University Centre Southend & Thurrock Guide to Harvard Referencing

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This Harvard guide to referencing has been modified from the original Open University source and complies with Creative Commons specifications.

Table of contents

1. Introduction

This guide provides practical advice and examples to help you create references for information sources using the **South Essex College Harvard style**.

Please note that this guide applies to all academic subjects **but Criminology**.

Whilst this guide is the definitive handbook for referencing you should always **check the provenance of your references as they might not be considered relevant in your subject field**.

If you are **unable to find the reference type you need** please speak to the lecturer who has given you the assignment.

When producing an academic assignment you are required to acknowledge the work of others by citing references in the text and creating a list of references or bibliography at the end. There are two steps involved:

Step 1: In-text citations

In-text citations enable you to indicate in your work where you have used ideas or material from other sources. Here are some examples using the OU Harvard style. If, for example, your source is a book written by Brown and published in 1999, your in-text references would follow one of these three formats:

- *Further work (Brown, 1999) supports this claim*
- *Further work by Brown (1999) supports this claim*
- *"This theory is supported by recent work" (Brown, 1999, p. 25)*

For further guidance see the **In-text citations** section of this guide.

Step 2: List full references at the end of your work

Everything you have cited in the text of your work, e.g. journal articles, web pages, podcasts, etc., should be listed in alphabetical order at the end. This is the reference list. Each reference should include everything you need to identify the item. You need to identify the source type (e.g. book, journal article) and use the correct referencing format from this guide to create the reference. If you include items that are not specifically cited but are relevant to the text or of potential interest to the reader, then that is a bibliography.

For further guidance see the **Reference list** section of this guide.

2. In-text citations

In the Harvard system, references in the text (in-text citations) are referred to by the **author's name** and **year of publication**, for example:

It is stated that…(Bloggs, 2007) or Bloggs (2007) states…

Quotes

If you are directly quoting material (i.e. using the exact form of words used in the original and putting the text in quote marks), you will also need to include the **page number(s) of the quoted material** in your in-text citation, for example:

Bloggs talks about 'the importance of preparation' for interviews (2007, p. 57).

This is also the case for where you use quoted material from all the types of text referred to in the rest of this guide, unless page numbers are not available.

Larger quotes should be displayed in a separate paragraph, for example:

Bloggs (2007) is more critical:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see any sense from this organisation on this subject at any time in the next one hundred years.

If you do not name the source in the lead-in to the quote, then it must be given after it:

Other commentators are more critical:

I don't agree with this at all, the argument is poorly made and does not hold up to any scrutiny. One begins to wonder if we shall ever see any sense from this organisation on this subject at any time in the next one hundred years.

(Bloggs, 2007, p. 348)

Authors with more than one publication

In the reference list or bibliography, items are listed only **once in alphabetical order**. In some cases you may refer to more than one publication by an author for a specific year. To help identify these different items for your in-text citation and reference list, you should add a letter of the alphabet to the year of publication, for example:

(Thomson, 2004a), (Thomson, 2004b) and (Thomson, 2004c) where a, b and c refer to the order in which they are cited in your text.

Multiple authors

If a publication has **3 or more** authors the in-text citation should list only the first author followed by et al. ('and others'). For example:

(Jones et al., 2006)

but in the reference list or bibliography you would list each author in full as follows:

Jones, R., Andrew, T., and MacColl, J. (2006) The Institutional Repository, Oxford, Chandos Publishing.

3. Reference list

References in the **reference list** or **bibliography** give, in alphabetical order by author surname, full details of all the sources you have used in the text, for example:

Reference list example

- Bourdieu, P. (1992) *The Logic of Practice*, Cambridge, Polity.

- Commission for Architecture and the Built Environment (CABE) (2007) *This Way to Better Streets: 10 Case Studies on Improving Street Design*, London, CABE; also available online at http://www.cabe.org.uk/default.aspx?contentitemid=1978 (Accessed 12 February 2009).

- Foucault, M. (1991[1977]) *Discipline and Punish: The Birth of the Prison* (trans. A. Sheridan), London, Penguin.

- Glaskin, M. (2004) 'Innovation: the end of the white line', *Sunday Times*, 22 August [online], http://www.timesonline.co.uk/tol/driving/article472085.ece (Accessed 12 February 2009).

- Goffman, E. (1959) *The Presentation of Self in Everyday Life*, New York, Anchor Books.

- House of Commons (2003) *Hansard*, 2 July, Column 407 [online], http://www.parliament.the-stationery-office.co.uk/pa/cm200203/cmhansrd/vo030702/debtext/30702-10.htm (Accessed 12 January 2012).

- McNichol, T. (2004) 'Roads gone wild', *Wired Magazine*, issue 12.12, December [online], http://www.wired.com/wired/archive/12.12/traffic.html (Accessed 12 January 2012).

- Ruppert, E.S. (2006) *The Moral Economy of Cities: Shaping Good Citizens*, Toronto, University of Toronto Press.

- Shared Space (2005) *Shared Space: Room for Everyone*, Leeuwarden, Shared Space; also available online at http://www.shared-space.org/files/18445/SharedSpace_Eng.pdf (Accessed 21 February 2009).

- Thompson, K. (2003) 'Fantasy, franchises, and Frodo Baggins: The Lord of the Rings and modern Hollywood', *The Velvet Light Trap*, vol. 52, no. 3, pp. 45–63.

Difference between reference lists and Bibliographies

The Referencing list is used to reference all the papers, websites, journals, books, etc that has been used and referenced in the body of your assignment - i.e. if you took a quote or acknowledge the work of someone from a book and used it in your text, then you put that in your reference page as you have used it in your assignment.

A bibliography page is all the books, journals, papers, etc. which you have read but not used in the text - i.e you may of read something about quality assurance but <u>not used it in your text</u>. The book on quality assurance has informed your thinking, but it is not directly relevant to the assignment.

4. Secondary referencing

You may want to use a quotation or an idea from a source referenced in another work. You haven't read the original, but have discovered it through a secondary source. This is known as 'secondary referencing'. You could try to get hold of the original, but if you can't then you need to make it clear in your work that you have not read the original and are referencing the secondary source, for example:

> **In-text citation:** *Bloggs, quoted in Smith (2007) states 'I love chocolate' (p. 4)* **OR** *Bloggs, cited in Smith (2007), loves chocolate.*

In the reference list you would provide details for the source you read it in, e.g.:

> Smith, J. (2007) *Musings from Chocolate Lovers*, Bicester, JFJ Press.

Online readings

In-text citation:

> (Author, year of publication)

Full reference:

> Author, A. (year of publication of reading) 'Title of reading', in The Open University (year of publication of reader), module code and *Module title*, Reader Title [online], URL (date accessed).

Example

In-text citation	Full reference
(Friedman, 1970)	Friedman, M. (1970) 'The social responsibility of business is to increase its profits', in The Open University (2011) A181 *Ethics in real life*, Readings [online], http://learn.open.ac.uk/mod/oucontent/view.php?id=582224 (Accessed 9 January 2012).

5. Books

In-text citation:

(Author, year of publication) or Author (year of publication) says…

Full reference:

Author, A. (year of publication) *Title of Book*, Place of publication, Publisher.

Example

In-text citation	Full reference
(Chalke, 2003)	Chalke, S. (2003) *How to Succeed as a Working Parent*, London, Hodder & Stoughton.
(Winder, 2002)	Winder, S. (2002) *Analog and digital filter design*, 2nd edn, Boston, Newnes.

Note that:

If the book has an edition number, you should record this after the title as in the example above.

5.1 Book chapters

In-text citation:

and others agree (Author of chapter, year of publication) or Author of chapter (year of publication) states …

Full reference:

Author of chapter, A. (year of publication) 'Title of chapter', in Author A. (ed[s]) (year of publication) *Title of book*, Place of publication, Publisher.

Example

In-text citation	Full reference
(Mason, 1994)	Mason, R. (1994) 'The educational value of ISDN', in Mason, R. and Bacsich, P. (eds) (1994) *ISDN: Applications in Education and Training*, Exeter, Short Run Press.

5.2 Translated books

In-text citation:

(Author, year of publication) or Author (year of publication) says…

Full reference:

Author, A. (year of publication of translated version [year of publication of original work if available]) *Title of Book* (trans. A. Translator), Place of publication, Publisher.

Example

In-text citation	Full reference
(Foucault, 1991)	Foucault, M. (1991 [1977]) *Discipline and Punish: The Birth of the Prison* (trans. A. Sheridan), London, Penguin.
(Golomstock, 1990)	Golomstock, I. (1990) *Totalitarian art in the Soviet Union, the Third Reich, Fascist Italy and the People's Republic of China* (trans. from Russian by R. Chandler), London, Collins Harvill.

Note that:

If there is information available about the original language and it would be helpful for you to include that, you can format your reference as shown in the second example above.

5.3 Ebooks online

In-text citation:

(Author, year of ebook publication) or Author (year of ebook publication) states
…

Full reference:

Author, A. (year of publication) *Title of Book* [online], Place of publication if available, Publisher if available, URL (date accessed).

Example

In-text citation	Full reference
(Willie, 2003)	Willie, S. S. (2003) *Acting Black: College, Identity and the Performance of Race* [online], New York, Routledge, http://library.open.ac.uk/linking/index.php?id=311027 (Accessed 10 April 2010).

5.4 Ebooks on readers

In-text citation:

(Author, year of ebook publication) or Author (year of ebook publication) states
…

Full reference:

Author, A. (year of ebook publication) *Title of Book* [ebook], Place of publication, Publisher.

Example

In-text citation	Full reference
(Matthews, 2010)	Matthews, D. J. (2010) *What Cats Can Teach Us* [ebook], London, Penguin.

Note that:

Ebook readers have different standards for presenting page locations. If your reader provides page locations or page numbers, you should use them when you need to refer to quotes etc. If your reader does not provide any page markers, then you should use the chapters instead for indicating the location of the quoted section:

In-text quotation: Matthews notes that 'kittens are often delightful' (2010, Chapter 6).

6 Journal articles

In-text citation:

>   (Author, year of publication) or Author (year of publication) states ...

Full reference:

>   Author, A. (year of publication) 'Title of article', *Title of Journal*, volume (abbreviated to vol.), number (abbreviated to no.), page numbers (abbreviated to pp.).

Example

In-text citation	Full reference
(Thompson, 2003)	Thompson, K. (2003) 'Fantasy, franchises, and Frodo Baggins: The Lord of the Rings and modern Hollywood', *The Velvet Light Trap*, vol. 52, no. 3, pp. 45–63.

6.1 Ejournal articles

In-text citation:

>   (Author, year of publication) or Author (year of publication) states ...

Full reference:

>   Author, A. (year of publication) 'Title of article', *Title of Journal*, volume (abbreviated to vol.), number (abbreviated to no.) [online], URL (date accessed).

Example

In-text citation	Full reference
(Virkus, 2003)	Virkus, S. (2003) 'Information literacy in Europe: a literature review', *Information Research*, vol. 8, no. 4 [online], http://informationr.net/ir/8-4/paper159.html (Accessed 28 October 2010).

URLs for ejournals

If the article is not from a database you should use the standard URL provided, as in the example above.

If the article is from a library subscription database, you should try to include the **DOI** (Digital Object Identifier). This is a unique number that identifies the article and should be placed after '[online]' in the reference. Some databases and electronic journals provide **persistent links** or **permalinks** (a URL that should get you directly to the article); use that in place of the DOI and any other URL if there is no DOI.

If neither of these is available, and your article is from a database, we would recommend just listing the name of the database you got it from. This is because if you copy the URL in the address bar from the database following a search, it is unlikely to work for someone else using it to find the article.

Examples showing DOI, persistent link and database name

In-text citation	Full reference
((Miller and Pole, 2010)	Miller, E. and Pole, A. (2010) 'Diagnosis blog: checking up on health blogs in the blogosphere', *American Journal Of Public Health*, vol. 100, no. 8, pp. 1514–1519 [online], doi: 10.2105/AJPH.2009.175125 (Accessed 15 December 2011).
(Callahan, 2011)	Callahan, D. (2011) ''Rationing: theory, politics, and passions', *Hastings CenterReport,* vol. 41, no. 2, pp. 23–27 [online], http://libezproxy.open.ac.uk/login?url=http://search.ebscohost.com.libezproxy.open.ac.uk/login.aspx?direct=true&db=cmedm&AN=21495512&site=eds-live&scope=site (Accessed 08 December 2011).
(Jones et al., 2011)	Jones, C., Orr, B., and Eiser, J. (2011) 'When is enough, enough? Identifying predictors of capacity estimates for onshore wind-power development in a region of the UK', *Energy Policy*, vol. 39, no. 8 [online], available from: GreenFILE, EBSCOhost (Accessed 13 December 2011).

7. Websites and web resources

Personal or organisational websites

In-text citation:

(Author, year of publication/last updated) or Author (year of publication/last updated) states ...

Full reference:

Author, A (year of publication/last updated) *Title of Website* [online], URL (date accessed).

Example

In-text citation	Full reference
(Open University Library, 2005)	Open University Library (2005) *Library Services* [online], http://www.open.ac.uk/library (Accessed 15 December 2011).
(National Theatre, n.d.)	National Theatre (n.d.) *Stagework* [online], http://www.stagework.org.uk/ stageworks/ (Accessed 15 December 2011).

Note that:

Use (n.d.) for websites with no date (see example above).

7.1 Online documents

In-text citation:

(Author, year of publication if given) or Author (year of publication if given) states …

Full reference:

Author, A. (year of publication if given) *Title of Document* [online], Place of publication, Publisher, URL (date accessed).

Example

In-text citation	Full reference
(Spitzer et al., 1998)	Spitzer, K. L., Eisenberg, M. B. and Lowe, C. A. (1998) *Information Literacy: Essential Skills for the Information Age* [online], Syracuse, NY, ERIC Clearinghouse on Information and Technology, Syracuse University (ED 427 780), http://ericit.org/toc/infoliteracytoc.shtml (Accessed 28 October 2009).

7.2 Blogs

In-text citation:

(Author, year of publication/last updated) or Author (year of publication/last updated) states ...

Full reference:

Author, A. (year of publication/last updated) 'Title of message', *Title of Website*, day/month of posted message [online], URL (date accessed).

Example

In-text citation	Full reference
(Sloniowski, 2005)	Sloniowski, L. (2005) 'Because sharing is nice', *Information Literacy in Canada*, 30 June [online], http://blog.uwinnipeg.ca/ilig/archives/learning_objects (Accessed 2 February 2009).

Note that:

Some blog authors may choose to remain anonymous by using an alias. Use this instead of surname and initials if that is all that is available.

7.3 Wikis

In-text citation:

(Title of wiki, year last modified) or Title of wiki (year of publication) states ...

Full reference:

Title of wiki (year last modified) *Article title* [online], date last modified, URL (date accessed).

Example

In-text citation	Full reference
(Wikiquote, 2011)	Wikiquote (2011) *All's well that ends well* [online], 31 March 2010, http://en.wikiquote.org/wiki/All%27s_Well_That_Ends_Well (Accessed 16 December 2011).
(Wikipedia, 2011)	Wikipedia (2012) *Hawaiian tropical rainforests* [online], 19 November 2011, http://en.wikipedia.org/wiki/Hawaiian_tropical_rainforests (Accessed 16 January 2012).

7.4 Twitter

In-text citation:

(Author, year of publication) or Author (year of publication) states ...

Full reference:

Author of tweet (year of publication) *Full tweet*, date of Tweet, URL (date accessed).

Example

In-text citation	Full reference
(@Science, 2011)	@Science (2011) *Scientists discover that brains of tiny spiders are so big they overflow into their legs, http://bit.ly/w4cclx,* 16 November, http://twitter.com/#!/WorldView12/status/148359207257767936 (Accessed 16 December 2011).

7.5 Podcasts

In-text citation:

(Title of podcast, year of publication) or Title of podcast (year of publication) states …

Full reference:

Title of podcast (year of publication) podcast type, Podcaster, Place of podcast [online], URL (date accessed).

Example

In-text citation	Full reference
(*The wings of a butterfly*, 2005)	*The wings of a butterfly* (2005) podcast radio programme, ABC Radio National, Sydney [online], http://www.abc.net.au/rn/podcast/default.htm#mind (Accessed 16 September 2005).

8. Newspapers

In-text citation:

(Author, year of publication) or Author (year of publication) says…

Full reference:

Author, A. (year of publication) 'Title of the article', *Title of the Newspaper*, date, page number.

Example

In-text citation	Full reference
(Mackay, 2002)	Mackay, C. (2002) 'Alert over big cat', *The Daily Mirror*, 4 July, p. 28.

8.1 Newspapers online

In-text citation:

    (Author, year of publication) or Author (year of publication) says...

Full reference:

    Author, A. (year of publication) 'Title of the article', *Title of the Newspaper*, date, [online] URL (date accessed).

Example

In-text citation	Full reference
(MacLeod, 2007)	MacLeod, D. (2007) 'Oxbridge trainee teachers twice as likely to get jobs', *Guardian*, 3 August, [online] http://education.guardian.co.uk/higher/news/story/0,,2140513,00.html?gusrc=rss&feed=8 (Accessed 3 August 2007).

9. Images

Online images

In-text citation:

    (Title of image, year of production) or Title of image (year of production) illustrates that ....

Full reference:

    Title of Image (year of production) [online], URL (date accessed).

Example

In-text citation	Full reference
(*Mary of Modena, fleeing with her son James Francis Edward Stewart,* c.1688)	*Mary of Modena, fleeing with her son James Francis Edward Stewart* (c.1688) [online], http://www.scran.ac.uk (Accessed 16 December 2011).

10. Audiovisual material

See the Module DVDs section of this guide for information on referencing DVDs that are part of your module materials.

10.1 TV programme

In-text citation:

> (*Title of programme*, year of broadcast) or *Title of programme* (year of broadcast) says…

Full reference:

> *Title of Programme* (year of broadcast) channel, date of transmission.

Example

In-text citation	Full reference
(*The Apprentice*, 2008)	*The Apprentice* (2008) BBC 1, 14 June.

Note that:

If you are accessing the programme online, e.g. via BBC iplayer, then you would amend the reference as follows:

> *The Apprentice* (2008) BBC 1, 14 June [online], http://www.bbc.co.uk/iplayer (Accessed 16 June 2008).

10.2 Film

In-text citation:

> (*Title of film*, year of release) or *Title of film* (year of release) says…

Full reference:

> *Title of Film* (year of release) film, directed by Director Name, Distribution company.

Example

In-text citation	Full reference
(*Lord of the Rings: The Two Towers*, 2003)	*Lord of the Rings: The Two Towers* (2003) film, directed by Peter Jackson, Newline Productions Inc.

10.3 Audio CD

In-text citation:

(Artist, year of release)

Full reference:

Artist (year of release) *Title*, audio CD, recording company.

Example

In-text citation	Full reference
(Talking Heads, 1984)	Talking Heads (1984) *Speaking in Tongues*, audio CD, Sire.

10.4 YouTube item

In-text citation:

(*Title of item*, date uploaded) or *Title of item* (date uploaded) says…

Full reference:

Title of Item (date uploaded) YouTube video, added by name of who uploaded it [online], URL (date accessed).

Example

In-text citation	Full reference
(*Google Privacy: A Look at Cookies*, 2008)	*Google Privacy: A Look at Cookies* (2008) YouTube video, added by googleprivacy [online], http://www.youtube.com/watch?v=XfZLztx8cKI (Accessed 12 June 2008).

11. Reports

In-text citation:

(Author, year of publication) or Author (year of publication) says…

Full reference:

Author, A. (year of publication), *Title*, Issuing Organisation, report number.

Example

In-text citation	Full reference
(Halliday, 1995)	Halliday, J. (1995) *Assessment of the accuracy of the DTI's database of the UK wind speeds*, Energy Technology Support Unit, ETSU-W-11/00401/REP.

12. Conference papers

In-text citation:

(Author, year of publication) or Author (year of publication) says…

Full reference:

Author, A. (year of publication) 'Title of paper', *Title of Conference*, Location, date of conference, Place of publication, Publisher, page numbers.

Example

In-text citation	Full reference
(Jones, 1994)	Jones, J. (1994) 'Polymer blends based on compact disc scrap', *Proceedings of the Annual Technical Conference – Society of Plastics Engineers*, San Francisco, May 1–5 1994, Brookfield, CT, Society of Plastics Engineers, pp. 2865–7.

13. Theses

In-text citation:

(Author, year of submission/publication) or Author (year of submission/publication) says…

Full reference:

Author, A. (year of submission/publication) *Title: subtitle*, designation, Place of submission/publication, Awarding institution.

Example

In-text citation	Full reference
(Morishita, 2003)	Morishita, M. (2003) *Empty museums: transculturation and the development of public art museums in Japan*, unpublished PhD thesis, Milton Keynes, The Open University.

Note that:

'Designaton' refers to the publication status and academic level of the thesis you are citing.

14. Patents

In-text citation:

(Inventor Name, year)

Full reference:

Inventor, A., Assignee name if not also inventor, (Year) *Title*, Country of issue and patent number.

Example

In-text citation	Full reference
(Bloch et al., 2003)	Bloch , S., Demirbasa, S. and Curry, A. (2003) *Protection of wireless data storage devices,* UK Patent GB2379834.
(Bloch et al, 2003)	Bloch , S., Demirbasa, S. and Curry, A. (2003) *Protection of wireless data storage devices,* UK Patent GB2379834 [online], http://worldwide.espacenet.com/ publicationDetails/ biblio?CC=GB&NR=2379834&KC=&FT=E&locale=en_EP (Accessed 11 January 2012).

Note that: For online patents add [online], URL and date accessed, as in the example above.

15 Standards

In-text citation:

(Organisation, year)

Full reference:

Organisation (Author) (year) *Number and title of the Standard*, Place of publication, Publisher.

Example

In-text citation	Full reference
(BSI, 2005)	BSI (2005) BS EN ISO 17707: *Footwear. Test methods for outsoles. Flex resistance,* London, British Standards Institution.
(BSI, 2005)	BSI (2005) BS EN ISO 17707:2005*: Footwear. Test methods for outsoles. Flex resistance*, British Standards Online, British Standards Institution [online], https://bsol-bsigroup-com.libezproxy.open.ac.uk/en/Bsol-Item-Detail-Page/?pid=000000000030105824 (Accessed 4 January 2012).

Note that:

For online standards add [online], URL and date accessed, as in the example above.

16 Messages

16.1 Emails

In-text citation:

(Author, year of publication) or Author (year of publication) says…

Full reference:

Author, A. (date of message) 'Subject of message', email to Recipient's Name.

Example

In-text citation	Full reference
(Knight, 2007)	Knight, C. J. (29 May 2007) 'Cumbrian windfarms', email to J. Q. Parker-Knoll.

Note that:

You should always check with the author of the email that they are happy for you to use its content before using the material.

16.2 Forum messages

In-text citation:

(Author, year of message) or Author (year of message) says…

Full reference:

Author, A. (date of message) 'Subject of message', forum message to Name of the Forum.

Example

In-text citation	Full reference
(Burrage, 2004)	Burrage, R. (10 August 2004) 'Virus information', forum message to OU Service News.

Note that:

You should always check with the author of the forum message that they are happy for you to use its content before using the material.