**Harvard referencing** is widely used for referencing academic work. Referencing correctly helps show that you know how to present your research and to avoid allegations of plagiarism (**Idea theft**).

It is important to use the correct format, order of elements and punctuation when creating your reference lists as this will be considered when marking your assignments.

**Tip.** You may find it useful to create a spreadsheet or table of references you can cut and paste from when compiling your references.

There are commercial software products, which allow you to collect your references as a database and compile a list for assignments but it is important to understand the principles of Harvard referencing by compiling references directly before using these, so that you can spot any errors.

Harvard referencing has **three elements**:

1. Citation (author and date details in text)

2. Reference (author date and publication details listed at end of assignment).

3. Bibliography: - An alphabetical list containing references to all the sources used in your research at the end of your assignment.

**Building blocks**

Harvard references will always follow this order of elements for a reference, no matter the type of resource listed.

Harvard requires you to give author and date details in the text to cite references at the point you have included someone else’s work or ideas; citations are the key to an alphabetically arranged list at the end of your assignment giving full reference details which your reader will be able to follow up if needed.

Examples:

**Author details**

Types of author Citation in text Reference listing

|  |  |  |
| --- | --- | --- |
| Types of author | Citation | Reference. bibliography |
| Single author – Paraphrased text | (Surname, Year published) | Surname, Initial.(Year published). |
| **example** | **(Evans, 2011)** | **Evans, S.R. (2011).** |
| Single author - Quotes | (Surname, Year, page reference) |
| **example** | **(Evans, 2011, p123)** |
| Multiple authors: If there are more than four authors credited. Give first author, followed by **et al.** Otherwise all author surnames should be listed in citation. All authors need to be listed in reference.  | (Surname 1, Surname 2 & Surname 3, Year ) | Surname, I., Surname, I., & Surname, I. (Year). |
| Or Surname 1, Surname 2 and Surname 3 (Year) |
| **example** | **(Evans, Holland & Mudge, 2011)** | **Evans, S.R., Holland, L., & Mudge, J. (2011).** |
| **Evans, Holland & Mudge (2011)** |
| **example** | **Evans et al. (2011)** | **Evans, S.R., Holland, L., Mudge, J. & Macfarlane, L. (2011).** |
| **(Evans et al. 2011)** |
| Group or Corporate authors first use |  Full Organisation title  | Full Organisation Title (2011). |
| **example** | **University of Bedfordshire** **(2011)** | **University of Bedfordshire** **(2011).** |
| Group or Corporate authors Later Mentions | Abbreviated name: **UoB** |
| **example** | **UoB (2011)**  |

N.B bold text is to clarify table, you do not need to embolden reference list.

The author or originator of the item listed and the date of original publication should be the first part of your reference. If it is impossible to identify any author, it is acceptable to use the title instead. If you cannot find the date of an item, it is also acceptable to put (no date).

**Titles.**

Next building block of the reference is the title of the work, chapter or article the authors have written.

|  |  |  |
| --- | --- | --- |
| Book title  | *Title in italics.* | Authors wrote whole text |
| **example** | ***Referencing without tears.*** |  |
| Chapter in edited book | ‘Title of chapter’. In Editor initial and surname (Ed.)*Title of whole work,*pp.page refs. | Chapters written by individual authors. With an editor who has collated the work.  |
| **example** | **‘Getting to grips with Harvard.’ In L. Holland (Ed.) *Referencing without tears,* pp. 121-123** | Only title of whole work in italics.  |
| Journal article | ‘Title of article’.*Journal Title.* |  |
| **example** | **‘Importance of punctuation in Harvard.’ *Journal of Referencers*.** | Title of journal in italics.  |

N.B. these are made up texts.

**Publication details**

Last part of the reference tells you about the publication details.

|  |  |  |
| --- | --- | --- |
| Book.  | Location: Publisher name |  |
| **example** | **Milton Keynes: College Press** |  |
| Journal article | *Volume number*: (part number), page reference. | Exact format depends on how journal is published.  |
| **example** | ***25*: (4) 200-300.** | Volume number in italics |

**Tip.** The Study Centre library catalogue gives Harvard Citations on each catalogue record. A useful shortcut!

**To recap:** Order of elements.

**References to electronic sources**

All references will follow the above format. If a reference is from an online source, publication details are the date retrieved and URL or database details:

**Internet sites:**

Citation: Use the originating body and date. **(Open University, 2010)** never use the URL details alone as citation or reference.

**Example Reference:** Author/Originating body Date Title Publication details

|  |  |  |
| --- | --- | --- |
| **Open University (2010).** | ***Develop effective study strategies.*** | <http://www.open.ac.uk/skillsforstudy/develop-effective-study-strategies.php> **[Accessed July 25,2011]** |

Save or print a copy of the web page as proof at the time you make the reference, as websites can change and your original reference disappear, hence the need to give the date you retrieved the information, as well as the year date of the information itself.

**Tip**. If you cut and paste the URL details, edit out any underlining that may be transferred.

Some databases will download or email references in Harvard format; however you need check that the reference produced complies with the standard correctly, as they have varying accuracy.

**Online journal articles retrieved from a password protected database.**

Author/Originating body Date Title Publication details

|  |  |  |
| --- | --- | --- |
| **Gibson, N., & Chester-Fangman, C. (2011).** | **‘The librarian's role in combating plagiarism.’ *Reference Services Review*, 39(1), 132-150.** | **Ebscohost (Accessed 25th July 2012)** |

Note: you can check the differing formats for online publications, in **Pears: Cite them Right**, and **Neville: complete guide to avoiding plagiarism,** which give lots of examples. Both are available in our study centres.

**E-book:** Author/Originating body Date Title Publication details

|  |  |  |
| --- | --- | --- |
| **Moore, S. (2010).**  | ***Ultimate study skills handbook.*** | <http://www.dawsonera.com>  **(Accessed 26th July 2016)** |

**Secondary referencing**

There are instances where either authors are quoted or have their ideas summarised in other authors’ texts. It is best practice to always go to the original item whenever possible and to provide citations accordingly, however if you cannot check the original text, you need to cite the reference where you found it as follows.

**Citation in**  **text**  **Reference**

|  |  |
| --- | --- |
| (surname1 & surname 2, Year, cited in, surname 3, year) | Surname3, I. (Year).*Title of work.* Location published: Publisher (you only give the title for the later publication in the reference list)  |
| (**Evans & Holland, 2009, cited in, Mudge, 2011)**  | **Mudge, J. (2011). *Referencing your work.* Milton Keynes: College Press** |

Feel free to ask the library and learning resources team if you need any help on any aspect of Harvard referencing.

**Bibliography**

Neville, C. (2007). *The complete guide to referencing and avoiding plagiarism*. Maidenhead: Open University Press

Pears, R., & Shields, G. (2013). *Cite them right; the essential referencing guide.* 9th Edition*.* Basingstoke: Palgrave Macmillan