

# Citing your references using the Harvard (Author-Date) system

## Is this the correct guide for you?

*Before using this guide, please check whether your Department, School or Faculty specifies the use of a particular referencing style and, if so, if it provides its own guidelines to that style.*

This guide is in line with [Cite them right online](#) - and the printed book equivalent: Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. in the Library at 808.02 PEA.

## Why is it important to cite references?

It is accepted practice in the academic world to acknowledge the words, ideas or work of others and not simply to use them as if they were your own. Failure to do this could be regarded as plagiarism – see <https://www.brookes.ac.uk/library/library-services/information-skills/plagiarism>

to enable other people to identify and trace your sources quickly and easily

to support facts and claims you have made in your text

***There are 2 parts to a referencing system:***

***(1) an in-text citation***

***(2) an entry in the reference list/bibliography at the end of the assignment/work***

## 1. In-text citations

The **in-text citation** is placed at the exact point in your document where you refer to someone else's work, whether it is a book, journal, online document, website or any other source. **The following guidelines apply to all types of sources, including online documents & websites.**

The in-text citation consists of author (or editor) and publication year, in brackets:

**eg** Agriculture still employs half a million people in rural Britain (Shucksmith, 2000).

An author can be an organisation, corporate body or Government Department (initials or abbreviations can be used if well known):

**eg** (English Heritage, 2010)

**eg** (NHS, 2010)

If there are 2 or 3 authors, both, or all 3, names should be given:

**eg** (Lines, Pritchard and Walker, 2007)

If there are 4 or more authors, cite the first author, followed by 'et al.' (in italics)

eg (Morgan *et al.*, 2013)

To refer to 2 or more publications at the same time, list in date order and separate by a semicolon:

eg (Taylor, 2013; Piper, 2015)

For several documents by the same author published in the same year, use (a, b, c):

eg (Watson, 2009a)

If the author's name occurs naturally in the sentence, only the year of publication is given:

eg In his groundbreaking study, Jones (2014) ...

If the date cannot be identified, use the phrase 'no date':

eg (Labour Party, no date)

If there is no author, including UK Acts of Parliament & law cases, use a brief title instead (in *italics*). :

eg (*Burden of anonymity*, 1948)

eg (*Mental Health Act 2007*) (***Please note that italics, and also no comma, are correct***)

eg ('*YL v. Birmingham City Council*', 2007)

**In-text citations for web pages:** Use author and date; if no author, use title and date; if no author or title, use URL & date:

eg (<https://www.brookes.ac.uk>, 2014) (***use this ONLY when there is no author or title***)

**In-text citations and page numbers:** These should be included when there is a need to be more specific, e.g. referring to specific information or data, or when making a direct quotation.

Use p. (for a single page) or pp. (for more than one page). If page numbers are not given (e.g. for some ebooks), use the information that is available, such as 58%.

eg (Thompson, 2011, p.100) or (Thompson, 2011, 58%)

### Secondary sources:

This is a document which you have NOT seen but which is quoted or mentioned in a source you DO have. Link the 2 sources with the term 'cited in' or 'quoted in':

eg (Turner, 2000, cited in Walker, 2004, p.53).

eg Turner's analysis of development trends (2000, cited in Walker, 2004, p.53).

You can only include the source you have **actually** read in your reference list, so, in this example, you would only include Walker. It is good practice to try to read the original source (Turner) if possible.

### Handling Quotations in the text:

**Short quotations** may be run into the text, using single or double quotation marks (***be consistent***):

eg As Owens stated (2008, p.97), 'the value of...'

**Longer quotations** should be a separate, indented, paragraph – no need for quotation marks:

eg Simone de Beauvoir examined her own past and wrote rather gloomily:  
The past is not a peaceful landscape lying there behind me, a country in which I can stroll wherever I please, and will gradually show me all its secret hills and dales. As I was moving forward, so it was crumbling (Simone de Beauvoir, 1972, p.365).

## 2. Reference list/bibliography

At the end of your assignment/work you need to provide a complete list of all sources used. Please note that some Departments, Schools or Faculties may expect 2 lists – (1) a reference list of all sources cited in your text and (2) a general bibliography of sources used but not specifically cited as in-text citations.

The entries in the list(s) are arranged in **one alphabetical sequence** by author's name, title if there is no author, URL if no author or title – **whatever has been used in the in-text citation**, so that your reader can go easily from an in-text citation to the correct point in your list.

### What details should be in the reference?

**All references, including those for online resources**, must contain author, year of publication and title (if known) in that order. Further details are also required, varying according to type of source (see below)

#### TOP TIPS:

- *If referencing where both print and online versions exist, take care to reference the version you have used (especially if they are updated at different times, or vary in any way – e.g. newspapers often vary)*
- *URLs: When using the URL for web pages, you can shorten it IF the route is still clear*
- *DOIs (digital object identifiers): DOIs may be given for online sources (including journals). In the reference this replaces the URL and date accessed (see example in box on next page)*

### Printed books or reports AND

### Ebooks which look the same as a printed book, with publication details and pagination

#### 1 Author/Editor:

- Surname/family name first, followed by initials
- Include **all** authors, except where there are 4 or more, when you should give the first name followed by *et al.* (in italics)  
**(Please note: Some academics or publishers may require you to give all authors)**
- For editors, use (ed.) or (eds)
- If an abbreviation has been used for a corporate author in the in-text citation, use the abbreviation in the reference list too (e.g. NHS)

#### 2 Year of publication: Give the year of publication in round brackets, or (no date)

#### 3 Title:

- Include title as given on the title page of a book
- Include any sub-title, separating it from the title by a colon
- Capitalise the first letter of the first word and any proper nouns
- Use *italics*

#### 4 Edition: Only include if not the first edition. Edition is abbreviated to 'edn'.

#### 5 Place of publication and publisher: Use a colon to separate these elements. If there is more than one place of publication, include only the most local.

#### 6 Series: Include if relevant, after the publisher.

Example of printed book, or ebook which looks like a printed book, or report:

**eg** Shone, A. and Parry, B. (2013) *Successful event management: a practical handbook*. 4th edn. Andover: Cengage Learning.

Example of organisation/corporate body/Government Department as author:

**eg** Department of Health (2012) *Manual of nutrition*. 12th edn. London: TSO.

Example of book with no author:

**eg** *Whitaker's almanack* (2013) London: J Whitaker and Sons.

## **Ebooks for which publication details and page numbers are not available**

### **AND Online reports**

- 1 Author/editor
- 2 Year of publication (in round brackets)
- 3 Title (use *italics*)
- 4/5 Available at: URL (Accessed: date) OR (Downloaded: date)

eg Marr, A. (2012) *A history of the world*. Available at: <http://www.amazon.co.uk/kindle-ebooks>  
(Downloaded: 23 June 2014).

### **Chapter in book**

- 1 Author of chapter
- 2 Year of publication
- 3 Title of chapter (in single quotation marks)
- 4 'in' and then author, title of complete book (*in italics*), place of publication, publisher, page nos.

eg Smith, H. (1990) 'Innovation at large', in James, S. (ed.) *Science and innovation*. Manchester: Novon, pp. 46-50.

### **Journal articles, print and electronic**

- 1 Author
- 2 Year of publication
- 3 Title of article (in single quotation marks)
- 4 Title of journal (*in italics*). Capitalise the first letter of each word in title, except for words such as 'and', 'the', 'of'
- 5 Volume number (no brackets), issue number and/or date (all in round brackets)
- 6 Page numbers or equivalent (*issue and page numbers may be replaced by article numbers*)
- 7/8 Available at: URL (Accessed: date) (*if required*) OR DOI (*if available*)  
(*URL is required for an article which is ONLY available online*)

Example of print or online journal article:

eg Matsaganis, M. (2011) 'The welfare state and the crisis: the case of Greece', *Journal of European Social Policy*, 21(5), pp.501-512.

Example of online journal article including doi:

eg Williams, J. (2000) 'Tools for achieving sustainable housing strategies in rural Gloucestershire', *Planning Practice & Research*, 15(3), pp.155-174. doi: 10.1080/02697450020000131

### **Newspaper articles, print and electronic**

eg Potter, R. (2013) 'Time to take stock', *The Guardian*, 20 May, p.15.  
(*If using an online version, include the URL and date accessed OR doi (if available)*)

### **Web page (the main web page, not a pdf on the web page)**

eg OXFAM (2013) *Gender justice*. Available at: <http://policy-practice.oxfam.org.uk/our-work/gender-justice>  
(Accessed: 12 June 2014).

**Pdf on web page** [*Follow guidelines above EITHER for Ebooks which look the same as a printed book OR for Ebooks for which publication details and page numbers are not available/and online reports*]

### **Report from a database**

Mintel Oxygen (2014) 'Prepared meals review – UK – May 2014'. Available at: <http://academic.mintel.com>  
(Accessed: 12 June 2014).

## **Systematic review**

Kopsaftis, Z., Wood-Baker, R. and Poole, P. (2018) 'Influenza vaccine for chronic obstructive pulmonary disease'. [Systematic review]. *Cochrane Database of Systematic Reviews*, 26 June, doi:10.1002/14651858.CD002733.pub3

## **Thesis**

Matheson, C. M. (2004) *Products and passions: explorations of authenticity within Celtic music festivities*. PhD thesis. Glasgow Caledonian University. Available at: <http://ethos.bl.uk/OrderDetails.do?did=5&uin=uk.bl.ethos.414865> (Accessed: 23 June 2014).

## **UK Act of Parliament**

*Mental Health Act 2007*, c.12. Available at: <https://www.legislation.gov.uk/ukpga/2007/12/contents/enacted> (Accessed: 3 July 2018).

## **Law report (Cases)**

'YL v. Birmingham City Council' (2007) United Kingdom House of Lords, case 27. Available at: <https://publications.parliament.uk/pa/ld200607/ldjudgmt/jd070620/birm-1.htm> (Accessed: 3 July 2018).

## **Email**

Saunders, L. (2010) Email to Linda Hinton, 18 August. ***[You can also use this pattern for other personal communications e.g. letter, conversation]***

## **Interview**

Taylor, F. (2014) 'The future is bright'. Interview with Francis Taylor. Interviewed by Sally Ross for *BBC News*, 15 March. ***[If published on the internet also include the URL and date accessed]***

## **Film on YouTube**

Page, D. (2008) *How to draw cartoon characters: how to draw the head on a cartoon character*. Available at: <https://www.youtube.com/watch?v=g18gHMKFlhM> (Accessed: 26 August 2016).

## **Photograph from the internet**

Lake, Q. (2010) *Emperors' heads outside the entrance to the Sheldonian Theatre, Broad Street, Oxford*. Available at: <https://blog.quintinlake.com/2010/11/05/photos-of-the-emperors-heads-sheldonian-theatre-oxford/> (Accessed: 26 August 2016).

### **Figure, graph, diagram, image etc from a book:**

*If the figure, graph etc is the work of the author of the book, reference the book itself as the source, but also include page number and material type:*

**In-text citation:** (Saxton, 2017, p.52)

***[This could be a caption under the diagram, and could begin with the diagram title (if any), as in example below]***

**Reference list:** Saxton, M. (2017) *Child language: acquisition and development*. London: SAGE, p.52, diagram.

*If the figure, graph etc is not the work of the author of the book, follow the pattern for a chapter in book (see p. 4):*

**In-text citation:** 'The link between expectation and satisfaction' (Ryan, 2007, as given in Page and Connell, 2014, p.417) ***[This could be a caption under the diagram]***

**Reference list:** Ryan, C. (ed.) (2007) 'The link between expectation and satisfaction', in Page, S. J. and Connell, J. (2014) *The tourist experience: a new introduction*. 4th edn. Andover: Cengage Learning EMEA, p.417, diagram.

**For further Harvard referencing examples see:** [Cite them right online](#) The print equivalent is: Pears, R. and Shields, G. (2016) *Cite them right: the essential referencing guide*. 10th edn. London: Palgrave.  
**Shelfmark: 808.02 PEA**

**EndNote:** This service enables you to build up a database of your references and then automatically format both in-text citations and the references in the Brookes Harvard style (like this guide). For full details see <https://www.brookes.ac.uk/library/library-services/endnote>

LS/Oxford Brookes University July 2018