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.


Why is it important to cite references?

- to enable other people to identify and trace your sources quickly and easily
- to support facts and claims you have made in your text

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/how-to/reference-and-avoid-plagiarism](https://www.brookes.ac.uk/library/how-to/reference-and-avoid-plagiarism)

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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

*e.g.* 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)
If there are 2 or 3 authors, both, or all 3, names should be given

e.g. (Lines, Pritchard and Walker, 2007)

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

e.g. (Morgan et al., 2013)

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

e.g. (Taylor, 2013; Piper, 2015)

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

e.g. (Watson, 2009a)

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

e.g. In his groundbreaking study, Jones (2014) …

If the date cannot be identified, use the phrase ‘no date’

e.g. (Labour Party, no date)

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

e.g. (Burden of anonymity, 1948)

e.g. (Mental Health Act 2007) (No comma is needed if you’re referring to an Act)

e.g. (‘YL v. Birmingham City Council’, 2007)

For web pages with no author or title, use the URL and date (If a web page has no author or title, you might question whether or not it is suitable for academic work.)

e.g. (https://www.brookes.ac.uk/, 2014)

**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 loc, %, chapter/paragraph.

e.g. (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’:


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):

e.g. As Owens stated (2008, p. 97), ‘the value of...’

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

e.g. 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 courses or publishers may want you to list all authors. If you’re not sure whether you need to list them, check with your module leader.)
- 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:

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

Example of book with no author:

### 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 *(in italics)*
4/5 Available at: URL *(Accessed: date)* OR *(Downloaded: date)*


### 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.

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:

Example of online journal article including doi:

Newspaper articles, print and electronic

(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)


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


Systematic review


Technical Report


Thesis

UK Act of Parliament

Law report (Cases)

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

Interview
e.g. 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)

Video on YouTube
e.g. 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

Figure, graph, diagram, image etc from a book
As well as including a page number in your in-text citation, you might also want to include any ID the author has used e.g. a figure or table number.
e.g. (Chen, Orum and Paulsen, 2018, p. 103, Table 5.1)
(This could be a caption under the figure if you are reproducing it.)

In the reference list, you reference the whole book

For further Harvard referencing examples see: Cite them right online - http://oxfordbrookes.idm.oclc.org/login?url=http://www.citethemrightonline.com


You might like to try using EndNote
This service enables you to build up a database of your references and then automatically format both in-text citations and your reference list in the Brookes Harvard style (like this guide). For full details see https://www.brookes.ac.uk/library/how-to/use-endnote/

VF/Oxford Brookes University September 2020