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 or Government Department (known as a ‘corporate author’):

eg (English Heritage, 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, use a brief title instead (title is in italics):

   eg   (Burden of anonymity, 1948)

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)*

**Page number(s) for in-text citations:** 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%)

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**Secondary sources:** (this means 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’:


**NB for above example of secondary sources:** You can only include the source you have actually read in your reference list, so, unless you have read Turner yourself, you can only include Walker in your reference list. It is good practice to try to read the original source (Turner) so that you can reference it in addition to Walker.

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**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).

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**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.

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):

- **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)
- **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)**

**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). *(NB: Some publishers or academics may require you to give all authors)*. For editors, use (ed.) or (eds). An author can be an organisation or Government Department.

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*.


5. **Place of publication and publisher**: Use a colon to separate these elements. If 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**:


**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)*


**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 numbers of chapter.

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. 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:


Pdf on web page: [Follow guidelines on previous page for referencing ebooks and online reports]


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]

For further examples see: Cite them right online

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