

Harvard Referencing Guide – 4

Advanced Guide

Theses, Dissertations, Conferences, British Standards etc.

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 some of the more infrequently used sources – theses, research papers, conference proceedings, British Standards, annual reports etc.

Theses and Dissertations

- Author - surname, followed by initial(s)
- Year of submission – in brackets
- Title of the thesis or dissertation - underlined, and followed by full stop
- Degree statement - followed by full stop
- Name of awarding institution – followed by a full stop

Sign, N. (2004) [The reorganisation of secondary education in Suffolk](#). Unpublished PhD thesis. University of East Anglia.

British Standards

- Author – name of institution
- Date of publication - in brackets
- British Standard number - followed by a colon - underlined
- Full title of Standard – underlined - followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop

British Standards Institution (2000) [BS ISO/IEC-17799: Information technology - code of practice for information security management](#). London: British Standards Institution.

British Standards Institution (1996) [BS EN ISO-14001: Environmental management systems - specification with guidance for use](#). London: British Standards Institution.

British Standards from an online source

- Author – name of institution
- Date of publication - in brackets
- British Standard number - underlined - followed by a colon
- Full title of Standard - underlined - followed by a full stop
- Title of the database in italics
- [Online]
- Available at followed by a colon i.e. Available at:
- The URL i.e. the web address
- [Accessed: date you accessed it] followed by a full stop

British Standards Institution (2009) [BS6375-1: Performance of windows and doors : classification for weathertightness and guidance on selection and specification](#). *StandardsUK.com* [Online] Available at: <http://www.standardsuk.com> [Accessed: 23 September 2009].

Technical / Research Reports

- Author(s) – surname followed by initials **Remember to follow the standard rules about multiple authors, if appropriate**
- Year of the report – in brackets
- Title of the report – underlined followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop
- Report code and number – if given – in brackets

Woodward, R. J. (1981) [Case studies of the corrosion of reinforcement in concrete structures](#). Crowthorne: Transport and Road Research Laboratory. (TRRL-LR-981)

If the report was available online, you would use the following format:

- Author(s) – surname followed by initials **Remember to follow the standard rules about multiple authors, if appropriate**
- Year of the report – in brackets
- Title of the report – underlined followed by a full stop
- [Online]
- Place of publication – followed by a colon
- Publisher – followed by a full stop
- Report code
- Available at followed by a colon **i.e. Available at:**
- The URL (web address)
- [Accessed: date you accessed it] followed by a full stop

Steele, R. J. and Raftery, A. E. (2009) [Performance of Bayesian model selection criteria for Gaussian mixture models](#). [Online] Seattle: University of Washington. (Technical Report no. 559) Available at: <http://www.stat.washington.edu/tech.reports/> [Accessed: 23 September 2009].

Conferences

- Author(s) or Editor(s) - surname followed by initials **Remember to follow the standard rules about multiple authors, if appropriate. Also remember to insert (ed.) after the editor's name, or (eds.) if there are two or more editors**
- Date of publication (in brackets) **Remember, do not use reprint dates**
- Name of the conference – followed by a full stop
- Location of the conference (if appropriate)
- Date of the conference – as given on the title page, followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop

Lonsdale, R. (ed.) (1998) [Writing development in higher education : perspectives in theory and practice](#). Aberystwyth 8-9 April 1997. Aberystwyth: University of Wales.

Conference paper from published Conference Proceedings

- Author (s) of paper - **Remember to follow the standard rules about multiple authors, if appropriate**
- Date of publication (in brackets)
- Title of chapter or section
- **In** – in bold letters
- Author or Editor of the proceedings as above
- Title of the collected proceedings / papers – underlined, followed by a full stop
- Place of the conference
- Date of the conference – followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a comma
- Pages of the contribution / section/ chapter – followed by a full stop. **Use p for a one page item or pp. for a range of pages**

Silver, K. (1991) [Electronic mail : the new way to communicate](#) in Raitt, D. A. (ed.) [9th international online information meeting](#). London 3-5 December 1990. Oxford: Learned Information, pp. 323-330.

Conference paper found online

- Author(s) – surname(s) followed by initial(s). Remember the rule about a work with more than two authors if appropriate. The example below had 5 collaborating authors.
- Date of publication (in brackets)
- Title of paper and subtitle - followed by a full stop
- [Online] in square brackets
- Paper presented at - followed by the name of the conference or meeting – followed by a full stop
- Place of the conference
- Date of the conference or meeting – followed by a full stop
- Place of publication – followed by a colon (if given)
- Publisher – followed by a full stop.
- Available at followed by a colon and the web address i.e. Available at:
- [Accessed: date you accessed it] - followed by a full stop.

Legg, K et al. (2007) Visual study of the Maasai through digital photography. [Online] [Annual meeting of International Communication Association](#). San Francisco 23 May. All Academic Inc. Available at: http://www.allacademic.com/meta/p172322_index.html [Accessed: 3 December 2009].

Annual Reports

- Corporate Author
- Year of Publication – in brackets
- Full title of annual report – underlined
- Place of publication – followed by a colon
- Name of Publisher – followed by a full stop

Marks and Spencer (2004) [The way forward : annual report 2003-2004](#). London: Marks and Spencer.

Online Annual Reports

- Corporate Author
- Year of Publication – in brackets
- Full title of annual report – underlined
- [Online]
- Available at followed by a colon and the web address i.e. Available at:
- [Accessed: date you accessed it] – followed by a full stop.

Marks and Spencer (2004) [The way forward : annual report 2003-2004](#). [Online] Available at: <http://annualreport.marksandspencer.com/> [Accessed: 4 December 2009].

Newspaper Articles

- Author of article – surname followed by initials Remember the rule about a work with more than two authors if appropriate.
- Year of publication – in brackets
- Title of the article followed by a full stop
- Title of the newspaper – underlined
- Date of the article – day and month followed by a comma
- Page number(s) of the article – followed by a full stop

Ward, D. (2006) Criticism of hospital plan to treat animals. [Guardian](#) 30 October, p. 5.

If the article is anonymous the order is as follows:

- Title of newspaper
- Year of publication – in brackets
- Title of the article – Underlined – and followed by a full stop
- Date of the article – day and month followed by a comma
- Page number(s) of the article – followed by a full stop

The Times (2008) Bank accounts. 14 June, p.7

Online newspaper articles

- Author of article – surname followed by initials
- Year of publication – in brackets
- Title of the article followed by a full stop
- [Online]
- Title of the newspaper – underlined
- Date of the article – day and month followed by a comma
- Page number(s) of the article – **if available** - followed by a full stop
If there is no page number given, put a full stop after the day and month
- Available at followed by a colon and the web address **i.e. Available at:**
- [Accessed: date you accessed it] – followed by a full stop

Hall, K.G. (2007) The debt 'socialised medicine' owes to Richard Nixon. [Online] Guardian 28 November. Available at:
<http://www.guardian.co.uk/world/2007/nov/28/usa.uselections2008> [Accessed: 4 December 2009].

The above example did not have details of page numbers, and so as per guidelines, there is a full stop after the date. Had there been details of page numbers, there would have been a comma after the date, and then the pagination, followed by a full stop.

If the article is anonymous the order is as follows:

- Title of newspaper
- Year of publication – in brackets
- Title of the article – underlined – and followed by a full stop
- [Online]
- Date of the article – day and month followed by a comma
- Page number(s) of the article – **if available** – followed by a full stop **If there is no page number given, put a full stop after the day and month**
- Available at followed by a colon and the web address **i.e. Available at:**
- [Accessed: date you accessed it] – followed by a full stop

Guardian (2007) A general at war. [Online] 11 July. Available at:
<http://www.guardian.co.uk/commentisfree/2007/jul/11/pakistan.comment> [Accessed: 17 December 2009].

Reviews

- Name of reviewer – surname followed by initials
- Year of publication of the review – (in brackets)
- Title of the review – followed by a full stop
- Review of (use these actual words)
- Title of the work reviewed – underlined and first letter of title capitalised
 - If the author/creator of the reviewed work is given, follow this title with a comma and the author/creator's name and a full stop.
 - If no author/creator is given, follow the title of the item reviewed with a full stop
 - If the review is of a live performance, follow the title of the work reviewed by a comma and insert **a)**. as below

- a). Name of theatre, opera house etc. and city – separated by a comma and followed by a full stop.
- Journal / newspaper title – underlined
- Volume number, part number (in brackets) or day and month – followed by a comma
- Pages number(s) of the review – followed by a full stop

Clee, N. (2006) Another loner on the run. Review of In the evil day, by Peter Temple. Times Literary Supplement 30 October, p. 21.

Gardner, L. (2006) The sweet smell of villainy and deceit. Review of The Duchess of Malfi, West Yorkshire Playhouse, Leeds. Guardian 30 October, p. 36.

Dictionaries

Dictionaries do not usually have an author as such, so the reference is based on the title of the work.

- Title of dictionary – underlined, followed by a full stop
- Year of publication – in brackets
- Volume number (if applicable) – followed by a comma. If you are referencing the complete work, define the set (e.g. vols 1-32)
- Edition number (other than the first) – followed by a full stop
- Edited by or Compiled by - if known – abbreviate as Ed. by **or** Comp. by as relevant – followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop

The Oxford large print thesaurus. (1997) Comp. by Betty Kirkpatrick. Oxford: Oxford University Press.

Concise colour medical dictionary. (1998) 2nd ed. Oxford: Oxford University Press.

Encyclopaedias

Encyclopaedias being referenced as a whole, should be referenced following the rules for dictionaries above.

Entries in encyclopaedias

- Author or editor of the entry (if known) Use the abbreviations (ed.), (eds) or (et al.) as appropriate following standard Harvard rules for authors.
- Year of publication – in brackets
- Title of the article / entry – followed by a full stop
- **In** - in bold letters
- Title of encyclopaedia – underlined followed by a comma
- The specific volume of the work the entry appears in (if a multi-volume work) - followed by a comma
- Edition number (if other than first) – followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop

If the entry is anonymous, the order is as follows:

- Title of extract
- Year of publication – in brackets
- **In** – in bold letters
- Title of encyclopaedia – underlined followed by a colon
- The specific volume of the work the entry appears in (if a multi-volume work) - followed by a comma
- Edition number (if other than first) – followed by a full stop

- Place of publication – followed by a colon
- Publisher – followed by a full stop

Walker, W. F. et.al. (2002) Muscles and muscle systems. In [The new Encyclopaedia Britannica](#), vol. 24, 15th ed. London: Encyclopaedia Britannica.

Translations

For a book or a journal article which has been translated into English you need to include the details about the translator and the original language it has been translated from.

- Author(s) of the original work
- Year of publication – in brackets
- Title – underlined followed by a full stop
- Edition number (if other than the first) – followed by a full stop
- Translated from the – these actual words must be used
- Language of the original work
- **by** - in bold letters
- Translator's name - as it appears on the title page, followed by a full stop
- Place of publication – followed by a colon
- Publisher – followed by a full stop

Auerbach, E. (2003) [Mimesis : the representation of reality in Western literature](#). 50th ed. Translated from the German **by** Willard R. Trask. Princeton: Princeton University Press.