

A brief guide to the Harvard System

The Harvard referencing system (citation) is used to give credit to the authors of the evidence used to support the student's arguments within their essays and other assignments. Below you will find out how the system works, how you need to reference your sources and you will also find some useful examples that show you how the reference should look like.

Function

- A bibliographical reference should contain sufficient information for you or someone else to trace the information sources you have used.
- It indicates that you have considered the appropriate authorities and evidence in connection with your work.
- It acknowledges and gives credit to the work of others contributing to your work.

Components of the Harvard System

The Harvard system has two main components. Firstly, there is the in-text reference. For each item of evidence that you use from an external source (a book, a journal article etc.) there is an entry that includes the author's family name and the year of publication of the source that the information comes from. Note that for a quotation, there will also be the number of the page that the quotation came from (see the section on quoting below).

The in-text reference (author, year) works in conjunction with the second element of the Harvard system, which is known as a Reference List (sometimes inaccurately referred to as a Bibliography). This is an alphabetical list (by the author's last name and then the year of publication) that includes the full bibliographical details of the book that would enable the reader to find that source if they so wished. The in-text reference to the author's last name and the year of publication can be looked up in this list and the full details found. As you can see then, the system requires both the elements of an in-text reference and a reference list to work.

The Harvard style is the most commonly-used style of referencing worldwide. The following guidelines recommend a version taken from the British Standard.

You can *either* include:

- a **reference list** - an alphabetical list of citations that have appeared in the body of your work.

or

- a full **bibliography** - listing all the sources of information you have consulted in your research, and this list should also be arranged alphabetically.

Below is a checklist of the details you need to include for the common types of material cited. The layout and formatting should be **exactly** as it is shown, though if you do vary it, you should remain consistent throughout your bibliography:

Books (one or more authors)

Take the information from the title page and the reverse of the title page:

FAMILY NAME, INITIAL(S). Year. *Title*. City of publication: Publisher

ADAMS, A. D. 1906. *Electric transmission of water power*. New York: McGraw

Books (edited)

Write (ed) or (eds) after the editor's name(s):

FAMILY NAME, INITIAL(S). (ed). Year. *Title*. City of publication: Publisher

CRANDELL, K.A. (ed). 1999. *The Evolution of HIV*. Baltimore: Johns Hopkins Press

Books (electronic)

FAMILY NAME, INITIAL(S). Year. *Title*. City of publication: Publisher. [Date accessed].

Available from World Wide Web: <URL>

McROBBIE, A. 1998. *British fashion design: rag trade or image industry?* London:

Routledge. [Accessed 31 May 2006]. Available from World Wide Web:

<<http://leeds.etailer.dpsl.net/Home/html/moreinfo.asp?isbn=0203168011>>

Journal article

Use the title page of the journal volume or issue and the article:

FAMILY NAME, INITIAL(S). Year. Title of article. *Journal title*. **Volume** (issue number), page number of your quotation

WALKER, J R. 1998. Citing serials: online serial publications and citation systems.

Serials-Librarian, **33** (3/4), pp.343-356.

N.B. Use p. to reference a single page, and pp. if it is a range of pages.

Journal article (electronic)

Use information from the web site and the article:

FAMILY NAME, INITIAL(S). Year. Title of article. *Journal title* [online]. **Volume** (issue

number) [Date accessed], page number of your quotation. Available from World Wide Web: <url of site>

ROYALL, C.P., B.L. THIEL, and A.M. DONALD, 2001. Radiation damage of water in environmental scanning electron microscopy. *Journal of Microscopy* [online]. **204** (3), [Accessed 9th May 2002], p.185. Available from World Wide Web: <http://www.blackwell-synergy.com/>

Music (published)

ORIGINATOR. Year. *Title*. Subsidiary originator. City of publication: Publisher.

Unpublished documents

If unsure of the date, make a sensible guess and use a question mark:

FAMILY NAME, INITIAL(S). Year. *Title*. Unpublished.

FENDELL, R. 1985? *Training and management for primary healthcare*. Unpublished.

Website with author

Take the information from the webpage itself or the associated homepage - use the title bar and the credits at the bottom of the page, your own date of viewing the page and insert the words [online] and Available from World Wide Web: FAMILY NAME, INITIAL(S). Year. *Title* [online]. [Date accessed]. Available from World Wide Web : <url of site>

HAWKING, S. 2000. *Professor Stephen Hawking's website* [online]. [Accessed 9th May 2002]. Available from World Wide Web: <<http://www.hawking.org.uk/home/hindex.html>>

Website with no author

Take the information from the webpage itself or the associated homepage - use the title bar and the credits at the bottom of the page, your own date of viewing the page and insert the words [online] and Available from World Wide Web:

Title of website. Year as appearing on site [online]. [Date accessed]. Available from World Wide Web : <url of site> *Feminist Collections A Quarterly of Women's Studies Resources*. 2002. [online]. [Accessed 9th May 2002]. Available from World Wide Web: <<http://www.library.wisc.edu/libraries/WomensStudies/fcmain.htm>>