

## **Harvard Style of Bibliographical References**

### **Introduction**

As stated in the Academic Affairs handbook, the Harvard style, or “author – date” system is now standard for use in the London Institute. Reading lists in course handbooks should follow this style of referencing.

The Harvard system has increased in popularity over the years and has the advantage of being flexible, clear and easy to use without the need for footnotes and chapter references as used in other systems.

### **Definitions**

Citing – a means of referring, within your text, to the sources from which you have obtained information.

Reference – is the detailed description of the item from which you have obtained your information.

Bibliography – is the list of sources you have used. The bibliography usually appears at the end of your work and is arranged alphabetically. As well as listing the references you refer to in your text, it may also include details of the material you have also read, which informed your opinion, but was not referred to directly.

### **The importance of referencing**

- to acknowledge the work of other writers.
- to demonstrate the body of knowledge on which you have based your work.
- to enable other readers to trace your sources and lead them on to further information.

During the course of your research you will collect many references and it is essential that you record as much detail as possible and be sure the information is accurate.

This will save you time later when re-tracing references or when you need to incorporate a reference into your bibliography.

## Citing in the text

It is very simple to cite material using the Harvard system because all you need to do is mention the author and date of publication in the text of your work at the point where you refer to a particular document.

Eg.

How to write a research project is clearly outlined in Berry (2000)

The above citation would then appear in the bibliography, listed alphabetically, giving the full details.

Eg.

Berry, R. (2000) The research project: how to write it. 4<sup>th</sup> ed. London: Routledge

If you refer to more than one reference at the same point in your text, then they should be listed chronologically.

Eg.

Howe (1986), Bourner (1990), Turabian (1996)

If the author's name does not occur naturally in the text then place the name and the date in brackets. Where it does occur naturally the year follows in brackets.

Eg.

Customer compatability management emphasises the controllability of customer to customer interaction in the higher education environment (Rowley, 1996). If the customer to customer interaction is good then you will get a return visit. It is the objective of effective customer compatability management to enhance the service experience. Thus Rowley (1996) asserts that the ethos of the student environment does have an impact on student achievement.

Use lower-case letters after the date if you refer to more than one item published in the same year by the same author.

Eg.

Mintel are very strong in this area of research as evidenced by their report on the Internet (Mintel, 2000 a). A further report on e-journals and e-books was also used to good effect (Mintel, 2000 b).

If you have a work with three or fewer authors then cite them as follows and use an ampersand (&) for and.

Eg.

Cutler, T., Williams, K. & Williams, J. (1986)

For four or more authors, use the first author listed on the title page followed by 'et al' which is Latin and stands for 'and others'.

Eg.

Matlock, J. et al (1996)

## Citing quotations

It is essential to acknowledge the source of all quotations. If you record a particular quotation then you also need to identify the page numbers. These appear after the date within the brackets. Use p. for page and pp. for pages.

Eg.

‘These testing times provide periods for reflection and permit time for new things to be learned, mastered and brought to fruition’ (Jones, 1995 pp. 122-3)

Brief quotations should be set in single inverted commas.

‘It is my belief that the old order can only be overcome by force’.

Quotations of more than three lines should be indented and typed single space, without quotation marks.

My belief is that the old order can only be overcome by force; and for that reason it is all the more important that the revolution should not be an ignorant, but an educated revolution.

Double inverted commas should only be used for quotations within quotations.

He was brought before the magistrates but allowed to go free after replying in answer to a question about his identity: “I am an artistic and literary man, pretty well known, I think, throughout Europe”.

Words added to a quotation for clarification should be set in square brackets.

‘It [Bloody Sunday] saddened and depressed Morris, as did the death of Alfred Linnell’

## The Bibliography

### Books

It is good practice to use the title page (if there is one) rather than the cover to get your information. Include the following details in this order:

1. Author(s), editor(s) or the institution responsible for writing the document.  
A suitable abbreviation for editor is 'ed'.
2. Date of publication in brackets. This is always the date of the edition. Ignore any reprint dates. If in doubt use the 'copyright' date.
3. Title and sub-title (if any) separated by a colon. This may be underlined or **boldened** or in *italics*, but whichever ever you choose be sure to be consistent throughout the bibliography.
4. Series and individual volume no. (if any)
5. Edition if not the first  
Eg. rev. ed. or New ed., or 4<sup>th</sup> ed.
6. Place of publication, if known.
7. Publisher.

Eg.

Berry, R. (2000) The Research Project: how to write it, 4<sup>th</sup> ed. London: Routledge.

Eg.

Spence, B. ed. (1993) Secondary school management in the 1990s: challenge and change. Aspects of Education Series, 48. London: Independent Publishers.

Pages or sections within books

The order is:

1. Author of Chapter/Section.
2. Date of publication.
3. Title of Chapter/Section.
4. "In" followed by a colon.
5. Author/Editor of collected work.
6. Title of collected work, underlined, **boldened** or in *italics*.
7. Place of publication.
8. Publisher.
9. Pagination of section referred to.

*Book of collected writing:*

Eg.

Porter, M.A. (1993) The modification of method in researching postgraduate education. In: Burgess, R.G. ed. The research process in educational settings: ten case studies. London: Falmer Press.

Note: The title of the collected work should be highlighted, as that is the information someone needs in order to gain access to chapters within it.

### **Journal Articles**

When referencing journals or newspapers you need to include the following information in this order:

1. Author(s)/Editor(s) of the article.
  2. Year of publication in brackets.
  3. Title of the article.
  4. Title of the journal or newspaper, underlined or **boldened** or in *italics*.
  5. Volume and part number, month or season of the year for a journal and date of publication for a newspaper.
  6. Page number(s) of article.
- Where the author is known

Eg.

Hamlyn, P. (1994) Textile resources on the Internet. Textiles, vol. 24 (4) pp. 6-11.

or

Clarke, T.J. (1995) Freud's Cezanne. Representations, No 52, Fall, pp. 94-122.

- Where the article has no author

Eg.

How dangerous is obesity? (1977) British Medical Journal, No. 6069, 28<sup>th</sup> April, p.1115.

## Newspaper articles

Eg.

Baty, P. (1998) Learners are born, says report. Times Higher Education Supplement, 16<sup>th</sup> January, p.5.

## Exhibition Catalogues

- Where there is no author, use the Gallery or Museum.

Eg.

Museum of Modern Art (1968) The Machine. New York: MOMA

- It is also common practice to use capitals to denote the names of art movements.

Eg.

Haskell, B. (1984) Blam! The explosion of Pop Minimalism and Performance 1958–64. New York: Whitney Museum of American Art.

For conference papers, theses and dissertations, British Standards Publications, UK Official Publications, and research reports please refer to the Leeds Metropolitan University web site where you will find some examples of how to cite this type of material. The web address is <<http://www.lmu.ac.uk/lss/l/docs/harv.htm#books>>

## Audio-visual sources

For film/video and off-air recordings it is important to give as much information as possible to make it easier for any researchers to trace the information you provide. They may also need to know the length and the format if they are going to be able to play it back, eg. 90min, VHS Video; 134min, 35mm Film, etc. With the arrival of the DVD format, enhancements to the original time are often made via the inclusion of previously unreleased material. Additionally, this format contains “behind the scenes” information which is impossible to include on any tape-based format. Therefore, it is important that you check the time of a DVD film instead of relying on a time indicated by a VHS tape.

Note: Further useful information can be obtained from the Internet Movie Database: <<http://www.imdb.com>>

## Film

You need to include the following information in this order:

1. Film title (underlined, or **emboldened**, or in *italics*; remember to be consistent throughout the bibliography).
2. Date of release in brackets.
3. Director(s) name,
4. Screenwriter(s) name if known
5. Place of publication if known.
6. Production company name(s)
7. Length (mins)
8. [Medium : format]

Eg.

Marnie (1964) Directed by Alfred Hitchcock, Universal Pictures, 130mins

[Video : VHS]

## Video/Off-air recordings

It is important to include the transmission date, especially for series which are transmitted throughout the year.

Note: Feature films recorded off-air will be shorter due to the frame-rate at which they are transmitted. Cine film is usually shot at 24fps (frames per second). For technical reasons, this becomes 25fps when transmitted for television, and can result in a film being up to 10 minutes shorter.

You need to include the following information in this order:

1. Series title.
2. Programme title/episode number (underlined, or **emboldened**, or in *italics*).
3. Year in brackets.
4. Director(s) name.
5. Writer(s) name.
6. Place of publication.
7. Publisher.
8. Date of transmission.
9. Length (mins).
10. [Medium : Format]

Note: References to particular scenes, shots or dialogues should be established from opening, in approximate minutes.

Eg.

Omnibus Quentin Tarantino : Hollywood's boy wonder (1994). Directed by David Thompson. London: BBC, 25 October, 50min [Video : VHS]

Eg.

Our friends in the North. Episode 1. (1996). Directed by Pedr James, written by Peter Flannery. London: BBC, 20 January, 70min [Video : VHS]

### **Electronic sources**

Note: Owing to the transitory nature of information available on the Internet it is wise to keep a personal copy of any material accessed as evidence that the information existed.

### CD-ROMS

The citing of information from computer databases varies. If you have, for example, been using a CD-ROM to obtain journal references you only need to cite the journal as your source of information, not the CD-ROM.

Eg.

Royal Institute of British Architects. (1998) Architecture and Design Illustrated. London, RIBA [Multi-media CD-ROM]

If the information you are using is only available as a computer database you should cite it as follows:

Eg.

Gray, J.M. & Courtenay, G. (1988) Youth cohort study [computer file]. Colchester:ESRC Data Archive [distributor]

Points to remember about citing Internet addresses or URLs (Uniform Resource Locator)

- Be consistent throughout and fit in with the Harvard style.
- Cite enough information so that anyone trying to trace the citation will be able to locate it easily. Sometimes the address for an e-journal may be extremely long, in which case it is acceptable to include enough of the URL to identify the site from where the journal came.
- Give the date when you accessed the information.
- Punctuation is very important in Internet addresses. To avoid confusion with any full stops or commas in the bibliography, it is common practice to use < and > to indicate the start and end of a URL. Eg. Available from :  
<http://www.linst.ac.uk>

Additionally, put your URL on one line. This prevents any hyphenating line breaks, which are not part of the original URL. Eg. <**http://www.news.bbc.co.uk/hi/english/word/asia-pacific**> is incorrect because of a hyphen after /hi/

The correct URL is as follows:

<**http://www.news.bbc.co.uk/hi/english/word/asia-pacific**>

### **E-journals**

You need to include the following information in this order:

1. Author(s)/Editor(s) of the article.
2. Year of publication in brackets.
3. Title of the article.
4. Title of journal, underlined, or **emboldened** or in *italics*.
5. [Type of medium].
6. Date of publication.
7. Volume and part number, pagination or online equivalent.
8. Availability statement ie. URL.
9. [Date of accessing the information].

Eg.

Mortimer, K. (1995) Enterprise in Higher Education: reflections from the chair. Education and Training [Internet] vol.37 (9) pp.20 – 24. Available from:  
<http://fernando.emeraldinsight.com/> [Accessed 28 August, 2001]

### Online images

Include the following information, in the following order:

1. Title of image, or a description. Underlined or **boldened** or in *italics* (be consistent throughout the bibliography).
2. Year.
3. [Online image].
4. Available from <URL>. Note general points about URLs.
5. [Date accessed].

Eg.

Maureen Connolly (1950) [online image]. Available from  
<<http://www.pathfinder.com/photo/gallery/sports/cap13.htm>> [Accessed 28  
August 2001]

### World Wide Web Documents

Include the following information, the order should be

1. Author/Editor.
2. Year.
3. Title. Underlined or **boldened** or in *italics* (be consistent throughout the bibliography).
4. [Internet].
5. Edition.
6. Place of publication.
7. Publisher (if ascertainable).
8. Available from: <URL>. Note general points about URLs.
9. [Accessed date].

Eg.

Scott, C. (1998) Bibliographical references Harvard Style [Internet] Leeds,  
Leeds Metropolitan University. Available from  
<<http://www.lmu.ac.uk/lss/lis/docs/harv.htm>>  
[Accessed 28 August, 2001]

### **E-mail Discussion Lists**

Include the following information in the order indicated:

1. Author/Editor.
2. Year.
3. Title of message.
4. Discussion list name and date of message, underlined, **boldened** or in *italics*.
5. [medium] – Internet discussion list.
6. available from: <e-mail list address> [accessed date].

Eg.

Mahurter, S. (2000) Fwd: History of Printing and Publishing: Edward Clark Archive now on SCRAN. Bookhad 20<sup>th</sup> March 2000.

[Internet Discussion list]. Available from:

<mailbase@mailbase.ac.uk/lists/bookhad> [Accessed 28 August 2001]

### **Interviews**

Include the following information in this order:

1. Name of interviewee.
2. Year of interview in brackets.
3. Details of the interviewer.
4. Location of interview.
5. Date of interview.

Note: Brief details about the interviewee may be helpful if they are not already known.

Eg.

Jones, T. (1980). Interview with the author. Cardiff, 21 March. [Mr Thomas Jones was chief designer at the works from 1956–1967].

## Useful hints and common conventions

When referring to numbers, dates or titles in your text the following should be adopted:

Numbers up to nine in the text should be given in words, 10 and above in figures.

Eg.  
Eight yards further on  
967 houses were built last year

Dates in the text should be written as follows: 20 September 1949.

Eg.  
He left Iceland on 16 October 1884

Decades should be written in figures.

Eg.  
the 1770s

All titles, such as works of art, books etc. should be underlined, not placed in quotation marks.

Eg.  
In that year he painted The Fighting Temeraire

For further details on titles and the way to set them out see also the Bibliography section.

When doing your own research you may come across some other referencing conventions that are NOT part of the Harvard system. These include:  
ibid (Latin) – ibidem – used to refer to the same piece of work consecutively.

Eg.

- 1 Perrot, P. (1994). Fashioning the bourgeoisie: a history of clothing in the Nineteenth Century. Princeton: Princeton University Press, pp.66 - 71.
- 2 ibid p.115.
- 3 ibid p.21.

Op. Cit. (Latin) – opere citato – used to refer to a work already mentioned which does not appear consecutively.

Eg.

- 1 Martin, R. Fashion. (1987). Fashion and surrealism. London: Thames and Hudson. pp.217 - 225
- 2 Barns, R. & Eicher, J. (eds) Dress and gender . . .
- 3 Martin (1987) op.cit. p.17

## Sample bibliography

This example has been taken from the Leeds Metropolitan University web site:

<<http://www.lmu.ac.uk/lss/lis/docs/harv.htm>>

Booth, W.C., Colomb, C.G. & Williams, J.M. (1995) The Craft of Research. Chicago, University of Chicago Press.

British Standards Institution. (1990) BS5605:1990. Recommendations for citing and referencing published material. Milton Keynes, BSI.

The Chicago Manual of Style. (1993) 14<sup>th</sup> ed. Chicago, University of Chicago Press.

Fisher, D. & Hanstock, T. (1994) Citing References: a guide for users. 2<sup>nd</sup> ed. Nottingham, Nottingham Trent University.

Fletcher, G. & Greenhill, A. (1995) Academic Referencing of Internet-based Resources. Aslib Proceedings, 47 (11/12) November/December, pp.242-52.

Holland, M. (1996) Harvard System [Internet] Poole, Bournemouth University.

Available from

<[http://www.bournemouth.ac.uk/service-depts/lis/LIS\\_Pub/harvardsys.html](http://www.bournemouth.ac.uk/service-depts/lis/LIS_Pub/harvardsys.html)>

[Accessed 22 August, 1997].

Li, X. & Crane, N. (1993) Electronic Style: a guide to citing electronic information.

Westport, Conn., Mecklermedia.

Rudd, D. (1994) Cite Me, I'm Yours or References, Bibliographies, Notes, Quotations . . . etc. Harvard Version. Bolton, Bolton Institute of Higher Education.

Rudd, D. (1995) Writing a Dissertation. A Brief Guide to Presentation & Literature Searching. Bolton, Bolton Institute of Higher Education.

Shields, G. & Walton, G. (1995) Cite Them Right: How To Organise Bibliographical References. 3<sup>rd</sup> ed. Newcastle, University of Northumbria at Newcastle, Information Services.

Turabian, K.L. (1987) A Manual for Writers of term papers, these and dissertations. 5<sup>th</sup> ed, Chicago, University of Chicago Press.

Turner, B. ed. (1996) The Writer's Handbook 1996. London, Macmillan.