=75264&loc=> [Accessed: 22 July 2009].

Ashcroft, B. et al. (2008) Post colonial studies : key concepts. 2nd edn. [Online] Milton Park: Routledge. Available at: <http://lib.myilibrary.com/Browse/open.asp?ID=106570> [Accessed: 23 July 2009].

This book was written by three authors, Bill Ashcroft, Gareth Griffith and Helen Tiffin, but we only give the first author and represent the other two by the "et al."

Section 2 – Journal Articles

To reference an article with one author:

- Author – Surname, initial(s)
- Year of publication (in brackets)
- Title of article, followed by a full stop. **If the article has a subtitle, it is separated from the main title by a colon. Do not underline the title.**
- Title of the journal underlined
- Volume number followed by a space
- Part number in brackets followed by a space
- Page numbers followed by a full stop. **Use p. for a one page article or pp. for a range of pages**

Cunningham, M. (1999) Saying sorry : the politics of apology. [Political Quarterly](#) 70 (30) pp. 85-93.

An article with two authors appears as:

Berry, M. J. and Vishnick, C. (1994) Counselling practice. [Nursing Standard](#) 9 (9) pp. 33-36.

An article with more than two authors:

The following example is written by three authors – Ken Butcher, Beverley Sparks and Janet McColl-Kennedy. However, because of the rule governing more than two authors, it would appear thus.

Butcher, K. et al. (2009) Predictors of customer service training in hospitality firms. [International Journal of Hospitality Management](#) 28 (3) pp. 389-396.

Online journal articles

The rules governing referencing of articles from e-journals is the same as those for the printed version, with a few extra pieces of information. Again, easy!

- Author – Surname, initial(s)
- Year of publication (in brackets)
- Title of article, followed by a full stop. **If the article has a subtitle, it is separated from the main title by a colon. Do not underline the title.**
- Title of the journal underlined
- Volume number followed by a space
- Part number in brackets followed by a space.
- Page numbers followed by a full stop. **Use p. for a one page article or pp. for a range of pages**
- [Online] in the squared brackets
- Available at followed by a colon and the web address. **If the address is very long as in the example below, it is OK to abbreviate it to the database where you found the article.**
- [Accessed: date you accessed it] followed by a full stop.

Examples

Steffenmeiser, D. and Allan, E. (1996) Gender and crime : toward a gendered theory of female offending. [Annual Review of Sociology](#) 22 pp. 459-481 [Online] Available at: <http://www.jstor.org/stable/pdfplus/2083439.pdf> [Accessed: 22 July 2009].

This article reference gave no part number, and therefore it is legitimate to give only the volume number and the pages.

Bernier, A. and Miljkovitch, R. (2009) Intergenerational transmission of attachment in father-child dyads : a case of single parenthood. [Journal of Genetic Psychology](#) 170 (1) pp. 31-51 [Online] Available at: <http://find.galegroup.com/> [Accessed: 22 July 2009].

The full URL for this item is http://find.galegroup.com/gtx/retrieve.do?contentSet=IAC- Documents&qrySerId=Locale%28en%2C%2C%29%3AFQE%3D%28KE%2CNone%2C20%29single+parent+family%24&inPS=true&tabID=T002&prodId=ITOF&searchId=R4&retrieveFormat=PDF¤tPosition=3&userGroupName=ucamsuff&resultListType=RESULT_LIST&sort=DateDescend&docId=A193140859&noOfPages=21 Because the URL is so long it is perfectly legitimate to abbreviate the address to the database where you found it, as in the Bernier example.

Web Pages

How to reference e-journals and e-books has already been covered. Here we are interested in general web sites and web pages. You aim to provide all the information people would need to get to your information source for themselves. Do remember that your internet source could be changed or disappear! Make note of when you accessed the site.

- Author(s) or Editor(s) – Surname, initial(s).
- If editor(s), add (ed.) or (eds.) after the name as per an edited book (see above)
- Date in brackets That is, the year the site was last updated; if no date, the year you accessed the site.
- Title underlined followed by a full stop
- Edition if available (e.g. update 2 or version 3.1) followed by a full stop
- [Online]
- Place of publication followed by a colon - If there is one
- Publisher followed by a full stop - If there is one
- Available at followed by a colon i.e. Available at:
- Insert the URL
- [Accessed: date you accessed it] followed by a full stop.

Example of web page with a personal author

Race, P. (2008) [Counselling education : earning your counselling degree](http://www.phil-race.com/downloads.html). [Online] Available at: <http://www.phil-race.com/downloads.html> [Accessed: 23 July 2009]

This item has no place of publication or publisher – just the web address.

Example of a web page with a “corporate author”

Royal Geographic Society (2009) [Antarctica : the frozen continent](http://www.discoveringantarctica.org.uk/downloads/1_frozen_cont.pdf). Available at: http://www.discoveringantarctica.org.uk/downloads/1_frozen_cont.pdf [Accessed: 23 July 2009].

Example of a web page with no author

[Scottish castles photo library](http://www.rampantscotland.com/castles/blcastles_index.htm). (2009) Available at: http://www.rampantscotland.com/castles/blcastles_index.htm [Accessed: 23 July 2009].

Further information:

See our:

- [Harvard Referencing – Advanced Guide](#) How to reference reports, theses, conferences, dictionaries, encyclopaedias, newspaper articles, reviews, music scores etc
- [Harvard Referencing – Audio-visual Material](#) How to reference videos, DVDs, sound recordings and online AV resources e.g. podcasts.
- [Harvard Referencing – Images](#) How to reference images and maps
- [Harvard Referencing – Legal Material](#) How to reference law reports and parliamentary publications, e.g. Acts of Parliament, Statutory Instruments and Bills.

And highly recommended, in the library at 808.027 PEA

Pears, R. and Shields, G. (2008) [Cite them right](#). 2nd edn. Newcastle upon Tyne: Pear Tree Books.

Example of a final Reference List – using the examples given above.

Ashcroft, B. et al. (2008) Post colonial studies : key concepts. 2nd edn. [Online] Milton Park: Routledge. Available at: <http://lib.myilibrary.com/Browse/open.asp?ID=106570> [Accessed: 23 July 2009].

Bernier, A. and Miljkovitch, R. (2009) Intergenerational transmission of attachment in father-child dyads: a case of single parenthood. Journal of Genetic Psychology 170 (1) pp. 31-51 [Online] Available at: <http://find.galegroup.com/> [Accessed: 22 July 2009].

Berry, M. J. and Vishnick, C. (1994) Counselling practice. Nursing Standard 9 (9) pp. 33-36.

Boddy, D. (2002) Management : an introduction. 2nd edn. Harlow: Prentice Hall.

Burton, G. et al. (2002) Quantitative methods for business and economics. 2nd ed. Harlow: Pearson Education.

Butcher, K. et al. (2009) Predictors of customer service training in hospitality firms. International Journal of Hospitality Management 28 (3) pp. 389-396.

Commission for Local Administration in England (2006) Casebook children and young people. London: Commission for Local Administration in England.

Cunningham, M. (1999) Saying sorry : the politics of apology. Political Quarterly 70 (30) pp. 85-93.

Doyle, D. et al. (eds) (2005) Oxford textbook of palliative medicine. 3rd edn. Oxford: Oxford University Press.

George, J. M. and Jones, G. R. (2002) Organizational behaviour. 3rd edn. Harlow: Pearson Education.

Graham, H. (2005) The Spanish Civil War : a very short introduction. [Online] Oxford: Oxford University Press. Available at: <http://lib.myilibrary.com/browse/open.asp?id=75264&loc=> (Accessed: 22 July 2009).

Kim, H. S. (1989) Theoretical thinking in nursing : problems and prospects in Akinsanya, J. A. (ed.) Theories and models of nursing. Edinburgh: Churchill Livingstone, pp. 106-122.

McCalman, I. (ed.) (2001) An Oxford companion to the Romantic Age : British culture 1776-1832. Oxford: Oxford University Press.

Race, P. (2008) Counselling education : earning your counselling degree. [Online] Available at: <http://www.phil-race.com/downloads.html> [Accessed: 23 July 2009]

Royal Geographic Society (2009) Antarctica : the frozen continent. Available at: http://www.discoveringantarctica.org.uk/downloads/1_frozen_cont.pdf [Accessed: 23 July 2009].

Scottish castles photo library. (2009) Available at : http://www.rampantscotland.com/castles/blcastles_index.htm [Accessed: 23 July 2009].

Shephard, A. (2009) Gender and change : agency, chronology and periodisation. Oxford: Wiley-Blackwell.

Steffenmeiser, D. and Allan, E. (1996) Gender and crime : toward a gendered theory of female offending. Annual Review of Sociology 22 pp. 459-481 [Online] Available at: <http://www.jstor.org/stable/pdfplus/2083439.pdf> [Accessed: 22 July 2009].

Wolfendale, S. and Einzig, H (eds.) (1999) Parenting education and support : new opportunities. London: David Fulton.

Note:

Should your reference list include works by authors with the same surname, arrange them alphabetically by the authors' initials.

Smith, A.
Smith, A. G.
Smith, P.

Should your reference list include more than work by the same author, list them by **date**, giving the oldest first.

Polit, D. F. (1995) Nursing research: principles and methods
Polit, D. F. (2005)