

Harvard style of citing and referencing

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Introduction

During your studies you will need to prove that you have some knowledge of other people's work or ideas. These ideas may be taken from: a book, a statistical table in a journal article, an illustration on a web site, spoken on the radio, broadcast on TV, code in a program etc. It is important that you do not give the impression that these ideas are yours. If you did, it would be plagiarism or cheating. When you use (paraphrase, or directly quote, draw, code etc) someone else's work you must both cite and reference it to:

- Demonstrate the body of knowledge on which you have based your work
- Acknowledge the work of other writers and researchers
- Enable other researchers to trace your sources easily and lead them on to further information
- Avoid accusations of plagiarism

There are a number of systems for referencing but at Leeds Met we recommend the Harvard System. There are two elements to this system: you need to use **citations** in the body of your text and corresponding **references** in your bibliography. For both of these elements the system specifies the: bibliographic detail, its formatting and punctuation.

Language explained

- **Citing** means formally recognising, within your text, the sources from which you have obtained information.
- **Citation** is the passage or words quoted or paraphrased within your text, supported with evidence of the source.
- **Bibliography** is the list of sources you have used, normally located at the end of your document.
- **Reference** is the detailed description of the source from which you have obtained your information.

Citing within your text

The Harvard system of citation is the most straightforward method of acknowledging other people's work, because initially all you need to do is mention the author and date of publication in the text of your work.

Customer compatibility management emphasises the controllability of customer to customer interaction in the higher education environment (Rowley 1996).

The reader can then easily locate the full description of the item you have cited by referring to the corresponding alphabetical list of references (or bibliography) you provide at the end of your document.

One or two authors - with names appearing naturally in the text.

Writing about the apostrophe Peck and Coyle (2005, p.29) say "the basic rule is that 's means something belonging to the word before the apostrophe. **Chelsea's** away-strip is new again this season." In other words it is the away-strip of Chelsea, and not for example Manchester's or Liverpool's, that is new. However, exceptions to this rule are also listed including **it's** - meaning **it is**.

Three more authors

In the case of three or more authors, the first author (from the title page) is followed by 'et al.' (this is an abbreviation of the Latin term for 'and others').

Matlock et al. (2004) discussed the potential problems with electronic databases.

If there is no author

If you can't establish the author(s) of a work, include the title within the brackets instead.

It has been stated that the disease occurs more frequently in men (Preventing coronary heart disease, 2003).

Source is cited within another book

For sources that you have not actually seen but which are referred to in another work, cite both the original source and the secondary source where you read it.

Smith (1990, quoted in Gibbs 1998, p.78) in his book 'Analysing patterns of work' gives an excellent précis of leadership styles.

Quotations

If the citation is a direct quotation, enclose this in quotation marks and include the page number(s) in the brackets as well. For example:

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

There is a need to create "stopping off" places in the learning process or what Kornbluh and Green refer to as "professional encapsulations" (1989, p.78).

Bibliography

The bibliography appears at the end of your work. It is organised alphabetically and is evidence of all the sources you have used in your research. The first two elements of each reference in your bibliography, i.e. author and date, appear in the text of your work. This enables the reader to move easily between the citation in the text and the bibliography in order to trace the relevant reference.

Sample Bibliography

Newspaper article	Baty, P. (1998) Learners are born, says report. Times Higher Education Supplement , 16 January, p.5.
Journal article	Bennett, H. Gunter, H. & Reid, S. (1996) Through a glass darkly: images of appraisal. Journal of Teacher Development , 5 (3) October, pp.39-46.
Email – discussion list	Brack, E.V. (1996) Computing and short courses. LIS-Link 2 May 1996 [Internet discussion list]. Available from: <mailbase@mailbase.ac.uk> [Accessed 15 April 1997].
TV programme	Business Matters. (1990) Give and take, 2. Meeting to negotiate . London, BBC 2, 17 October, [video: VHS].
Official publication	Department of National Heritage. (1977) Guide to safety in sports grounds . 4th ed. London, HMSO.
E-book	Dronke, P. (1968) Medieval Latin and the rise of European love-lyric [Internet]. Oxford, Oxford University Press. Available from: netLibrary < http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=22981 > [Accessed 6 March 2001].
Conference proceedings	ERGOB Conference on Sugar Substitutes, 1978. Geneva, (1979). Health and sugar substitutes: proceedings of the ERGOB conference on sugar substitutes , B. Guggenheim ed. London, Basel.
Act	Further and Higher Education Act 1991 (c.13) London, HMSO.

E-journal from the Internet	Glasbergen, P. & Groenenberg, R. (2001) Environmental partnerships in sustainable energy. European Environment [Internet], January/February, 11(1), pp.1-13. Available from: < http://www3.interscience.wiley.com > [Accessed 12 August 2001].
Email - personal	Lawrence, S. (slawrence.goyh@go-regions.gsi.gov.uk), 6 July 2001. Re: government office for Yorkshire and Humberside information . Email to F. Burton (f.burton@leedsmet.ac.uk).
35mm film	Now voyager (1942) Directed by Irving Rapper. New York, Warner [film:35mm].
Commercial video or DVD	One flew over the cuckoo's nest . (2002) Directed by Milos Forman. Burbank, Warner Home Video [video:DVD].
Thesis and dissertation	Page, S. (1999) Information technology impact: a survey of leading UK companies . MPhil. thesis, Leeds Metropolitan University.
Book	Peck, J. & Coyle, M. (2005) The student's guide to writing . 2nd ed. Houndmills, Basingstoke, Hampshire, Palgrave Macmillan.
Chapter of a book	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, pp.35-47.
Web page	Rowett, S. (1998) Higher Education for capability: autonomous learning for life and work [Internet], Higher Education for Capability. Available from: < http://www.lle.mdx.ac.uk/hec/about.htm > [Accessed 8 August 2000].
Book, edited	Spence, B. ed. (1993) Secondary school management in the 1990s: challenge and change . Aspects of Education Series, 48. London, Independent Publishers.

Further help

For further explanation and details please refer to:

Skills for Learning, Leeds Metropolitan University. (2007) **Quote, unquote: the Harvard style of referencing published material including electronic information**. Leeds, Leeds Metropolitan University.

Quote unquote is free to download from the Skills for Learning web site: <skillsforlearning.leedsmet.ac.uk>. It is also available at a cost of £3.00 from The Library, ask staff if you would like to buy a copy.

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