

Harvard Referencing System

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Harvard Referencing System

What is referencing?

A **reference** is a description of any document from which you have taken information, e.g. a complete book, a chapter from it, a journal, a newspaper article, a web page, or DVD etc.

Importance of referencing

It is required academic practice to provide references to guide your reader to the sources you have used,

- To support the arguments you are making,
- To demonstrate the breadth of your research,
- To credit the established work of others.

What is a citation?

When you use another person's work in your own work, either by referring to their ideas, or by including a direct quotation, you must acknowledge this in the text of your work. This acknowledgement is called a citation.

When you are using the Harvard style, your citation should include:

1. The author or editor of the cited work
2. The year of publication of the cited work

Plagiarism:

Failure to acknowledge your sources is likely to lead to a suspicion of **plagiarism** – i.e. trying to pass off someone else's work as your own: it is a form of cheating.

Paraphrase:

A paraphrase is when you state all the ideas of the passage in your own words. This is normally the same length as the original passage.

Summary

A summary is when you state the overall/main idea of the whole paragraph/passages, in your own words. This is normally a shortened version of the original passage.

Direct quote

A direct quote is when you use the exact words of the author.

The Harvard System:

The Harvard System (also called the **Author - Date** System) is one of several available methods of referencing and is the preferred choice of most departments in the University. The Harvard System has the advantages of flexibility, simplicity, clarity and ease of use for both author and reader. References are listed alphabetically in a *Reference List* and cited in the text by simply giving the author's surname and date of publication.

What is a bibliography?

There may be items which you have consulted for your work, but not cited. These can be listed at the end of your assignment in a 'bibliography'. These items should be listed in alphabetical order by author and laid out in the same way as items in your reference list. If you can cite from every work you consulted, you will only need a reference list. If you wish to show to your reader (examiner) the unused research you carried out, the bibliography will show your extra effort.

Harvard method of listing references at the end of the text

References should be listed in alphabetical order by author's name and then by date (earliest first), and then if more than one item has been published during a specific year by letter (1995a, 1995b etc). Whenever possible details should be taken from the title page of a publication and not from the front cover, which may be different. Each reference should include the elements and punctuation given in the examples below. Authors' forenames can be included if given on the title page but they are not required to be. The title of the publication should either be in italics or underlined.

Difference between reference list and bibliography list

The main difference between a reference and bibliography section is based on whether the source has been cited in the main text or not. That is, the reference section is a list of sources that have been cited in the main text whereas the bibliography is a list of sources that have been read but not cited or referred to within the main text.

Some course tutors will use the term 'reference' and 'bibliography' interchangeably, when asking you to produce a list of sources that you have used in your assignment. One thing to remember is that you will always need to produce a list of sources that you have cited in the main text, regardless of whether this list is entitled 'bibliography' or 'references'. If in doubt, ask the course tutor for their preference.

Acts of Parliament (UK Statutes)

Format:

Country. *Name of Act: Name of Sovereign. Chapter Number* – in italics or underlined. (Year of Publication – in brackets). Place of Publication: Publisher.

Bibliography example:

Great Britain. *Human Rights Act 1998: Elizabeth II. Chapter 42.* (1998). London: The Stationery Office

In-text example:

The *Human Rights Act 1998* indicated that.....

“Direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Book (1 author)

Personal

Format:

Author - Surname, Initials. (ed.) or (eds.)-in brackets for editor(s). (Year of publication - in brackets). *Book Title* - in italics or underlined. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

Bibliography example:

Neville, C. (2007). *The Complete Guide to Referencing and Avoiding Plagiarism*. Maidenhead: Open University Press.

In-text examples:

(Neville, 2007)

Neville (2007) commented that...

“Direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Organization as Author

Used where there is no personal author and the ‘author’ is an organisation, business corporation, or government department.

Format:

Corporate author (Year of publication) *Title* (in italics), Edition (if not the first), Place of publication: Publisher.

Bibliography example:

Nursing & Midwifery Council (2004) *The NMC Code of Professional Conduct: Standards for Conduct, Performance and Ethics*, London: Nursing & Midwifery Council.

Book (2 authors)

Format:

Author - Surname, Initials. & Author - Surname, Initials. (ed.) or (eds.) - in brackets for editor(s). (Year of publication - in brackets). *Book Title - in italics or underlined*. Series title and volume – if available. Edition - if not the first. Place of Publication: Publisher.

Bibliography example:

Whitehead, E. and Mason, T. (2003) *Study Skills for Nurses*, London: Sage.

In-text examples:

(Whitehead & Mason, 2003)

As stated by Whitehead & Mason (2003)

“Direct quotations are placed in double quotations marks” (First Author’s Surname & Second Author’s Surname. Year of Publication, p. – followed by page number – in brackets)

Book (3 authors)

Format:

Author - Surname, Initials. Author - Surname, Initials & Author - Surname, Initials. (Year of publication - in brackets). *Book Title - in italics or underlined*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

Bibliography example:

Bradbury, I., Boyle, J. & Morse, A., (2002). *Scientific Principles for Physical Geographers*. Harlow: Prentice Hall.

In-text example:

(Bradbury, Boyle & Morse, 2002)

As noted by Bradbury, Boyle & Morse (2002)

“Direct quotations are placed in double quotations marks” (First Author’s Surname, Second Author’s Surname & Third Author’s Surname. Year of Publication, p. – followed by page number – in brackets)

Book (4 or more authors)

Format:

Author - Surname, Initials. Et al. (Year of publication - in brackets). *Book Title - in italics or underlined*. Series title and volume - if available. Edition - if not the first. Place of Publication: Publisher.

Bibliography example:

Campbell, N. A. et al (2008). *Biology*. 8th Ed. London: Pearson.

In-text examples:

(Campbell et al, 2008)

As concluded by Campbell et al. (2008)...

“Direct quotations are placed in double quotations marks” (Author’s Surname et al. Year of Publication, p. – followed by page number – in brackets)

Book Edited

Format:

Author/s Surname, first name initials. (ed.), (Year of publication) Title (*in italics*), Edition (*if not the first*), Place of publication: Publisher.

Bibliography Example:

Crookes, P. and Davis, S. (eds.), (2004) *Research into Practice: Essential Skills for Reading and Applying Research in Nursing and Health Care*, 2nd ed, Edinburgh: Baillière Tindall.

Note: use (eds.) if there are two editors. Use *et al.* after the first editor if there are three or more editors.

Book (Electronic)

Format:

Author - Surname, Initial(s). (Year of publication - in brackets). *Title - in italics or underlined*. [Online – in square brackets] City of publication: Publisher. Available from URL. [Accessed: followed by date in square brackets]

Bibliography example:

Sadler, P. (2003). *Strategic management*. [Online] Sterling, VA Kogan Page. Available from: <http://www.netlibrary.com/Reader/>. [Accessed: 6/5/2008]

In-text example:

(Sadler, 2003)

As identified by Sadler (2003)

“direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Journal article (printed journal article)

Printed article format:

Author(s) - Surname, Initials. (Year of publication – in brackets). Title of article. *Title of journal – in italics or underlined*. Volume number. (Part number/month – in brackets). P. followed by page numbers.

Bibliography examples:

Sharland, E. (2006) Young People, Risk Taking and Risk Making: Some Thoughts for Social Work, *British Journal of Social Work*, 36 (2), pp.247-265.

In-text example:

(Sharland 2006)

This supports Sharland’s (2006) evidence that.....

“direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Journal article (online/electronic journal article)

Online article format:

Author(s) - Surname, Initials. (Year of publication – in brackets). Title of article. *Title of journal – in italics or underlined*. [Online – in square brackets] Volume number. (Part number/month – n brackets).P followed by page numbers. Available from - URL. [Accessed: followed by date in square brackets]

Bibliography example:

Sharland, E. (2006) Young People, Risk Taking and Risk Making:Some Thoughts for Social Work, *British Journal of Social Work*, 36 (2), pp.247-265. Source: EBSCO EJS [online].

In-text example:

(Sharland, E. 2006)

According to Sharland (2006)....

“direct quotations are placed in double quotations marks” (Author’s Surname. Year of Publication, p. – followed by page number – in brackets)

Electronic journal article – from a publisher’s website

Format

Author Surname, Initial. (or Anon where author is anonymous,) (Year)Title of article, *Journal title* [online], Volume, (issue), location within host (pages), Available from: <URL of document> [Accessed date].

Bibliography Example:

Handwashing Liaison Group, (1999) Hand Washing, *BMJ* [online], 318(7185), p.686. Available from:<<http://www.bmj.com/cgi/content/full/318/7185/686>> [Accessed 15thJune 2006].

Direct quotation

A recent editorial, (Handwashing Liaison Group, 2006, p. 686) stated that, ‘even when taught the theoretical basis of hand washing, healthcare workers do not seem to understand the risks associated with non-compliance’.

Indirect quotation

The Handwashing Liaison Group (2006) reported a failure by many health care workers to put hand hygiene theory into practice and attributed this to a failure to recognise the risks associated with inadequate hand hygiene.

Newspaper article (printed article)

Format:

Author of the article - Surname, Initials. (Year of publication - in brackets). Title of Article. *Title of Newspaper - in italics or underlined*. Day and month of article. Page number of article - if available.

Bibliography example:

White, M. (1998) £68m to Cut NHS Waiting Lists, *Guardian*, May 181998, p.8.

In-text Example:

(White, 1998)

White’s (1998) article indicates that....

“Direct quotations are placed in double quotations marks” (Author’s Surname. Year of Publication, p. – followed by page number – in brackets)

Newspaper article (online / electronic article)

Format:

Author of the article - Surname, Initials. (Year of publication - in brackets). Title of Article. *Title of Newspaper - in italics or underlined*. [Online]. Day and month of article. Page number of article – if available. Available from - URL. [Accessed: followed by date in square brackets]

Bibliography example:

Randerson, J. (2008). Researchers find fish that can count up to four. *The Guardian*. 26th February.p.14. Available from: <http://www.lexisnexis.com/uk>. [Accessed: 22nd May 2008]

In-text example:

(Randerson, 2008)

Randerson’s (2008) article indicates that....

“Direct quotations are placed in double quotations marks” (Author’s Surname. Year of Publication, p. – followed by page number – in brackets)

Official publications

Format:

Country. Name of Committee, Department or Royal Commission (Year of publication – in brackets) *Title of publication - in italics or underlined*. Place of Publication: Publisher. (Paper number – if available in brackets).

Bibliography examples:

Great Britain. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. (2006). *Tackling Child Obesity: First Steps*. London: Stationery Office. Great Britain. Department of Health. (1995). *London’s Ambulance Service: Government response to the Second Report from the Health Committee Session 1994-95*. London: H.M.S.O (Cm 3009)

In-text example:

(Great Britain. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. 2006).

Statistics from the Great Britain Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. (2006) show that.....

(Great Britain. Department of Health. 1995).

As indicated by the Great Britain Department of Health (1995)

“Direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Website (e-document published on a website)

Format:

Author/editor Surname, Initial. (Year) Title - *in italics* [online], (Edition),Place of publication, Publisher (*if ascertainable*), Available from: <URL>[Accessed date].

Bibliography format:

General Social Care Council (2002) *Code of Practice for Social Care Workers and Code of Practice for Employers of Social Care Workers*[online], September 2002 ed, London: General Social Care Council, Available from:<http://www.gsccl.org.uk/NR/ronlyres/8E693C62-9B17-48E1-A806-3F6F280354FD/0/Codes_of_Practice.doc> [Accessed 16.6.06]

In-text example:

'The Code of Practice for Social Care Workers is a list of statements that describe the standards of professional conduct and practice required of social care workers as they go about their daily work', (General Social Care Council, 2002, p.3).

Website material other than a separate document

eg provided as text from the website or one of its subsections

Reference list example

Young Minds (unknown) *Child and Adolescent Mental Health Problems* [online], London: YoungMinds, Available from:<<http://www.youngminds.org.uk/problems/>>[Accessed 16.6.06]

Direct quotation

Young Minds (unknown) states that its 'emphasis in promoting children's mental health is on building resilience in children, rather than on treating problems and disorders'.

Cochrane Database of Systematic Reviews

A reference to a systematic review within the Cochrane Database should include the following information, in this order:

1. Author(s), editor(s) or corporate author. Use family name, followed by author's initial(s).
2. The Year of publication (in brackets)
3. The title and any subtitle.
4. Database name, which must be underlined.
5. Issue number (not including the long CD or DOI number).

For example:

Thomas, D.E., Elliott, E.J. and Naughton, G.A. (2006) Exercise for type 2 diabetes mellitus. Cochrane Database of Systematic Reviews, Issue 3.

Wikis

Format:

Name of Wiki. (Year - in brackets). *Title of Wiki – in italics or underlined*. [Online –in square brackets]. Available from - URL. [Accessed: followed by date in square brackets]

Bibliography format:

Subject Wiki for Geography Library Resources - Staffordshire University. (2007). [Online]. Available from: <http://crwnwiki1.staffs.ac.uk/subjectwiki/index.php/Geography>. [Accessed: 19th May 2008]

In-text example:

If you refer to a Wiki in the body of your work, the title will need to be underlined or placed in italics: (*Subject Wiki for Geography Library Resources – Warwick University. 2007*)

CD-ROM and DVDs

A reference to a CD-ROM or a DVD should include the following information, in this order:

1. Author(s), editor(s) or corporate author(s) of the disk (if they can be identified). Use family name, followed by initial(s).
2. Year of publication (in brackets)
3. The title of the CD-ROM or DVD, which must be underlined
4. [CD-ROM] or [DVD].
5. Edition (where appropriate) (e.g. update 2 or version 4.1).
6. Place of publication (if this can be identified) followed by colon:
7. Publisher (if this can be identified).
8. Date updated or revised (if applicable)

For example

Acland, R.D. (2004) Acland s DVD atlas of human anatomy 3: the trunk [DVD]. Philadelphia: Lippincott Williams and Wilkins.

Television and radio broadcasts

Include the following information.

- Series Title
- Series number (if applicable)
- Year of production (in brackets)

- Programme title *italics*
- Place of publication
- Transmitting organisation
- Date of Transmission
- [Medium: format].

For Example:

Care House (2003) London. CH4. 25th November 2003, 9pm. [video:VHS].

Conference Papers

Conference Papers are similar to authors who contribute chapters to books, i.e. the contribution appears as part of a wider publication.

Format:

Author / Editor - Surname, Initials or Authoring body or group. (Year of publication - in brackets). Title of Paper. In - *Full Title of Conference - in italics or underlined*. Series title and numbers if available. Location and Date of Conference. Place of Publication: Publisher. Page numbers of paper.

Bibliography example:

Fish, J. (2008). Managing changes in the workplace. *In Professional Managers Conference*. Blackpool, Monday 18th to Wednesday 20th February 2008. Blackpool: PubM. pp. 42-45.

In-text example:

(Fish 2008)

Fish (2008) noted that.....

“Direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Dictionaries

In some cases Dictionaries may not have authors so your citation or reference can use the title of the work.

Formats:

Dictionary Author/Editor present:

Author - Surname, Initials. (ed.) or (eds.)-in brackets for editor(s) (Year of publication - in brackets) *Dictionary Title – in italics or underlined*. Series title and/or volume - if available. Edition - if not the first. Place of Publication: Publisher.

Dictionary- no Author:

Title of Dictionary – in italics or underlined. (Year of publication - in brackets). Series title and/or volume- if available. Edition - if not the first. Place of Publication: Publisher.

Bibliography examples:

Hawkins, J. M. (ed.) (1986). *The Oxford Reference Dictionary*. Oxford: Oxford University Press.
 McGraw-Hill *Dictionary of Engineering*. (2003). 2nd ed. New York: McGraw-Hill

In-text examples:

(Hawkins 1986)

(McGraw-Hill 2003)

As noted by Hawkins (1986)

McGraw-Hill (2003) indicated that.....

“Direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. – followed by page number – in brackets)

Command Papers/Official Publications**Format:**

Country. Name of Committee, Department or Royal Commission (Year of publication – in brackets) *Title of publication - in italics or underlined*. Place of Publication: Publisher. (Paper number – if available in brackets).

Bibliography examples:

Great Britain. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. (2006). *Tackling Child Obesity: First Steps*. London: Stationery Office. Great Britain. Department of Health. (1995). *London’s Ambulance Service: Government response to the Second Report from the Health Committee Session 1994-95*. London: H.M.S.O. (Cm 3009)

In-text example:

(Great Britain. Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. 2006).

Statistics from the Great Britain Healthcare Commission, Audit Commission for Local Authorities in England and Wales. National Audit Office. (2006) show that.....

(Great Britain. Department of Health. 1995).

As indicated by the Great Britain Department of Health (1995)“Direct quotations are placed in double quotations marks” (Author’s Surname, Year of Publication, p. –followed by page number – in brackets)

Secondary Referencing using Harvard**What is Secondary Referencing?**

Secondary referencing occurs when you are reading a book or journal article whose author uses facts or information from research done by someone else, and you want to use this to support your own assignment.

How to Secondary Reference

There are 2 ways that you can approach a secondary reference:

1. You locate the original research so that you can read, use and cite directly from this original source. This is often the preferred method as this shows that you have exercised and increased your own research for your assignment.
2. In some instances this may not be possible as the original research may be difficult to find or gain access to. If you are confident that this secondary source is reliable and accurate you can refer to it in your own work using the Harvard rules for secondary referencing (see below for examples)

In-text example:

If you have read the book 'Modern Organisations' by Bill Jones (2007) and he refers to another author, Jean Smith and her ideas of 'organisational devolution' (1987) and you want to include Smith's ideas, using the Harvard system your citation must indicate that you have used a secondary source and not the original work undertaken by Smith.

Jean Smith (1987), as summarized by Jones (2007) highlights the application of 'organisational devolution' to result in.....

Or

Smith's (1987) 'organisational devolution' indicates this possibility (in Jones 2007, p. 45)

Bibliography example:

When using the Harvard system in terms of secondary referencing your Bibliography only needs to give the details of the source that you have read for the assignment. Using the example above, you would refer to the main text (Jones 2007)

Jones, B (2007). *Modern Organisations*. London: Routledge

Government publications

In broad terms White Papers contain statements of Government policy while Green Papers put forward proposals for consideration and public discussion. They are cited in the same way.

A White paper:

Department of Health (1996) *Choice and opportunity: primary care: the future*. Cm.3390. London, Stationery Office.

A Green paper:

Department of Health (1998) *Our Healthier Nation: a contract for health*. Cm 3854. London, Stationery Office.

An Act of Parliament:

Great Britain (1990) *National Health Service and Community Care Act 1990. Chapter 19*. London, HMSO.

Personal E-Mail Messages

- Name of sender
- Year sent (in brackets)
- Message Subject / Title *in italics* or underlined
- Personal e-mail to: name of recipient
- Date of message (day / month)

Example:

Beam, J. (2005) *RE: New passwords for off-campus access*. Personal e-mail to: J.Daniels, 12 June

Lecturer's notes

Format

Author's SURNAME, INITIALS. (Year) Title of lecture or session, *Name of academic module in italics*, [Online]. Available at: URL of virtual learning environment [Accessed date].

Reference list example

O'Sullivan, T. (2006) 'Uncertainty and Decision Analysis', SCW182 Lecture 7, 8 June.

Thesis or Dissertations:

Format:

Author's SURNAME, INITIALS. (Year of completion) Title of thesis (*in italics*), Designation, (*and type*), Name of institution to which submitted.

Bibliography Example:

Khan, S. (1993) Decentralised health planning: lessons from developing countries for Pakistan. Unpublished MA. dissertation, Nuffield Institute of Health.

Note: Ph.D.s are called theses (not dissertations).

Experts minds

FIRST NAME OR INITIAL?

In the reference section, only the authors' initial **NEEDS** to be mentioned.

Example

If you have cited Peterson et al. (2006) in the main text of your assignment, **DO NOT** reference this source as follows:

Peterson, Lowe, Peterson and Janz. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {Author's initials are not included}

Write:

Peterson, J., Lowe, J., Peterson, N. and Janz, K. (2006) 'The relationship between active living and health-related quality of life: income as a moderator.' *Health Education Research*, Vol. 21, no. 1, pp. 146-156 {Author's initials are mentioned}

FIRST AND MIDDLE NAME OF THE AUTHOR

Sometimes the author's first name, middle name and surname will be presented. If you want to use all this information in your reference section, the order of the names is as follows:

Surname, Initial., Middle initial.

Example:

If the author's names are presented as follows: Jeff S.Patterson and Paul B.Cooke

Write

Patterson, J.S. and Cooke, P.B.

DIFFERENT AUTHORS WITH THE SAME SURNAME

When producing a reference list you must always list the sources in alphabetical order according to the first author's surname. However, if you have two or more authors with the same name you list them in alphabetical order according to the author's first name.

Example:

If you have cited the following sources in your assignment: S. Collins (2006) and J. Collins (2006) you would list them in the following order in your reference section:

Collins, J. (2006) 'The future of education and teaching in the third millennium.' *Education Today*, Vol. 56, no. 1, pp. 5-12

Collins, S. (2006) 'Mental health difficulties and the support needs of social work students: dilemmas, tensions and contradictions.' *Social Work Education*, Vol. 25, no. 5, pp. 446-460.

ORDER OF SEQUENCE FOR A SINGLE AUTHOR WITH DIFFERENT YEAR OF PUBLICATION

If you have a single author, where the surname is the same but the publication year is different the sources should be listed in chronological order with the earliest publication first.

Example

If you have cited the following sources in your assignment: Cottrell (2005) and Cottrell (2008) you would list them in the following order in the reference list:

Cottrell, S. (2005) *Critical thinking skills: developing effective analysis and argument*.

Basingstoke: Palgrave Macmillan.

Cottrell, S. (2008) *The study skills handbook*. 3rd ed., Basingstoke: Palgrave Macmillan.

AN AUTHOR WHO HAS PUBLISHED MORE THAN ONE PAPER IN THE SAME YEAR

If the sources you have used in your assignment have been published by the same author in the same year **DO NOT** list the sources by the order in which the papers were published, instead you would list them as they appear in your assignment.

Example

If you have cited the following sources in your assignment: Kitwood (1988a), Kitwood (1988b) and Kitwood (1988c) you would list the sources as follows:

Kitwood, T. (1988a) 'The technical, the personal, and the framing of dementia.' *Social Behaviour: An International Journal of Applied Social Psychology*, Vol. 3, June, pp. 83-91

Kitwood, T. (1988b) 'Sentient being, moral agent.' *Journal of Moral Education*, Vol. 17, no. 2, pp. 83-91

Kitwood, T. (1988c) 'Researching moral interaction: review article.' *Journal of Moral Education*, Vol. 17, no. 1, pp. 71-74

Acknowledgement

British Standards Institution (1990) *BS5605:1990 Recommendations for Citing and Referencing Published Material*, Milton Keynes: BSI.

University of Sheffield (2010) Harvard Referencing Guide HSL-DVC1,[online] Available from: <http://www.shef.ac.uk/library/libdocs/hsl-dvc1.pdf> [Accessed 24/05/2010]

Bournemouth University. Academic Services Group. Library and Information Services. (1996) *Harvard System*. [online] Bournemouth, Bournemouth University. [Accessed 24/05/2010].

Staffordshire University (2010). Harvard Referencing Examples,[online] Available from: www.staffs.ac.uk/infoservices/library/find/references/Harvard. [Accessed 24/05/2010]

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