

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

### Is this the correct guide for you?

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

Note that some Schools may expect both a list of (cited) references and a (general) bibliography, rather than one single reference list/bibliography.

### 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 <http://www.brookes.ac.uk/library/skill/plagiarism.html>
- 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.

It consists of author (or editor/compiler/translator) 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 (common with websites):

eg (English Heritage, 2010)

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

eg (Lines, Smith and Walker, 2007)

If there are more than 3 authors, cite the first author, followed by 'et al' (in italics)

eg (Morgan *et al.*, 1998)

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

eg (Watson, 2009a)

***More examples on next page....***

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

eg This concept is discussed by Jones (1998) ...

If there is no author, use a brief title instead:

eg (Burden of anonymity, 1948)

For websites, if there is no author or title, use the URL:

eg (<http://www.xxxxxxx.org>, 2010)

If the date cannot be identified, use the abbreviation n.d.:

eg (Labour Party, n.d.)

Page numbers should be included when there is a need to be more specific, for example when making a direct quotation. Use the abbreviation p. (for a single page) or pp. (more than one page):

eg As Kelvin stated (1968, p.100) 'the value of...'

If referencing a secondary source (a document which you have not seen but which is quoted in one of your references) the two items should be linked with the term 'cited in':

eg ...economic development (Jones, 2000, cited in Walker, 2004, p.53).

**NB for above example of secondary sources:** You would only be able to include the source you have **actually read** in your reference list – in the above example you could only give full details of Walker unless you have read Jones yourself. It is good practice to try to read the original source (Jones) so that you can cite and reference it in addition to the source which quoted it (Walker).

## Handling Quotations in the text

**Short quotations** may be run into the text, using single quotation marks:

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

**Longer quotations** should be separated from the rest of the text by means of indentation and optional size reduction, and do not need quotation marks:

eg Simone de Beauvoir (1972, p.365) 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 dates. As I was moving forward, so it was crumbling.

## 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 Schools 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 citation.

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 entries/references, including those for online resources, must contain author, year of publication and title (if known) **in that order**. Further additional details are also required, varying according to the type of source, as follows:

## Book

- 1 **Author/Editor:** Surname first, followed by first name(s) or initials (**be consistent**). Include all names if there are 2 or 3 authors; if more than 3, use the first name and then *et al.* For editors, compilers or translators use ed/eds, comp/comps or trans after the name(s). Remember that an author can be an organisation or Government Department.
- 2 **Year of publication:** If date not known, use n.d.
- 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*, **bold** or underline (the most common practice is to use *italics*) (**be consistent**)
- 4 **Edition:** Only include if not the first edition.
- 5 **Place of publication and publisher:** Use a colon to separate these elements. If not given use: s.l. (no place) and s.n. (no publisher).
- 6 **Series:** Include if relevant.

eg Gombrich, E. H. (1977). *Art and illusion*. 5<sup>th</sup> ed. London: Phaidon.

eg Ridley, A., Peckham, M. and Clark, P. (eds.) (2003). *Cell motility: from molecules to organisms*. Chichester: Wiley.

Examples of organisation/Government Department as author:

eg Department of Health (2001). *National service framework for diabetes*. London: Department of Health.

Royal Society (2001). *The future of sites of special scientific interest*. London: Royal Society

Example of book with no author:

eg *Whitaker's almanack* (2010). London: J Whitaker and Sons.

## E-book

- 1 **Author/editor**
- 2 **Year of publication** (use the date for the e-book version rather than any print version)
- 3 **Title**
- 4 **Edition**
- 5 **Place of publication and publisher** (if available)
- 6 **[Online]** in square brackets
- 7 **Available at: URL** (this should be the URL of the e-book collection if it is from a collection).
- 8 **(Accessed: date you read it)** (in brackets)

eg Holliday, A., Hyde, M. and Kullman, J. (2004). *Intercultural communication: an advanced resource book*. London: Routledge. [Online]. Available at: <http://www.dawsonera.com/> (Accessed: 15 August 2011)

## Chapter in book

- 1 **Author of chapter**
- 2 **Year of publication**
- 3 **Title of chapter** (not italics)
- 4 **In:** and then **author, title of complete book** (*in italics*), **place of publication, publisher, page numbers of chapter.**

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

**More examples on next page....**

### **Printed Journal article**

- 1 **Author**
- 2 **Year of publication**
- 3 **Title of article** (not italics)
- 4 **Title of journal** (*in italics*)
- 5 **Volume number, issue number and/or date**
- 6 **Page numbers**

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

### **Electronic/online journal article**

Same as for printed journal article AND ALSO

- 7 **Name of online journal collection** (if applicable)
- 8 **[Online]** in square brackets
- 9 **Available at: URL** (if 7 applies, this should be the URL of the online journal collection).
- 10 **(Accessed: date you read it)** (in brackets)

eg Jones, P. and Evans, J. (2006). Urban regeneration, governance and the state: exploring notions of distance and proximity. *Urban Studies* 43(9), pp.1491-1509. Academic Search Complete [Online]. Available at: <http://web.ebscohost.com> (Accessed 17 August 2010)

**Web page:** Labour Party (2010). *Policy guide*. Available at: <http://www.labour.org.uk/policies/home> (Accessed: 13 August 2010)

**Report from a database:** Mintel (2010). *Sports goods retailing – UK – May 2010*. Mintel Leisure [Online]. Available at: <http://reports.mintel.com> (Accessed: 17 August 2010)

**Newspaper article:** Hunt, P. (1999). Time is running out. *Daily Telegraph*, 8 February, p. 10.

(NB: For internet edition there is no page number – instead give [Online], Available at: URL and Accessed: date; if citing newspaper article from a database e.g. Factiva, follow pattern above for online journal article)

**Email:** Saunders, L. (2010). Email to Linda Hinton, 18 August.

**Film on DVD:** *Pride and prejudice* (2000). Directed by Simon Langton [DVD]. Based on the novel by Jane Austen. London: BBC Worldwide Ltd.

**Thesis:** Groschl, S. (2001). *An exploration of cultural differences between French and British managers within an international hotel company*. PhD thesis. Oxford Brookes University.

**Conference paper:** Sattler, M.A. (2007). Education for a more sustainable architecture. In: *Sun, wind and architecture: proceedings of the 24<sup>th</sup> International Conference on Passive and Low Energy Architecture*. National University of Singapore, 22-24 November. Singapore: Department of Architecture, National University of Singapore, pp. 844-851.

**For further examples see:** Pears, R. and Shields, G. (2010). *Cite them right: the essential referencing guide*. 8<sup>th</sup> ed. Basingstoke: Palgrave Macmillan. **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 <http://www.brookes.ac.uk/library/endnote.html>