

HOW TO CITE REFERENCES — GUIDELINES FOR UNDERGRADUATES

THE HARVARD SYSTEM

Introduction

When producing any piece of written work, it is essential that you acknowledge or cite your sources of information and the works you have used. This allows the reader to trace your original sources and satisfy him/herself that you have understood and reported them correctly. If you do not cite your sources clearly, there is a danger that you may be accused of plagiarism (stealing someone else's work and ideas) or poor academic practice.

There are many manuals and 'style sheets' describing different methods of citing references and you will come across examples of different practice in your reading. However, there are two main systems: the Harvard or Name and Date system; and the Numeric or Vancouver system. These are standards for the order and content of information to be included in the reference rather than for layout. Whatever layout you use, you should be consistent.

You should use whichever of these two systems your department recommends. Whichever system you use, any source to which you refer should be clearly identifiable in the list of references at the end of your work.

These guidelines on the Harvard system provide advice on how to cite most of the common types of information. They do not advise on citation of patents, maps, published music, illustrations or sound recordings. In these cases consult your School Librarian or a member of teaching staff.

1. REFERENCES WITHIN YOUR TEXT

Each time you refer to a book, journal article or other information source you should normally give the author's surname and the work's year of publication. If the surname is a natural part of the sentence, give the year only in round brackets. If the surname is not a natural part of the sentence, then give the surname and publication year in round brackets. If you paraphrase or quote directly, you should also include the page number(s) within round brackets. For example:

Reynolds (1999: 205-225) outlines the significance of the Wik case for...

When you want to refer to more than one item, separate them by a semi-colon:

Two recent works (Martin, 2003; Andretta, 2005) consider the generic approach...

When your sources are by the same author and published in the same year, you should distinguish between them in your text by placing a lower-case letter after the date:

It has been suggested (Brophy, 2005a; Brophy, 2005b) that university libraries should...

If a text has two authors, give the names of both in your text:

Attacks on art and cultural identity in Afghanistan, Iraq, Israel and the occupied territories have been recorded by Cruickshank and Vincent (2003).

If there are more than two authors, give the name of the first author and place *et al.* after it. This is an abbreviation from the Latin for 'and others'.

Social characteristics seen among socially excluded drug users in ten cities from nine European countries have been identified (March *et al.*, 2006).

If there is no personal author, give the name of any organisation or body involved in the place of the author, *e.g.*:

Recent research by UNESCO (2006) suggests that...

If your source has no date, use the phrase 'undated'. If it is not clear who the personal or organisational author is, use 'Anon' as in the example below:

It has been suggested (Anon, undated) that the flood of 1607, that affected Redwick, was due to a tidal wave...

As with books and other sources, full details of internet sources are given in your list of 'References' at the end of your text. In your text give a clear link to these details, but do not include the web address. For example, if you want to cite The World Court of Justice website in your text, just put its name and date of publication, creation or copyright date: The World Court of Justice (2001). Note the date here is the date of publication/creation or copyright, and not the date you access the site.

The World Court of Justice (2001) sets out details of the two types of service...

You can see how the full reference with the web address would appear in your reading list in 2.6 below.

1.1 Secondary Referencing — citing a reference within a reference

Sometimes you will need to refer to an item that you have been unable to see. You should avoid this whenever possible, but, when it is necessary, make sure that you do not mislead your reader into believing you have seen the original piece of work if you have not. Thus, in the example below where you want to quote from Kennan, but have only read it in a book by Chomsky, use the phrase '*cited in*' to make this clear to your reader.

Kennan (1948) states 'We have about 50 per cent of the world's wealth, but only 6.3 percent of its population...' (*cited in* Chomsky, 1999:17).

Include your source — in this case, Chomsky — in your list of references. Do not list Kennan, as you have not read him.

2. REFERENCES AT THE END OF YOUR TEXT

At the end of your text, you should provide a list of 'References' that describes fully all the items you have cited in your text. This should be arranged in one alphabetical sequence by author's surname and, in some cases — usually internet sources, films, videos and DVDs — by title.

2.1 Books

For a book give the following details — usually available from the title page or its reverse:

Author(s) (Year of publication) *Title: subtitle*. Edition — if not first edition. City of publication: Publisher.

Author(s)/editor(s) — give names in the order they appear on the title page, and put the surname of the first, followed by the first name (or initials, according to how it appears on the title page). After editor(s), add *ed.* or *eds.* When you refer to more than one book by the same author, use a dash (—) or three short dashes (---) instead of the author's name to save you typing it again.

Haddon, J. (1973) *Bath*. London: Batsford.
--- (1981) *Portrait of Avon*. London: Robert Hale.

Page numbers — when indicating the number of pages, use the abbreviation p. for a single page and pp. for inclusive pages.

A book by a single author

Reynolds, H. (1999) *Why weren't we told? a personal search for the truth about our history*. Harmondsworth: Penguin.

An edited book

Hallam, E. ed. (1989) *Chronicles of the crusades: eye-witness accounts of the wars between Christianity and Islam*. London: Guild Publishing.

A book with two authors

Cruickshank, D. and Vincent, D. (2003) *Under fire, people, places and treasure in Afghanistan, Iraq and Israel: an eyewitness account*. London: BBC Books.

(Note: You may use either 'and' or '&': this could read Cruickshank, D. & Vincent, D. provided that you are consistent.)

A book with more than two authors

Give all authors. For example, list *Theatre histories: an introduction* by Phillip B. Zarrilli, Bruce McConachie, Gary Jay Williams and Carol Fisher Sorgenfrei as:

Zarrilli, P.B., McConachie, B., Williams, G.J. and Sorgenfrei, C.F. (2006) *Theatre histories: an introduction*. London: Routledge.

If there is no personal author

Give the name of any organisation or body involved in place of the author.

Institute of Food Science and Technology (1989) *Food and drink: good manufacturing practice*. IFST.

A book that is not a first edition

(Note that you should provide the information as given on the title page, e.g.: 3rd ed; Revised ed; New enlarged edition.)

Schonberg, H.C. (1998) *The lives of great composers*. 3rd ed. London: Abacus.

If the book is undated

Indicate this as follows. The same example has no personal or organisational author in which case 'Anon' is used.

Anon (undated). *St. Mary's, Redwick*. Unpublished Church Pamphlet.

Reference books

Some reference books are normally referred to by their title.

The Oxford English Dictionary. (1989) 2nd ed. Oxford: Clarendon.

The New Encyclopaedia Britannica. (1997) 15th revised ed. London: Encyclopaedia Britannica.

2.2 e-books

Give the following details:

Author(s). (Year of publication) *Title: subtitle*. Edition — if a first edition. City of publication: Publisher and/or Host. (Series — if necessary) Available from: URL [e-book accessed date of access].

McNair, B. (2003) *News and journalism in the UK*. 4th ed. London: Routledge. Available from: <http://oldsite.bathspa.ac.uk/departments/library/ebooks/default.asp> [e-book accessed 2. 5.2006].

2.3 Chapters in books

Give the following details:

Author(s) of chapter. (Year of Publication) 'Title of chapter'. *In*: Author(s)/Editor(s) of book. *Title of book*. Edition — if not first edition. City of publication: Publisher, page numbers of chapter.

Soane, J. (1999) 'The renaissance of Dresden after 1985'. *In*: Clayton, A. and Russell, S. eds. *Dresden: a city reborn*. Oxford: Berg, pp.93-115.

2.4 Journal articles

Give the following details:

Author(s) of article. (Year of Publication) 'Title of article'. *Title of journal*, volume number, (issue/part number, if given), page number(s) of article, if given.

Spark, D. (2005) 'The man who tried to stop the Dresden raids'. *History Today*, 55 (3), pp.55-57.

If you read the article online add: [Online] Available from: full URL (site address) [Accessed – give actual date you visited the site] or — if the article has been accessed through a database of articles (e.g. *Academic Search Elite*) — [online] Available from: the database name (article number in round brackets), or, if one, the stable URL.

Roggla, G. (2000) 'Prescription fiddle in Germany's Lower Saxony exposed'. *Lancet*, 356 (9231) p.746. [online] Available from: *Psychology and Behavioural Sciences Collection* (AN 3503893) [Accessed 4.4.2006].

Friedman, M. J. (1999) 'Congress, the president and the battle of ideas: Vietnam policy 1965-1969'. *Essays in History*, 41 (2) [Online] Available from: <http://etext.lib.virginia.edu/Journals/EH/EH41/Friedman41.html> [Accessed 3.4.2006].

2.5 Reports, theses, and conference proceedings

Give details as you would for a book, with the following exceptions:

Reports

Add the report series and number(s) at the end. For example:

Matthews, G. (1996) *Disaster management in British libraries: project report with guideline for library managers*. London: British Library (Library and Information Research Report 109).

Thesis

After the title, add the award and the institution. For example:

Reid, F. (2005) *Have you forgotten yet?: shellshock, trauma and the memory of the Great War in Britain, 1914-1930*. PhD. thesis. Bristol: University of the West of England.

Conference proceedings

Follow the guidelines for journal articles in 2.4 above. For example:

Revill, D.H. (1995) 'Developing a quality instrument'. *Proceedings of the Northumbria International Conference on Performance Measurement in Libraries and International Service*. First.

2.6 Internet Sources

Give the following details. (For e-books and electronic journal articles follow the guidelines in 2.2 and 2.4 respectively).

Author(s)/editor(s) if given — if this is not given, enter the title. (The 'author' may be an organisation if no personal author is given.) (Year of publication or creation, if given) *Site name* [Online] Publisher or organisation, if any. Available from: full URL address [Accessed — *give actual date you visited the site*].

The World Court of Justice (2001) *The World Court of Justice: the alternative to wars, terrorism and politics* [Online] available from: <http://www.worldjustice.org/> [Accessed 3.4.2006].

2.7 Newspaper articles

Give the following details:

Author(s) of article (if given) or Title of newspaper. (Year of publication) 'Title of article'. *Title of newspaper* (if not given above). Day and month of publication, page number(s) and column number in which the article begins — alphabetically in lower case.

Fisk, R. (2006) 'Another brick in the wall'. *Independent on Sunday*. 2 April, p.33a.

2.8 Film, DVD or video

Give the following details:

Title: subtitle, if any. (Year of first release) Medium (video, DVD or film); director. Length in minutes. Place of first release: Originating organisation/publisher (DVD release date in round brackets).

Place it alphabetically by title in the list of references. For films use the date of release in the country where the film was produced. Sometimes you will need to give the country, rather than city, where it was first released.

Jean de Florette. (1986) DVD; directed by Claude Berri. 116 minutes. France: AMLF (2001).

Heimat: a chronicle of Germany. (1984) DVD. [6 Disc special edition with an introductory booklet by David Parkinson]; directed by Edgar Reitz. 925 minutes. Munich: Edgar Rice Films Productions in association with WDR Cologne and SSB Berlin (2005).

2.9 Personal communications

The precise information required depends on whether you are citing an interview, telephone conversation, email or discussion list. Give the following details:

Interview

Author. (Year) *Interview with name of interviewee*. Date.

Sandbrook, M. (2006) *Interview with Nick Drew*. 22.5.2006.

Telephone conversation

Author. (Year) '*Telephone conversation with*' name of interviewee. Date.

Sandbrook, M. (2006) *Telephone conversation with Nick Drew*.
22.5.2006.

Email

Author. (Year) Email address of sender. *Subject*. 'Email to' name of recipient, date sent. Email address of recipient

Sandbrook, M. (2006) m.sandbrook@bathspa.ac.uk *Library induction*. Email to Nick Drew, 22.5.2006. n.drew@bathspa.ac.uk

2.10 Discussion list

Author. (Year) 'Title of Discussion'. Date posted. Discussion list [Online]. *Location of Discussion List*. Available from: URL [Accessed – give actual date you visited the site].

Sandbrook, M. (2006) 'Use of Fishbone Diagrams'. 31.5.2006.
Discussion list [Online]. *Minerva*. Available from:
<https://minerva.bathspa.ac.uk/webapps/portal/busstuds/diagramsmodule>
[Accessed 26.2.2007].

You should obtain permission before using this sort of information.

3. BIBLIOGRAPHY

Do not include a separate bibliography of background reading with the Harvard scheme.