

Harvard Referencing

Referencing helps those people who read or mark your work to identify, locate and read the sources you have used. The Harvard referencing system is one of the main methods used for this purpose.

- References should be cited twice in your assignment; firstly, at the point at which the source is referred to in your text; secondly, in an alphabetical reference list (or bibliography) at the end of your assignment.
- Additional reading that you have not directly quoted from may also be incorporated into the reference list or may be included as a separate additional bibliography. You should check with your department on the preferred layout style as this varies between departments. However, the main rule is to be consistent.

Using references within the text of your assignment

You should incorporate cited publications into the body of your assignment as follows:

- **In a recent article Smithson (1998) reports that.....**
- **According to James et al. (1993).....** *Note: use of et al. (meaning and others) when there are three or more authors.*

Quotations

Avoid excessive use of word-for-word quotations. If it is no more than three lines it may be incorporated into the body of the text in quotation marks e.g. **Burnard (1992) asserts that “As people begin to disclose themselves to other people, their rate of talking often speeds up. Thoughts run into one another and are made into sentences”.**

If the quotation is longer, it must be entered as a separate paragraph and indented from the main text. It is not necessary to use quotation marks, but you must add page references e.g.

Lisham (1994 pp.77-78) states that:

In summary, questions are an important tool in gaining information and understanding clients but they should not be overused.....

Summarising in your own words

If you summarise **in your own words** what someone has said, you should acknowledge the original author and provide the date of the publication in the text of your work, e.g. **As a group, females tend to be more successful than males (Argyle, 1988) and this ...**

However, it may not be possible to supply a page reference if you are summarizing a chapter or larger section of the work.

Citing secondary sources

Sometimes you may wish to cite a secondary source that refers to the original work (primary source) that you may not have actually seen. Secondary sources should be cited in the following way:

“Those perceptions, which enter with most force and violence, we may name *impressions*.... By ideas I mean the faint images of these in thinking and reasoning...” (Hume, 1941 cited in Sartre, 1972 p.2) Note that it is the *secondary* source (in this example, Sartre) that you would include in your bibliography.

Edited works

When the quotation comes from an edited work, where each chapter has its own particular author, you should give details in your text of the author of the chapter, the publication date of the whole book and the page number(s) on which the quotation appeared e.g.

“Nursing scientists in general are either interested in or pressurised into ‘testing’ theories empirically rather than ‘evaluating’ or ‘reflecting’ on what theories are being produced or how they are being produced”. (Kim, 1989 p.106)

This example is a quotation from a chapter written by Kim, but which appears in a book edited by J.A. Akinsanya. In the reference list at the end of your assignment this would appear thus:

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

The Reference List / Bibliography at the End of Your Assignment

At the end of your assignment you should organise your references alphabetically in one sequence by author's surnames following the formats below:

Books

To reference a book you need to include the following:

The author/editor(s) surname(s) and initial(s) or corporate author, e.g. Sports Council. Use ***et al.*** when *there are three or more authors*

- The date of publication of that edition (no reprint dates)
- Title and subtitle of the work underlined
- Edition of the book other than the first
- Volume number if it is part of a multi-volume set
- Place of publication (first named place only) followed by a comma
- Publisher's name followed by a full stop

Examples

Arts Council (1995) Excellence in schools. London, HMSO.

Knot, G. and Waites, N. (1988) Computer studies. 4th ed. Sunderland, Business Education Publishers.

Tip: Include both authors when there are only two

Feldstein, R. et al. (eds.) (1996) Reading seminars I and II: Lacan's return to Freud. New York, State University of New York.

Journals

To reference a journal you need to include the following:

- Author/editors(s) surname(s) and initial(s)
- Year article was published
- Title of the article
- Title of the journal – underlined
- Volume number
- Part number - in brackets. If the journal is a weekly publication, the actual date of the issue may be added followed by a comma e.g. **16 October 2006**,
- Page numbers followed by a full stop e.g. **pp.** for a range of pages or **p.** if just one page.

Examples

Cunningham, M. (1999) Saying sorry: the politics of apology. Political Quarterly 70 (30) pp.85-293.

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

Web Pages and Web Sites

To reference a web page or web site you need to include the following:

- Author/editor(s) surname(s) and initial(s) – if there is no individual author, ascribe authorship to the smallest identifiable organizational unit e.g. BBC, Training and Development
- Year - in brackets (use the year the site was last updated or, if that is not clear, the year you accessed the site)
- Title - underlined
- **[Online]**.
- Edition if available (e.g. update 2 or version 3.1) – followed by a full stop
- Place of publication – followed by a comma
- Publisher (if known) – followed by a full stop
- **Available from:** then the web address <in chevrons> followed by the file name, including extension, followed by a comma
- **[accessed 3 July 2006]**. – use actual date the page was accessed, followed by a full stop

- **Tip: As web references are of an ephemeral nature, it is good practice to include a copy of the source of reference as an appendix to your assignment.**

Example – Web Page

Leeds Metropolitan University, Learning Support Services (2004) Quote, unquote: the Harvard style of referencing published material including electronic information [Online]. 4th ed. Leeds, Leeds Metropolitan University. Available from: <http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/downloads/harvard_2004.html>, [accessed 28 November 2006].

Example – Web Site

International Dairy Federation (2006) International Dairy Federation (IDF) [Online]. Available from: <<http://www.fil-idf.org/content/default.asp?PageID=272>>, [accessed 28 November 2006].

Online Journal Articles

To reference an online journal article you need to include the following:

- Author/editor(s) surname(s) and initial(s)
- Year - in brackets
- Title of article – followed by a full stop
- Title of journal - underlined
- **[Online]**.
- Date of publication – followed by a comma
- If available, the volume number, then issue number – in brackets
- Page numbers followed by a full stop e.g. **pp.** for a range of pages or **p.** if just one page.
- **Available from:** then the web address <in chevrons> followed by a comma. If the web address is extremely long it is acceptable to include just enough of the address to identify the site that the journal came from and to exclude the file name and extension.
- Enter actual date the page was accessed e.g. **[accessed 3 July 2006]**.
- **Tip: As web references are of an ephemeral nature, it is good practice to include a copy of the source of reference as an appendix to your assignment.**

Examples – Online Journal Articles

Scher, A. and Sharabany, R. (2005) Parenting anxiety and stress: does gender play a part at 3 months of age? Journal of Genetic Psychology [Online]. June, pp.203-211. Available from: <<http://find.galegroup.com>>, [accessed 1 December 2006].

Damlo, S. (2006) Quantum sufficit. American Family Physician [Online]. 15 November, 74 (10) p.1675. Available from: <<http://proquest.umi.com>>, [accessed 29 November 2006].

Need More Information?

Ask for one of the following leaflets:

- **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.

Otherwise try one of the following sites:

Bournemouth University www.bournemouth.ac.uk/library

Leeds Metropolitan University

http://www.leedsmet.ac.uk/lskills/open/sfl/content/harvard/downloads/harvard_2004.html

University of Leicester www.le.ac.uk/library