



REFERENCING USING THE HARVARD METHOD

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In writing academic essays, reports and dissertations, you will frequently have to refer to (cite) books, journal articles, reports and other documents. These citations must be linked in some way to a full list of references / bibliography presented at the end of your work.

There are two main methods of linking your citations to your references, the Harvard method and Numeric citation. For the purposes of this project, Harvard is recommended.

The importance of accurate citation and referencing

- To enable you to keep track of where you have searched for information.
- To enable you to quickly locate information you have already cited.
- To enable your tutor to check the veracity of the information quoted.
- To enable others to follow your research.
- To prevent plagiarism.

Your references must therefore, be:

- CORRECT - in every detail given.
- COMPLETE - giving all the necessary information to trace an item.
- CONSISTENT - in layout with other references you list.

The content of your references should answer the following questions:

- Who wrote or is responsible for the work?
- What is the title of the work?
- Where, when and by whom was it published?

References should contain the appropriate information, in the following order:

- Originator (author, editors or company)
- Date of publication (Harvard method)
- Title
- Material designation (non print resources)
- Edition
- Publication details
- Date of publication (Numeric system)
- Page numbers where appropriate



Harvard Method : Books

This is often referred to as the name and date system and an example of a citation appearing in the main text is:

The notion of an invisible college has been explored in the sciences (Crow, 1979). It's absence amongst historians is noted by Sticks (1981b, p.61). It may be as Barton (1965) points out, that they have no assistants or are reluctant to delegate (Smith, 1900; Chump, 1981) ...

The references would appear at the end of the main text in alphabetical order of author, subdivided if necessary by year and letter, i.e. :-

BARTON, B.B. 1965. *How teenagers use a library*. Zambia : McGraw Hill

CHUMP, J. 1981. *Report to the Taxidermists Association*. S1/9/281. Microfiche. London : University School of Zoology

CROW, R. 1999. *Gladiator Colleges*. Hollywood : University of LA Press

SMITH, C. 1900. Problems of information studies in Architecture. *Architecture Journal*. 32 (4) 290 - 300

STICKS, U.P. 1980. The Information needs of Bricklayers. *National Journal of Building*. 20 (5) 30 -31

STICKS, U.P. 1981a. More information needs of Bricklayers. *National Journal of Building*. 33 (3) 20 - 24

STICKS, U.P. 1981b. Not more information needs. *National Journal of Building*. 33 (5) 60 - 62.

Note:

- The use of punctuation.
- The different use of Italics.
- The use of a and b, when the same author in conjunction with the same year is cited more than once. The entries for Sticks are listed first by year, then letter and year.



Troubleshooting

Originator

1. Use CAPITAL letters for the surname.
2. If there are two authors, give both.
3. If there are more than two authors, give the first only, followed by et al (meaning “and others”).
4. If the originator(s) are editors as opposed to authors, follow the rules above and add ed. or eds. after the name(s).
5. Follow the above guidelines for corporate names. Note that subordinate corporate bodies are given in lower case, e.g. Intelligence Unit:

HALIFAX BUILDING SOCIETY. Intelligence Unit. 1985 *Into Debt*. London : McGraw Hill.

Date

1. Give the date in normal fashion, e.g. 2000.
2. If the date is unknown, make a guess and indicate as follows using square brackets - [ca 2000].
3. If impossible to guess the date, indicate as [no date].

Title

1. Use the wording and spelling of the title as found in the material you are quoting.
2. Very long titles may be abbreviated as long as they still make sense.
3. Give sub titles after the colon : only if they contain useful information.
4. Underline the title, or, if using WP give the title in italics.



Material designation

If necessary add, after the title, some information about the nature of the item if it is not in traditional book or journal format eg Braille, hologram, map, microfiche, photograph, wallchart. See previous example citation.

Edition

1. Do not quote first editions.
2. Use the terms and symbols from the book you are quoting, e.g. Fourth edition, 4th ed, 3rd ed., revised, New enlarged edition.

Publication details

1. Give the place of publication as in the work using the English form of the names, e.g. Cologne not Koln.
2. When two or more places for publication are given, cite the first only, followed by the British place of publication if this is not the first.
3. Abbreviate the publisher's name to the generally recognised form (if you know it - don't make it up!) e.g. Her Majesty's Stationery Office – HMSO.
4. If there is more than one publisher, cite the British publisher only if there is one. Otherwise the first named publisher.

Numeration

Where appropriate, refer to a specific part of the book, eg p. 56, pp. 25 – 67, Schedule 1, Part 1, Clause 6.



Quotes

Direct quotes can be cited in two ways. Either indented, together with the page number and reference, with any missing words replaced with three full stops, e.g.

Because he was the leading playwright of a dissolute age, Congreve ... has received from the squeamish the epithet 'licentious'. (Hartley, 1961, p. 49).

Or if the quote is a short one, it can be included in the main text surrounded by quote marks “ ”, with the reference in brackets as in the example above. Always indicate the page number of quote(s) used.

One Oddity!

Material cited within another text, where you have not quoted the original source.

Quite frequently whilst doing the wider reading for a particular topic you may cite a piece of information that the author of the material you are reading has already used as someone else's quote in their text. In essence you are not using the reference from its primary source, so the citation would be different.

MAGMA, O.T. 1997. *Principles of NLP*. London : Collins. Cited in Ulpher, S. 2000. *The Earthquake Handbook*. Swindon : Bantam.

Journal References

References for journal articles are essentially constructed in the same way as for books, but there are some points to note.

1. DO NOT underline or italicise the title of the article.
2. DO underline or italicise the journal title.
3. If using a word-processor, put the volume number in bold, if not, underline it.
4. OMIT words like volume, vol. or part.
5. Drop the use of p. or pp. for pages.

Example:

MUIR, Jane et al. 1992. Hitler as public speaker. *Media & Communications*. **43**(Winter) 27 -39.



Electronic Sources

For computer software, citation is the same as that for books **except** that the material designation must be included e.g. CD-ROM.

UERILLA, G. 1980. *Urban Warfare*. Floppy disc. (5.25 in, BBC Model B). London : Longmans.

For websites the full address of the site should be given, including the date you accessed it, eg

BRAIN, M. 1998. *How Web Pages Work*. Website. <http://www.howstuffworks.com/web-page.htm>. 9th April 2001.

Date inclusion is very important due to the fact that sites may change from day to day.

Patents

Again similar to books but with the date in the format year, month, day.

Conference Proceedings

WHISTLE, I.N. 1980. The nature of the wind.

In: *Proceedings of the conference on modern design of wind sensitive structures*. London : Construction Industry Research and Information Association. Paper 3.

Note:

1. The title of the paper is not emphasised, but the title of the conference is.
2. The addition of In: which identifies the source of the material as a conference.
3. Instead of Paper 3, pagination may be given instead. Be consistent whichever method you choose.



References and Bibliographies – similarities and differences

Items included in a Reference list have usually been quoted in the main text of the work.

Items included in a Bibliography are not normally quoted in the main text but have been used to gain more knowledge of the subject i.e. 'wider reading'.

You may need to include both a reference section and a bibliography at the end of your work.

Bibliographies are usually found at the end of a book.

References are found either at the end of a book OR if there are different contributors for each section, at the end of the chapter.

And finally

The other most commonly used method of citation is the Numeric method and it is worth finding out whether your teacher/tutor prefers this before embarking on a project. It can save a lot of re-writing! It differs in three ways from the Harvard system:

1. The date in the actual reference is placed after the publisher if the source is a book, eg

BARTON, B.B. How zombies use a library. Zambia : Macmillan, 1965

and after the journal title if the source is a journal, e.g.

STICKS, U.P. Robot Wars. Electronics. 2000 **4** (1) 7 - 12.

2. The reference in the main text is accompanied by a number rather than a name and date, e.g.

It may be as Barton (8) points out, that they have no assistants, or are reluctant to delegate (27.28).

3. In the References section the items are listed numerically to correspond with the number allocated to them in the text and then alphabetically within the same list. With the Harvard system, items in the Reference / Bibliography lists are not numbered.



References

http://www.kes.hants.sch.uk/curriculum/a_referencing_guide_for_students.htm

COTTRELL, S. 1999. *The Study Skills Handbook*. London : Macmillan

SMITH, D. [ca 1997]. *Bibliographical Citation*. Leeds : LMU.

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